

Parent & Student Handbook



2020 - 2021



HOLY CROSS
Lutheran Church and School

304 South Street, Collinsville, Illinois 62234-2619
618.344.3145 www.holycross-collinsville.org

HOLY CROSS LUTHERAN SCHOOL

Mission Statement	4	Discipline Policy	23
Purpose Statement	4	Disciplinary Measures	24
School Philosophy	4	Restricted Activity	25
Objectives of the School	5	Parent Notifications – White Slips	25
Organization of the School	5	Expulsions	25
School Accreditation / Recognition	5	Suspensions	25
ENROLLMENT		Code of Conduct – Options	27
Enrollment	6	HEALTH & MEDICAL	
Entrance Requirements	7	Medical/Dental Examinations	28
Non-discriminatory Policy	7	Illness	28
FINANCIAL POLICY		Allergies	28
Policy	7	Head Lice	28
Prompt Payments	8	Asbestos	29
Support of School	8	Lead Testing	29
ATTENDANCE (WORSHIP/CHAPEL)		Medication Policy	29
Church Attendance & Policy	9	Concussion Information	30
Chapel Services	10	PEACE	
COMMUNICATION		Peace	32
Office Hours	10	Classroom Parties	32
Telephone	10	SERVICES	
Email/Texting	10	Extended Care/School Care Program	32
School Newsletter	10	Library	32
FACTS SIS	11	Lost and Found	33
Directions for Setting up Parents web	11	Lunch Program	33
CURRICULUM & ACADEMICS		MUSIC PROGRAMS	
Curriculum	11	School Choirs	34
Guidance and Testing Program	11	Band and Orchestra	34
Report Cards	12	Handbell/Chime Choirs	34
Grading Scale	12	Piano	35
Parent Teacher Conferences	13	Orchestra	35
Homework and Assignments	13	EXTRA CURRICULAR	
Academic Activities	13	Eligibility Requirements	36
Academic & Honor Awards	13	Safety Patrol	36
Promotion/Retention Policy	14	Student Council	36
DAILY POLICIES AND PROCEDURES		First Lego League	36
Cleanliness and Dress	15	International Club	36
Dress Code	15	Athletics	36
Dress Code Violations	16	Athletics Policy	37
Field Trips and Other School Events	16	Awards and Letters	38
School Attendance	16	Criteria for Awarding Points	38
Daily Schedule	16	KINDERGARTEN SUPPLEMENT	
Tardiness	16	Registration	39
Absence	17	Miscellaneous Information	39
Dismissal	17	Expectations	39
Bicycles	18	Objectives	39
Walking	18	COVID-19 INFORMATION	
Inclement Weather (School Closings)	18	Procedures/In-Person Instruction	42
Before/After School Activities	18	Remote Instruction	45
Extended Care/School Care Program	19	Exposure Protocol	45
Parking/Traffic	19	FORMS	
Birthday Celebrations	20	Commitment	41
Building Security	20	Computer Use Policies	42
Visiting School	20	Supporting the Mission/Purpose	44
Emergency Drills	20		
Behavior at School and School Events	21		
Field Trips & Other School-Related Events	21		
Chaperone Guidelines	21		
Volunteer Guidelines	22		
DISCIPLINE			
Items Not Allowed	23		

HOLY CROSS LUTHERAN SCHOOL

Holy Cross Lutheran Church – Statement of Mission

The mission of Holy Cross is to communicate the love of God in Jesus Christ to our members, community, and world, as we bring people to their Savior through baptism, make disciples through education and care for our members and community in acts of love. (Matthew 28: 19-20 and 1 Thessalonians 5:11)

Purpose Statement

The purpose of Holy Cross Lutheran School is to help each child reach his potential physically, recreationally, aesthetically, intellectually, spiritually, and emotionally in a Christ-centered environment.

School Philosophy

God's world is one involved with change. The Christian educator teaches the Christian faith so that God's people may serve, love, and teach the WHOLE person through the example of Jesus Christ, the bringer of Good News for all people. The educator then seeks to enable sinful man to deal with change in his life as he grows and develops in the areas of physical, recreational, aesthetic, intellectual, spiritual, and emotional needs.

Because sin has set man apart from God, "Your iniquities have separated you from your God," Isaiah 59:2, the Christian educator strives to bring the child of God to the realization that he has been redeemed through the action of Jesus Christ and is thus the object of God's love and forgiveness. "He is the atoning shepherd for our sin." 1 John 2:2.

Because of God's love, many may daily live for Christ and in the hope of eternal life. As forgiveness flows from love, so love flows from forgiveness. The child of God has the capacity to love and forgive through faith in Christ Jesus. The message of Christ is for all people. The child of God reflects the love of Christ when he shows love and forgiveness to those around him. "Whoever claims to live in Him must walk as Jesus did." 1 John 2:2.

Man must realize that he is part of God's creation, and that God remains firmly in control. "We know that the whole creation has been groaning...we wait eagerly for our adoption as son." Romans 8:22, 23. The child of God must search for God's divine truth as found in Holy Scriptures, apply these truths to his life, and continue to explore, "search the scriptures..." John 5:39, study and apply the truth to the end of his or her life. "...Giving you the spirit of wisdom" Ephesians 1:17.

Christian education must never lose sight of the fact that Christ is the center of Christian activity and education. Without Christ and His Good News of salvation, there is no need for a Christian school. A Christ-centered, Bible-based education continuously proclaims the relevancy of the Christian faith to all times and situations.

All people have basic needs, which must be satisfied. The Christian school is able to confront these needs in ways which other schools cannot: through the proclamation of the Law and Gospel. Those needs, which the Christian School can meet, are:

Physical needs for food, clothing and shelter as well as development and coordination.

Recreational needs for social interaction, group interaction, and enjoyment of activities.

Aesthetic needs to appreciate, understand, and participate in musical and artistic areas.

Intellectual needs to develop reasoning, communication, and purposeful knowledge acquisition skills.

Spiritual needs to have knowledge of their Lord and an active faith in their community.

Emotional needs of love, security, self-esteem, acceptance, and self-control.

Objectives of the School

The acronym, "PRAISE," reminds us of the areas of need that each child has, namely: physical, recreational, aesthetic, intellectual, spiritual, and emotional.

The following objectives, listed and categorized in the order of the needs statement of our philosophy, express the goals, which are necessary and important in providing for the total needs of the child in the Christian school. The objectives of Holy Cross Lutheran School are that each child may:

- Develop physically to gain the maximum use of their God-given abilities and be adequately equipped to endure the physical elements and to make wise choices for their physical well-being. **(physical)**
- Develop the ability to make responsible moral decisions and to act according to them by helping them learn about and try to understand the changes that take place in the world around them, learn how to be a responsible citizen through an understanding of democratic ideas and ideals, understand and practice the skills of family living, and be equipped to pursue energetic activity that will provide quality leisure time. **(recreational)**
- Learn to respect people who think, dress, and act differently when encountering them, and develop a desire for learning now and in the future through an appreciation of culture and beauty in the world in the pursuit of inner peace. **(aesthetic)**
- Gain a general education by developing skills in reading, speaking, listening and writing; practicing and understanding the ideas of health and safety; and learning how to access and use needed information and to develop skills to enter a specific field of work by gaining information needed to make job selections. **(intellectual)**
- Become an active, equipped, professing Christian; feel forgiven and demonstrate that forgiveness as the need arises; and understand, experience and practice evangelism within the school community and in their expanding environment. **(spiritual)**
- Develop good character and self-respect by enabling them to develop pride in work, a feeling of self-worth and to feel the love and caring of others around them, demonstrating those same feelings to others. **(emotional)**

Organization of the School

Holy Cross Lutheran School operates under the direction of Holy Cross Lutheran Church through the Board of Elementary Education. Day to day operations are managed by the school principal who sees that the policies developed through the school board are followed. The principal of the school acts as the executive director, who, with the help of the faculty,

suggests changes and policies for the improvement and welfare of the school. It is the principal's responsibility to see to it that the policies of the Board of Elementary Education and congregation are carried out. The principal is an advisor to the school board, making monthly reports to both the board and the Church Council.

School Accreditation / Recognition

Holy Cross Lutheran School is involved in an ongoing process of accreditation through the National Lutheran School Accreditation organization (NLSA). After undergoing a self-study process followed by an on-site visit, the school receives recognition for what we are doing well and recommendations for improvement which are addressed over a five-year period. At the end of five years, re-accreditation is sought based on the ongoing improvements. Holy Cross has been accredited since 1993. The accreditation procedure is a voluntary one embarked on for the purpose of helping to improve our school.

Holy Cross Lutheran School is also the recipient of an annual certificate of recognition awarded by the Illinois State Department of Public Instruction upon meeting the required criteria designated in a periodic visit. This too is sought voluntarily.

ENROLLMENT

Children whose parent(s) or guardian(s) are members of Holy Cross Lutheran Church have priority in enrollment.

In order to provide for accurate planning for the coming school year, it is necessary for enrollment to be made early. So that we can determine class sizes and teaching personnel, it is important that member families make application for reenrollment as soon as possible. To enroll in Holy Cross Lutheran School, parents must first submit an application for enrollment along with an application fee. The principal will approve the application and the enrollment is considered complete when:

1. A copy of a birth certificate is turned in to prove the age of the student.
2. A release form for records from the previous school is signed and upon receipt of said records, the child's status and success is verified.
3. A health record is submitted. (These are needed upon entrance in school, kindergarten, sixth grade and transfer in from out of state.) Dental exams are needed for Kindergarten and second grade. Eye exams are needed for Kindergarten and students new to Illinois schools.
4. Testing, as applicable, is complete.
5. A conference between the principal and/or his representative and the parents of the prospective student.

All students new to Holy Cross will be on probation for a minimum of one semester. The principal and teacher will evaluate and decide for continuation of enrollment. Probation may be extended for academic or disciplinary reasons or the enrollment may be terminated.

Holy Cross Lutheran Church considers the school a ministry and therefore provides an offset to the true cost of education for every student. With this offset to tuition, it is the hopeful desire that families see the value of Christian education not just being the responsibility of the school but also a part of what the family is involved in through weekend worship. School

families who are members of Holy Cross Lutheran Church also receive an additional tuition support with the understanding that regular worship and Bible study at Holy Cross Lutheran Church are expected. Failure to commit to regular attendance as determined by the Board of Elementary Education and Church Council could result in a reduction of the family member support. Though law-sounding, it is intended to be a Gospel-centered message of growing in Christ.

Entrance Requirements

Kindergarten – To be eligible for kindergarten a child must have reached the age of 5 years prior to September 1st. Students will have to have completed a kindergarten readiness test.

1st Grade – Children wishing to enter the first grade must have reached the age of 6 years prior to September 1st. Depending on maturity, for some students a later enrollment may be advised.

All grades – Holy Cross is a Christian Day School that accepts pupils from other schools based on a regular transfer, or by means of a report card, which indicates the proper placement of pupils. New students must have either a Birth certificate or Baptismal record as proof of age. Additionally, the enrollment qualifications and expectations must be met.

When a child is admitted as a student at Holy Cross Lutheran School, parents can expect to have the child enrolled in future years despite the growth of class size. The Board of Elementary Education, with the recommendations of the principal, will deal with changes in class size in the most educationally sound ways. There is no guarantee that another child from the same family will be admitted because one child is already enrolled. We will make every effort to enroll additional children of a family with a child in the school.

All pupils are accepted on the premise that they will apply themselves according to the ability which God has given them; will conform to all regulations and rules of the school; and will receive the religious instruction as set forth in Holy Cross Lutheran School.

Non-discriminatory Policy

Holy Cross Lutheran School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, financial policies, athletics, or any other school-administered programs.

FINANCIAL POLICY

Holy Cross offers two incentive payment options when you sign up for automatic monthly tuition payments via electronic funds transfer (EFT) from your checking account. This is provided at no cost by the Joyful Response program from the LCEF and is applicable to tuition payments only.

Option 1: Save 2% on your monthly tuition with the 10-month payment plan

Option 2: Lower your monthly tuition payment by choosing the 12-month payment plan

You may choose to withdraw your payment on the 1st of the month or on the 15th, which provides a grace period with no late fee.

The Principal and Office Manager will supervise the collection of all fees and will use the following guidelines:

- Fees are to be paid by the 1st of each month (Aug 1 – May 1).
- A late fee of 1.5 % on all accounts is assessed on the 11th for all unpaid balances.
- If payments become delinquent by more than one-month, special arrangements must be made with the Principal and/or Office Manager.
- If accounts are delinquent more than 60 days (2 months):
 1. The student(s) may not be permitted to attend class until payment arrangements have been made.
 2. A conference with the Principal will be needed to discuss further action. This may include required automatic withdrawals through Joyful Response to continue school attendance.
- The office staff is responsible for the collection and recording of payments.
- The enforcement of policy procedures is the responsibility of the Principal and Office Manager. Confidential reports of delinquent tuitions will be made to the Board of Elementary Education. The Board chairperson will be informed of the procedures being followed by the Principal.
- It is the family's responsibility to notify the Principal and/or Office Manager of any circumstances that may delay the payment of fees and all applications for Student Aid.
- Payment by Joyful Response is preferred, while cash or check is acceptable. Payments may also be made on FACTS SIS.
- A service charge of \$15 is assessed on checks that are returned for insufficient funds. Cash, money orders, or cashier's checks may be required as payment for accounts as determined by the Principal and Office Manager.

Prompt Payment of Fees

Failure to pay tuition, outstanding costs for book loss or damage, or any other assessed amounts will hold up receipt of report cards, diplomas, and other important school-related documents. Registration for the coming school year will not be allowed until all past fees have been paid.

Support of the School

The support of education at Holy Cross is the responsibility of the entire congregation. The congregation has readily accepted the responsibility for providing a Christian education for young people today. Even though the school is the responsibility of the whole congregation, it has become necessary to remind school parents of their responsibility by charging a partial tuition to members. It is important that parents realize the full cost of education as they contribute toward the financial support of the total parish program. *Covering educational expenses becomes crucial regarding the overall operation of a school. Consequently, all fees need to be collected, recorded, and deposited in a timely manner, but also accurately and efficiently. To accomplish this goal, the Board of Elementary Education has adopted the following policy:*

All school tuition and fees will be reviewed and established by the Board of Elementary Education with budget support and direction provided by the Boards of Finance and Stewardship. The tuition and fees will be based on the cost of operation in order to meet budget needs.

In making weekly church contributions, parents who are church members need to give of their first fruits realizing the Lord's blessings. "Honor the Lord with your wealth, with the first fruits..." Proverbs 3:9. Your offering envelope may be dropped off in the church office during the week if you are unable to attend a service due to illness or an out-of-town trip. An electronic offering program, *Joyful Response*, is available for your convenience.

ATTENDANCE (CHURCH/CHAPEL)

We encourage all our students and parents to show love for their Savior by regular weekly worship. **Holy Cross members' attendance is recorded by filling out the church attendance cards.** Attendance is listed on the report card and entered on the permanent record. Your complete worship experience includes Bible study for parents and Sunday School for children.

Church Attendance Policy

I. Introduction

This policy pertains to Holy Cross member families with enrolled school children. Its procedures are coordinated with the Board of Elders of the congregation. They have the responsibility of overseeing church attendance of ALL congregational members. Church attendance is a vital part of every Christian's spiritual growth, along with parents setting an example for their children.

II. Policy Statement

Holy Cross members, who have children enrolled in Holy Cross Lutheran School, are expected to attend worship services 50% or more times during a school year. The school year is divided into 4 quarters with 9 or 10 weeks in each quarter. This would mean attending church 4-5 times per quarter. However, God's blessings come to us daily, so weekly attendance is certainly encouraged for everyone, even during the summer months.

III. Procedures

1. Church attendance is based on the family (enrolled children, parent/s or guardian) attending worship services. This church attendance is to be recorded by completing the attendance card in the pew rack. Participation in the Lord's Supper should also be recorded.
2. During the school year, teachers will also check, and record church attendance of the students enrolled in their K-8 classrooms.
3. The church/school policy is met by meeting the minimum church attendance policy which is four out of five consecutive "quarters". (The five quarters consist of the four quarters during the school year and the summer break "quarter".) A family becomes an inactive member of the congregation when their church attendance is less than five (5) times per quarter during these "five quarters".
4. When a family does not meet the criteria of 50% attendance per quarter (5 times during a 9/10-week period), a contact will be made by church leaders.

- Such a contact will remind the family of their parental example and the spiritual value of regular church attendance.
5. Families who fail to meet the 50% minimum attendance four out of five consecutive quarters are considered inactive and become the responsibility of the congregation's Board of Elders. This can result in being declared a non-member family of Holy Cross, and the children's tuition rate being assessed at the community/non-member rate.
 6. Every effort to eliminate possible confusion or misunderstanding regarding church attendance will be made at each level of contact.
 7. Reinstatement to regular membership status would require Board of Elder's action.

Chapel Services

Weekly chapel services are usually held on Wednesday mornings. Preschool, Pre-Kindergarten A.M. Classes and Kindergarten also attend chapel on Wednesdays. Occasionally, services will be held at other times for special celebrations. These services give Holy Cross students and staff another opportunity, in addition to weekend services, to participate in worship of our Savior. The weekly chapel offering enables you and all other students at Holy Cross to participate in mission work in our area, state, nation, and world. Give generously so that others may know of His love. The offerings taken at these services are used to help various mission programs. Although these services are geared for the children, **parents and family members are always welcome to attend.** It is highly encouraged by the staff at Holy Cross that the Dress and Grooming for Wednesdays should reflect that of a Worship Service that honors our Lord.

COMMUNICATION

Office Hours

The office is open from 8:00 a.m. until 4:00 p.m.

Telephones

Students are not permitted to use the telephones; we do not want to reinforce forgetfulness. School personnel will call in case of illness or any other emergency. At school related events, students who need access to a phone should seek out a staff person. Cell phones are not to be on during the school day and must be kept in backpacks. Cell phones may only be used at the end of the school day when outside of the school building. School care children may not use cell phones without the permission of the School care staff and may only use them for communication to a parent.

Email/Texting

To contact a staff member by email, use the direct links on FACTS SIS or our website, www.holycross-collinsville.org. Any staff member can be emailed by typing their last name followed by first initial @holycross-collinsville.org. Teachers will respond to emails and/or texts after the school day is over. The teacher's primary responsibility during school hours is always the instruction and supervision of students. **In case of emergency or time sensitive communications, parents should always call the office.**

School Newsletter

A weekly school newsletter is emailed each week, generally on Wednesdays. This newsletter contains a schedule of the next week's events, the week's lunch menu, as well as many other items of information that parents will need to know. Parents should read it carefully. Extra copies will be available in the office, Extended Care and in the church information racks. Contact the office if you are not receiving the newsletter or if you would like to add someone to the newsletter email list.

FACTS SIS

Holy Cross Lutheran School uses FACTS SIS, an online school management program, to provide information to its school parents. Homework, grades, lunch menu, billing, weekly newsletters and other important information may be obtained by accessing your individualized page. Communication from faculty and office staff is made through FACTS SIS, and contact information for other Holy Cross families is also available.

Directions for Setting up your Parents web account:

Go to www.renweb.com

- Click on "Logins" and select "Parents Web Login"
- Click on "Create new Parents Web account"
- District Code = HC-IL
- Enter your email (make sure it is the same one on file at Holy Cross)
- FACTS SIS will email you a link. Simply click on that and follow the instructions on setting up your username.

Call the office at 344-3145 if you encounter any problems.

PARENT Alert text messages are sent through FACTS SIS for school cancellations and other time-sensitive announcements.

CURRICULUM & ACADEMICS

Curriculum

The curriculum and course of studies at Holy Cross Lutheran School comply with the standards of the State of Illinois Department of Instruction. The teaching of Christian faith receives prime emphasis, and all other subjects are taught with a Christian interpretation and approach. For religion instruction, materials that agree with our Lutheran doctrine are used while in other subject areas teachers integrate their faith into carefully reviewed secular materials.

Guidance and Testing Program

Christian day schools have a unique advantage in guiding their students in accordance with God's Word. Many times, the principal or pastor will serve in the capacity of guidance counselor as needs arise.

When concerns arise indicating the need for testing, the school works in cooperation with other local school districts, the teachers, and parents to determine a course of action that can be taken with Holy Cross students. These test results will be shared with the teacher and parents in a special staffing after the results have been analyzed. Holy Cross is committed to

assist parents and students within our resources as a school. Occasionally situations and or requests may be beyond the resources that Holy Cross Lutheran School has to offer.

In addition to those given in regular subject matter, standardized tests are given to the students. During the second semester, standardized achievement tests are given to all students in grades one through eight. Ability tests are given to children every other year with the results listed in conjunction with the achievement test to help make them more meaningful. A general summary of test results is sent home with each child. Teachers will honor any request to help with interpreting the test results. Detailed records of the testing program are kept in the school office. The results of student tests are kept in confidence and are used by the staff for the guidance of each individual child.

Report Cards

Report cards are issued four times per year. These reports indicate the child's progress. If there are any questions, the parent should make an appointment to meet with the child's teacher to determine a plan to correct noted deficiencies and difficulties. A special opportunity to review progress is scheduled at the end of the first grading period. Parents should feel welcome to discuss problems with the teacher at any time. Please contact the teacher to arrange a time to meet. Parents may also leave a message for staff on voicemail or e-mail.

All students in grades one through eight will receive mid-term progress reports each quarter. Please consider these to be an expression of concern for your child's welfare and a means of communicating his or her grade status. The report gives an approximate level of achievement and is not recorded permanently. These reports (as well as the report cards) are provided electronically through FACTS SIS. Confirmation must be made with the classroom teacher that you have seen and understand the grades reflected. Please note that you will not be able to view the progress reports if your accounts are not current.

The grading scale is as follows:

A 94-100	C 76-80
A- 92-93	C- 74-75
B+ 90-91	D+ 72-73
B 85-89	D 67-71
B- 83-84	D- 65-66
C+ 81-82	F 64 and below

An Honor Roll for each quarter has been established for grades 5-8 with the following standards*:

High Honor Roll: Recognizes students earning A's in all subject areas.

Honor Roll: Recognizes students earning two or more A's with B's in the remaining subject areas.

*For those who qualify for the next level in Mathematics and choose to take it, consideration is given in determining honor roll. An extra quality point is given so that, for example, a grade of 'B' in the next higher class taken will be worth the same as an 'A' at their grade level. This is done with a realization of the difficulty of the higher course and in the hope that no one who

qualifies will choose not to take the next level just because of the fear of receiving a grade which might jeopardize their ability to be on honor roll.

Parent-Teacher conferences

As noted previously, parents will be scheduled for a conference at the end of the first quarter. During this conference, the parents and teacher will have the opportunity to discuss the child's welfare and overall learning development. Other conferences will be scheduled as needs arise.

Parents have the right to review their child's individual records. Student records are released to another school only after proper transfer forms have been signed by the parent or guardian and all financial obligations are met. Records are only released on a school-to-school basis.

Homework and Assignments

Homework is work that has not been finished at school, work that reinforces skills, or activities that provide supplemental growth. To build character in our students, it is essential that good study habits are used including careful, neat and punctual completion of all work assigned. Parents will want to show an interest in, and concern with, their child's work by frequently checking and discussing it with the child. Parent interest will do much to promote a positive attitude.

Academic Activities

- Spelling bees are conducted at the classroom level in grades three through eight. Class winners compete at the school Spelling Bee. Some winners may have an opportunity to compete later as a representative of Holy Cross.
- A Geography Bee is held for students in the upper grades. A classroom level test is used to determine finalists for competition in a school assembly.
- A Science/Social Studies Fair is held in the third quarter of odd numbered years. Students in grades one and two do class projects; in grades three and four small group projects are done; individual social studies projects are done by fifth and eighth graders; and individual science projects are done by sixth and seventh graders.
- Additional grade level specific programs may include the Young Authors, Junior Olympiad, MATHCOUNTS, Team Challenge Day, or Lego League, which all enhance the educational programs and talents of our students.

Academic & Honor Awards

Academic Awards by subject area are given to graduating eighth graders each year. Honor awards are given to the top eighth grade graduates based on their scholastic achievement. They are presented with a school medallion at the graduation or awards ceremony.

One boy and one girl from the eighth-grade class receive the American Legion Award annually. Criteria for this award include honor, courage, leadership, scholastics, and service. The American Legion sets forth the standards while middle school teachers and 8th grade peers select the recipient.

The Valedictorian and the Salutatorian are figured by the following compilation:

- The first three quarters of

Promotion & Retention Policy

Upon satisfactory completion of the requirements at a particular grade level, a student will be promoted to the next grade. Occasionally a student will not reach the grade level expectations. The teacher may feel the next grade level is not appropriate at this point in the child's academic development. Under those circumstances, retention is considered. Retention is a serious matter, which must be considered only after very careful study by school personnel and parents. Each student and his/her record will be carefully reviewed, and each retention will be decided upon its own merits.

Guidelines

1. Retention will be considered when it is felt a child can improve his academic achievement by reinforcing skills at his present grade level. Action concerning each child will be based on his or her best interest.
2. Any student who has more than thirty absences during any one school year may be reviewed for retention.
3. Possible retention will be discussed with the parent or legal guardian by the end of the third quarter. Special circumstances may extend the third quarter guideline.
4. Failure in more than two core subjects for the year will strongly indicate reason for retention or require summer school for promotion.
5. All efforts will be made to reach a mutually acceptable decision by the parents, teacher, and principal regarding retention.
6. The decision may be appealed in writing to the Board of Elementary Education.

DAILY POLICIES & PROCEDURES

Experience leads us to believe that a child's attitude about school and about himself/herself is directly influenced by the way he or she is dressed. Since school might be thought of as the child's place of work, the way he/she dresses will reflect those attitudes. In our school, we acknowledge our bodies to be the temple of the Holy Spirit and thus expect that good dress habits and appropriate hygiene should also reflect that belief.

Just as many jobs require a variety of clothing, so too our varied activities at school may require different types of dress. Guidelines for dress must consider the nature of these activities. Special modes of dress may be acceptable or required as the teacher indicates during the school year. As the student grows and matures, what is appropriate dress for him/her may change. *For this reason, what might be accepted for younger children's attire may not be acceptable for the older students.*

Cleanliness and Dress

Personal hygiene and cleanliness are necessary for good classroom procedure. Children will also feel more comfortable in the presence of others if the principles of personal hygiene and cleanliness are properly observed.

Dress Code

The teacher will determine the appropriateness of clothes in question. All clothes should fit appropriately and not be tight fitting or loose falling off the body.

1. All school dress should be neat, clean, and in good taste. Current style does not necessarily dictate good taste.
2. Girls' dresses and skirts are to be of reasonable length and reflecting Christian modesty. (Grades 4-8: skirts and shorts must be worn at a length of at least mid-thigh to the knee).
3. Students in all grades may wear shorts when appropriate. The shorts must be neat, clean, and in good taste. Jogging shorts, cut-offs, bicycle shorts, boxer shorts, and poor fitting shorts are not permitted. (The shorts of students in grades 4-8 must be worn at a length of at least mid-thigh to the knee.)
4. Jeans may be worn, but they must be without holes or tears. Pants should not be poor fitting. Worn, frayed edges must be neatly trimmed. Pants or shorts with writing on the seat are not permissible.
5. Girls, gr. 4-8: When leggings, yoga pants, or form-fitting attire are worn, tops must be long enough to fully cover the buttocks.
6. Blouses and shirts must be appropriately buttoned and a proper length that would not expose the chest or waistline.
7. Cut-off or ragged sweatshirts, strapless tops, crop tops, halter tops, bare midriffs, "off-the-shoulder" and "shoulder cut-out" sweaters, blouses and dresses will not be permitted. (Tank tops and spaghetti straps will not be permitted for students in grades 4-8.)
8. Clothing containing secular music groups/artists, alcohol, wrestling, or lottery advertisements, violence, potentially offensive "sayings," and innuendoes are not permissible. Design and logos need to be in good taste.
9. Holy Cross team uniforms are not permitted to be worn during school.

10. Shoes are always to be worn. Shoes are to protect the feet. Open-toed sandals, flip-flops, high heels and backless shoes are not acceptable. All footwear must be appropriately fastened. Shoes with a back strap are acceptable.
11. Socks or nylons must always be worn for the health and safety of the students.
12. Hats/hoods are not to be worn indoors at any time unless there is a special "hat day."
13. Bizarre or unkempt hairstyles are unacceptable. As hairstyles are constantly changing and some become more accepted, it is highly encouraged to contact the teacher or principal before considering a drastic change.
14. Hair should not be dyed an unnatural color (purple, pink, green, etc.) for the individual student.
15. Excessively large dangling earrings are dangerous and may not be worn to school. Boys may not wear earrings to school or school functions. It is also not appropriate for any student to have other body parts pierced or tattooed (permanent or temporary).
16. Make-up, if worn at all, should be moderate at best, and limited to seventh and eighth grade girls.

Dress Code Violations

The consequences for dress code violations may include one or all the following: change to appropriate clothing or school supplied substitute, a verbal warning, a written warning, and/or a call to parents for a change of clothes.

Field Trips and Other School Sponsored Events

Because personal appearance and dress tend to reflect our Christian attitude, all students are expected to dress neatly and in good taste at all school sponsored events. Students will wear spirit shirts on field trips unless indicated otherwise by the teacher. These can be purchased from the school store at the beginning of the school year, on School Prep Day, or on any morning before school begins.

School Attendance

In accordance with Illinois State Law, children are held to regular and punctual school attendance.

Daily Schedule

School starts at 8:30 a.m. Children should be in their seats and ready to go by that time. Students may enter classrooms at the 8:15 a.m. bell. If students arrive before 8:10 a.m., they must go to the School care room and will be expected to sign in as part of the program. If students arrive between 8:10 and 8:15 a.m. they may wait outside the school entrance for the doors to open.

Those participating in early morning activities should enter through the School care door.

Tardiness

Students arriving after 8:30 a.m. must go directly to the office to obtain a tardy pass (grades 1-8). A pupil is tardy if he/she is not in the classroom when the 8:30 a.m. bell rings signaling the

beginning of the school day. Having the whole class present when the bell rings makes a better day for your child, his classmates, and the teacher. Your cooperation in getting your child(ren) to school on time is greatly appreciated. Times during the school day when students are absent for one hour or less (such as leaving at 2:20) or for a doctor's appointment during the day will also be tallied under tardies. Tardies are considered when figuring perfect attendance. Students who leave before 12 noon will be considered absent for the day. Students who leave after 12 noon will be considered ½ day absent. If students are continually tardy to school, an intervention plan may be instituted by the teacher or Principal depending upon the severity.

Absence

When your child will be absent, it is necessary to notify the school so that we have full and immediate accountability of your child. **A phone call to the school or teacher is necessary if your child contracts lice or a contagious disease such as chicken pox, pink eye, and strep throat.** This aids the teacher and school office in keeping accurate records.

Should it become necessary for a child to be excused during the school day, please notify the teacher or office in advance. If possible, dentist and doctor appointments should be scheduled outside of school hours. Students will remain in the classroom until parents arrive at the office, and students are paged.

Pick-up of Child During the School Day: When a child needs to be picked up due to an appointment or illness, the person picking up the child must report to the office. A student who needs to leave the school premises during the school day due to an illness or an appointment will be called from the classroom upon your arrival. At the time of departure, the child must be signed out from the office. Students are not permitted to wait outside for the arrival of a parent.

Absenteeism for Reasons Other Than Illness: We ask that if possible, vacations be avoided while school is in session. We realize that other circumstances may arise beyond your control that would require a student to be absent. If it is necessary to take your child out of school, such intention should be communicated to the principal and the child's teacher as early as possible. Teachers will not always be able to supply detailed assignments in advance for students. Upon return, please check with your child's teacher for additions, modifications, and the due dates of the makeup assignments. Some activities, by their nature, will not be able to be duplicated outside the classroom setting.

Homework Procedures in Case of Illness: Books and assignments for an absent student are placed on the student's desk. The homework and books needed will be sent to the office for pick-up at the close of the school day when requested. Please make your own arrangements if other students are to pick up your child's work. All missed classroom work and tests must be made up by the student. The time allowed the student to make up missed work will be equal to the time missed.

Dismissal

There are two dismissal times. Kindergarten will be dismissed at 3:15 p.m., five minutes earlier than the rest of the school. Kindergarten students are picked up at the classroom as a

face-to-face with the teacher. Students in grades one through eight are dismissed at 3:20 p.m. Students are to leave their desks and classrooms in good order when leaving for the day.

Students are to stay within the crosswalks. For safety reasons, students are to walk to their vehicles using the sidewalks along the side of the church to the parking lot across from the front entry to the church and following the directions of the safety patrol. The parking spaces closest to South Street are restricted from use. These will be occupied by staff to restrict traffic flow and require parents to exit away from South Street and pedestrian traffic. Students who are not picked up by 3:30 p.m. must check in to School care. Due to the face-to-face pick-up of the Kindergarten students, parents of these students may park by the gym doors for pick-up nearest the Kindergarten room. Parents, you must escort your child(ren) to your car and not allow them to run to the parking lot. This area is not watched by the safety patrol.

Bicycles

Bicycles ridden to school must be parked in the racks. Students are to walk their bikes from South Street on the sidewalk to the racks. After school, they should walk them to South Street again and follow the directions of the patrol person. Others are not allowed to ride a student's bicycle. Bicycles may only be used to get to school and to return home.

Walking

Students walking home must use the appropriate crosswalk and sidewalks and follow the patrol person's directions. Students who walk home are expected to depart for home immediately after school.

Inclement Weather (School Closings)

If the necessity arises that school must be called off because of the weather, announcements of cancellation of school are on various radio and TV stations in our area and usually will be sent out via the Text Alert. These announcements are usually made during the news periods in the early morning broadcasts. We are listed as Holy Cross, Collinsville. Please listen for the announcement on the radio or TV. The office and teachers will not have the information for you any sooner than the media. Electronic notifications will also be sent via our FACTS SIS parent communication as well as through our Facebook page.

Before/After School Activities

When attending before school activities or meetings students are to use the School care entrance. Students arriving more than 10 minutes before their activity must sign into School care. The School care supervisor will dismiss to the morning activity upon verification the teacher-sponsor is prepared for the students to report.

The only students allowed to remain in the building are those who are involved in after school activities. **Brothers or sisters who must wait are to check in to School care.** The activity director is responsible for the supervision of the students in their program, not siblings. For the safety and well-being of all students, as well as the liability of the school, this policy must be supported and followed by parents and students. Coats, books, etc. are not to be left in the student's classroom or in an area different from where their activity takes place.

Students attending athletic activities are to refrain from running or playing in the halls or on the stage during the game. They are to remain in the gym while the game is being played.

Extended Care/School care Program

Holy Cross School care is a before and after school childcare service offered only to first through eighth grade students registered at Holy Cross Lutheran School. Children in preschool, Pre-K, and Kindergarten participate in a separate location under the Extended Care Program. School care is an extension of the school day and general school rules still apply. The Early Childhood Director is responsible for supervision of the program under the guidance of the Board of Education. The hours for the Extended Care/School care program are as follows:

Before school hours 6:30 a.m. – 8:15 a.m.

After school hours 3:20 p.m. – 6:00 p.m.

Fees are on a Pre-paid basis. Please see fee sheet for details. Payments are collected in the school office or may be paid on-line using FACTS SIS.

Parking / Traffic

Before school children may be dropped off in front of the main school entrance (Door 11 by East Parking Lot). The doors will be open at 8:15 a.m. After 8:30 and during the day, entrance to the school is on the northwest side of the church/school complex, by the offices.

The East parking Lot is designated for after school activities. We ask that there be no automobile parking on that lot until later in the evening for athletic practice pick-up.

During the school day and over the noon hour, those bringing or picking up preschoolers, kindergartners, or children who are late or leaving early, should use the parking lot across from the church entrance.

The Extended Care/School care entrance is on the rear of the campus on the west side of the school building. Parents are to use the paved road near the fenced playground to access the entrance for drop off/pick up of children for Extended Care/School care supervision.

Morning Drop-off:

- Parents can use the drop-off “car line” single file in the morning using the East parking lot.
- **There will be NO PARKING on the East Lot in the Morning or Afternoon.** This will eliminate any potential hazards with students walking in front of the “car line” to get to the entrance.
- The exception to this is for the face-to-face pick-up of Kindergarten students. Use the spaces closest to the doors near the Kindergarten classroom.
- Any parents wishing to walk in their child must park in the North Parking Lot.

Afternoon Pick-up:

- **There will be NO PARKING on the East Lot in the Morning or Afternoon, except Kindergarten Parents.**

- The street immediately in front of the church doors will be blocked off from 3:10 until 3:30 p.m.

Birthday Celebrations

Your child's teacher should be contacted beforehand when your child wishes to bring a birthday snack. Be aware that there may be students with food allergies when choosing your snack. Students may also bring individual servings of water, juice, or any other non-carbonated beverage for easy distribution. The snack will be distributed at the time chosen by the teacher. Any items which must be cut at school are discouraged.

Invitations

Parents should handle personal party invitations outside of school unless all classmates are invited.

Building Security

To maintain the highest security level possible, Holy Cross has a locked building during the school day. School care, Extended Care, and the Main Entrance are secured entries with cameras. Anytime another door is open, it is supervised by a staff person. NO EXTERNAL DOORS are accessible throughout the school day besides the Main Entrance at the office. If you must come to the school, this is the only door you will be allowed to enter from 8:15 a.m. until 3:30 p.m. Visitors and volunteers are required to sign in and wear a badge for identification. Please help us maintain the secure facility for our staff and students by supporting and abiding by our safety procedures.

Visiting School

As always, visitors are certainly welcome. Concern for the safety of children and staff, and the elimination of disruptions to the classroom has resulted in a visitor registration policy.

The following procedure will be required of anyone visiting on the school premises during the school day: Enter through the office entrance and sign the booklet at the window; you should indicate the nature of your visit and where you will be; and as you leave please indicate the time at which you have done so. Visitors will be issued a badge indicating they have checked in through the office. (Reminder: Meeting with teachers should be done by appointment before or after school so that classroom time is not interrupted.)

Following the above-mentioned procedure will help us all to rest assured that our children are safe at school. It is necessary that everyone abide by the rule to make it effective.

Emergency Drills

An approved and efficient fire alarm system is installed in our school. The principal conducts fire, earthquake, tornado, and other emergency drills throughout the school year. A weather monitor, provided by the Civil Defense Agency of Collinsville, is always on during the school day. The Collinsville Police Department has worked with us in developing emergency procedures for our school. Your child's safety is our foremost concern. We have arrangements to evacuate to Webster School in Collinsville (2 blocks Northeast) during an event that would warrant evacuation of our buildings.

Behavior at School and School-Sponsored Events

Students at Holy Cross are expected to show concern for fellow students by setting Christian examples in the classroom, the hallways, the cafeteria, the gym, the restrooms, and on the playground. Students can show concern to classmates and visitors by conducting themselves in an appropriate manner when moving throughout the building.

An adult must accompany any student attending a school activity. At team games students as well as parents are reminded that they come to the games to watch and cheer for the teams. It is necessary that students remain in the gym while the event or game is in progress. Running or playing throughout the school is strictly forbidden. Students breaking these rules may need to be picked up by an adult or leave the activity. We ask that parents cooperate in supervising their children at school events and games. Please remind your child of these guidelines.

Field Trips and Other School-Related Events

Each year field trips are planned for all grades at Holy Cross Lutheran School. These are planned to increase the students' knowledge and awareness of the world around them. Teachers will send home an information/emergency form with detailed information. In grades K-8 Spirit Shirts are worn for field trips unless teachers indicate otherwise.

Parents may have the opportunity to serve as chaperones on these trips. For parents to adequately supervise, only children in the class are allowed to attend. Specific guidelines and expectations will be given to parents beforehand. **As required by state law, all chaperones must have a background check completed and on file in the office.** For chaperones that will be driving their personal vehicle on a field trip, a form must be completed and signed along with a photocopy of their insurance card and driver's license. They must have a valid driver's license and current insurance; see to it that students use seatbelts; are at least twenty-one years of age; will operate the vehicle in a safe manner; and will not be under the influence of any substance.

Holy Cross Lutheran School Chaperone Guidelines

Thank you for your willingness to be a chaperone. Field trips are a great educational experience for the children of our school. We are thankful for the willingness of adults to accompany the students on the trip. We ask that you read and abide by the following guidelines:

- A. Be supportive of the established schedule.
- B. Be responsible for the students assigned to you.
 1. NEVER leave one of your assignees unsupervised. If you need to be away from your group, leave them with another adult.
 2. Make sure your assignees follow the schedule and are on time.
- C. Support and follow the guidelines and rules established for the trip.
- D. No smoking in the presence of the students.
- E. No consumption of alcoholic beverages (a requirement dictated by Illinois state law for chaperones of school activities).
- F. If driving a vehicle be sure all students are properly secured by seatbelts or in car seats.

- G. Follow all applicable traffic and driving laws.
- H. Give current driver's license and auto insurance information to the office.
- I. Holy Cross Lutheran School rules apply on the trip. Final decisions will be made by the supervising teacher or staff representative.

Holy Cross Volunteer Guidelines

Volunteers are a vital part of the total program of Holy Cross Lutheran School. The dedicated assistance provided by these persons enhances the educational experience of the students at Holy Cross. We appreciate the help of all our volunteers!

We ask that all volunteers read and follow the guidelines presented below. If you have any questions about them, ask the principal or the staff member you are working with.

Volunteers of Holy Cross Lutheran School will:

- Know and understand the purpose of our school as stated in the Mission Statement of Holy Cross: "It is our mission to communicate the love of God in Jesus Christ to our members, community and the world, as we bring people to their Savior through baptism, make disciples through education, and care for our members and community in acts of love" (Matthew 28:19-20 and 1 Thessalonians 5:11).
- Agree to a background check as required by state law.
- Sign in at the office upon arrival, sign out upon leaving, and wear the visitor's badge issued by the office.
- Model Christian behavior for the students always.
- Remember that disciplining of the students is the responsibility of the classroom teachers.
- Observe confidentiality. Any behaviors observed or information learned as a result of volunteering should not be shared with others. When necessary inform the classroom teacher.
- Refrain from using cell phones when in the presence of students.
- Dress in an appropriate manner.
- Know that smoking is prohibited on church and school property and at all school related functions.

We sincerely hope these guidelines will be received in a spirit of cooperation, and that the students at Holy Cross Lutheran School will continue to be blessed by the efforts of our volunteers.

Textbooks, Library Books, Technology Equipment and Other School Property

We ask parents to cooperate with the school in the care of the textbooks, library books, computers, iPads, and other equipment. Textbooks and equipment are very expensive. Willful or careless destruction or loss of these items will result in an assessment for the replacement of them. Some of the specific guidelines are explained in detail in the Computer Use Agreement signed annually by students and parents.

DISCIPLINE

Items Not Allowed at School (See Telephone Policy regarding cell phones)

To keep the classroom/school campus safe, Holy Cross does not allow items that would be deemed harmful to oneself or others including, but not limited to any weapon (real or toy), explosive or items that could ignite. Materials not necessary for classroom activities are not allowed. These items include but are not limited to chewing gum, radios, electronic games, etc. The individual teacher may ban other items brought into the classroom that are disruptive to the learning environment. Teachers will make allowances for playground items. Nuisance items will be returned to the child or his/her parent at the teacher's discretion.

Discipline Policy

The faculty and staff of Holy Cross Lutheran School view the disciplining of children as a God given responsibility. In the Bible, Proverbs 22:6 states that we are to "Train up a child in the way he should go, and when he is old, he will not depart from it."

Behavioral boundaries have been placed upon the children at Holy Cross Lutheran School because we desire:

1. To provide a safe and wholesome environment in which each child can learn and grow.
2. To help our students understand that the ability to obey rules is important for leading a happy and productive life.
3. To teach students that they are accountable for their actions.

Therefore, discipline is not viewed negatively, but as a learning experience that is a crucial part of each child's growing process. Our hope is that discipline at Holy Cross Lutheran School will produce benefits both now and for years to come. Holy Scripture best explains this idea when it states, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11

Our belief is that most students want to cooperate and demonstrate this by obeying school rules. Students need to conduct themselves in accordance with the rules and policies of Holy Cross Lutheran School during school hours and at any school-sponsored event or activity. This includes sporting events and practices, Extended Care and School care hours, interscholastic events and field trips. Failure to do so will result in disciplinary action.

At the beginning of the school year, the teacher and students within each classroom will establish a list of class rules. They will also determine what consequences will result if a student chooses to break a rule. Two copies of each teacher's discipline plan will be sent home for each parent to have. Parents and students will be asked to sign the top copy of the plan and return it to school with the student.

The teacher will attempt to resolve problems with the student. If the negative behavior persists, the teacher will notify the parents and the behavior will be discussed. Negative behaviors include, but are not limited to classroom disruptions, hall/restroom disturbances and dress code infractions. Although the teacher oversees discipline in the classroom, there may be occasions when the student will need to be sent to the principal.

If the problem persists, a Conduct Referral will be issued noting the behavior or problem and the planned corrective action or consequence.

Holy Cross does not use or condone the practice of Corporal Punishment.

The following problems are viewed by Holy Cross Lutheran School as more serious offenses:

- Blatant disrespect or disobedience to any member of the Faculty or Staff, including but not limited to, failure to cooperate, arguing, talking back, and/or use of foul or abusive language.
- Defacing or vandalizing school property or that of another person.
- Cheating on daily work, tests or quizzes, including, but not limited to: copying another student's work or copying any printed material from a book, magazine, CD-ROM, Internet or pamphlet and presenting it as their own, allowing another student to copy school assignment(s) or test(s), and forging someone else's signature.
- Fighting, including, but not limited to shoving, pushing or throwing an object at another person.
- Stealing - taking the property of another person or that of the school without prior permission.
- Possession, sale, distribution or use of tobacco, drugs (including alcohol), or any controlled (e.g., prescription drugs) or mind-altering substances.
- Smoking or possession of smoking paraphernalia.
- Possession of weapons of any kind (e.g., common pocket-knife, B.B. and pellet guns, etc.), explosives (e.g., fireworks) and/or incendiary devices (e.g., matches, lighters, etc.).
- Possession of obscene literature (including, but not limited to pornographic material, and/or internet websites), acts of obscenity or sexual harassment.
- Leaving school grounds, school events or activities without permission from the supervising adult.
- Bullying, Intimidation and Sexual Harassment of Students or Faculty - including, but not limited to, written, electronic, as well as non-verbal or verbal threats.
- Profanity, Vulgarity, Swearing - including, but not limited to, taking the Lord's name in vain and/or gestures.

Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying Parents/Guardians of Incident
- Withholding Privileges
- Temporary Removal from Classroom
- Return of Property or Restitution for Lost, Stolen or Damage Property
- Silent Time during Lunch
- White Slip (Grades 5 to 8)
- Before or After School Detentions with Parent Notification
- Lunch Detentions with Staff Member with Parent Notification
- Community Service
- Seizure of property that was used in violation of rules
- In-School Supervision with Staff Member
- Suspension from Extracurricular Activities – Restricted Activity

- Suspension from School and all school related activities for up to 10 days
- Expulsion from school for a definite period – School Board decision
- Notifying Law Enforcement Authorities

Restricted Activity

- Students on Restricted Activity are not allowed to participate in sports, special school related activities/programs or field trips. The purpose of Restricted Activity is to enable the student to take the time and responsibility for developing greater self-control and self-correction.
- If a student earns 3 (three) referrals in any one-quarter, he/she will be placed on Restricted Activity for no less than two weeks beginning the day of the third referral.
- Any subsequent referral within a quarter will earn no less than 3 (three) weeks additional Restricted Activity.

Parent Notification Forms – White Slips (Grades 5-8)

1. Parent Notification Forms are used as an aid in communication between the teacher and the parent.
2. Information such as incomplete or missing homework may be noted on the form.
3. The Parent Notification Form is a duplicate form. One part of the form remains with the teacher. The other part of the form is taken home and must be signed by a parent or guardian.
4. The form and the assignment must be returned the next school day with the proper signature
5. Failure to return the signed form on the next day will result in a detention.
6. The completed assignment (returned with signed form) may not receive full credit.
7. Assignments not completed and returned with the signed form may receive a “0.”
8. Detentions are generally served from 3:20-4:00 pm, unless other arrangements are mutually agreed upon.

Note:

Refer to the "Code of Conduct - Disciplinary Options" sheet for action plan. Please expect follow-up from teacher, principal, and/or pastor so that we may help our children learn to work through conflict.

Expulsions

The Board of Elementary Education of Holy Cross Lutheran School, at the recommendation of the principal and/or the Disciplinary Committee, reserves the right to dismiss any pupil for reasons including, but not limited to, the previously listed offenses, consistent and unacceptable behavior, continued lack of progress or lack of home support. It should also be noted that situations involving inappropriate language, disrespectful behavior, or physical harm to another student could warrant sending the child home during the school day.

The Disciplinary Committee is made up of the Principal, one faculty member, and the chairman of the Board of Elementary Education.

Suspensions

Suspension from Holy Cross Lutheran School is considered a very serious and grave matter. No credit can be given for work completed while suspended. However, a suspended student

is required to make up any missed work in order that s/he may have the information and skills received by the rest of the class, and therefore will return to class ready to continue the educational program with his/her classmates. Persistent or repeated behavior would warrant dismissing the child from Holy Cross Lutheran School or place re-enrollment status in jeopardy. Students whose behavior is addressed by the Discipline Committee may appeal a decision in writing to the Board of Elementary Education within 5 days of the Discipline Committee's decision. Students will receive a clean slate each quarter for referrals for Classroom Disruptions, Hall/Restroom Disturbance and Appearance Code Violations.

Code of Conduct - Disciplinary Options

Infraction ----- Consequences -----

	Principa l & Student Confere nce	Call to Parent from Principal	Parent Conference with Principal	Written Assignme nt	Detentio n	½ Day In-School Suspensio n A.M. or P.M.	Short Term Suspension (1-4 Days)	Long Term Suspension* (5-10 days)	Rectify Damages	Expulsi on*
Classroom Disruptions	1/2/3	1/2/3	2/3/4	1/2/3	1 - 4	1 - 4	3/4/5	4/5/6		
Hall / Restroom Disturbance	1/2/3	1/2/3	2/3/4	1/2/3	1 - 4	1 - 4	3/4/5	4/5/6		
Appearance Code Violation		1/2/3	2/3/4	1/2/3	3/4/5	3/4/5	3/4/5			
Leaving School grounds, events, or activity without permission	1	1	1	1		1/2	1/2	1/2/3		4
Insubordination / Disrespect	1/2/3	1/2/3	1/2/3	1/2/3	1/2/3	1/2/3	2/3	2/3/4		1-4
Cheating on daily work, quiz, or test	1/2	1/2	2/3	1/2	1/2/3	1/2/3	2/3	3/4		3/4
Profanity, Vulgarity, Swearing	1	1/2/3	2/3	1/2/3	1/2/3	2/3	2/3	3/4		4
Vandalism	1	1/2	1/2	1/2	1/2	1/2	1/2/3	1/2/3	1/2/3	1/2/3
Bullying, Intimidation of Students or Teachers	1	1	1/2	1			1/2	1/2		1/2/3
Fighting	1/2	1/2	1/2	1/2	1/2	1/2	1/2	2/3		1/2/3
Smoking / possession	1	1	1/2	1			1/2	1/2		3
Stealing	1/2	1/2	1/2/3	1/2			1/2	1/2/3		1/2/3
Possession of Obscene Literature, Acts of Obscenity, Sexual Harassment							1	1/2		1/2
Drugs, Alcohol, Weapons - use, possession							1	1/2		1/2
Drugs, Alcohol, Weapons - sale, distribution							1	1/2		1/2

These options are for reference only and are not intended to be a binding progressive order of discipline.

*Determined after meeting of the Discipline Committee

HEALTH & MEDICAL

Medical Examinations / Dental Examinations

The regulations of the state of Illinois require all children to receive a complete medical examination upon entering their first year of school, as well as at the kindergarten and sixth grade years. Forms may be picked up at the school office. The examination must be completed and on file by the first day of school. Students participating in sports must have a current sports physical before attending the first practice.

Illinois State Law requires that students receive Dental Exams in Kindergarten, 2nd and 6th grade. The examination must be completed and on file by the first day of school. Eye examinations are required for all students entering Kindergarten or who are enrolling in an Illinois school for the first time.

Illness

Students who become ill should first report to their teachers. The teacher will then see to it that a call is made to the student's home or a number on the registration form.

We recommend that you not send your child to school if:

1. The child has a fever above 100.0 and until the child has been fever free for 24 hrs. without the use of Tylenol or Motrin.
2. The child has vomited twice or more in 24 hours.
3. The child has diarrhea.
4. The child has pink eye and/or white or yellow discharge from the eye.
5. The child has strep throat or scarlet fever-they must have been on an antibiotic for 24 hours to return to school.
6. The child has chicken pox-all lesions must be dried and crusted over before they return to school.
7. The child has impetigo-a highly contagious skin infection, marked by a weepy, scaly or crusty rash-which must be treated for 24 hours.
8. The child has ringworm- until it is treated. It will need to be covered while at school.

Please Note:

Contact the school by phone or email office@holycross-collinsville.org by 9:00 am if your child is going to be absent. If your child sees a doctor while they are home ill, please remember to get a note from the doctor.

Allergies

We are seeing an increase in allergies to food and other environmental substances. Peanut butter and dairy products account for the greatest number of food allergies. Before sending treats to school, please check the ingredients carefully and ask the teacher or office staff about possible allergies among your child's classmates. The staff asks that no animals be brought onto school grounds without the proper permission from the Principal.

Head Lice

Head lice is a fact of life in all schools. Holy Cross School has a "no nit" policy. When children are discovered to have live lice or nits, they are sent home to be treated and may not return to school until all the nits have been removed. You can help by keeping the following in mind:

1. Instruct your children not to share combs, hats, coats, or other items that touch their hair with other children.
2. Check your child's hair regularly.
3. Please report all cases of head lice to the student's teacher. Your privacy will be respected.

For more information on lice, please go to www.headlice.org

Asbestos

Holy Cross Lutheran Church and School has complied with all state guidelines and has an asbestos management plan on site. Areas of our school and church buildings contain building materials in which asbestos was used in the construction. We file annual reports with the State of Illinois and in Sept. 2016 had our 3-year re-inspection and received our letter of compliance from the state of Illinois. You are welcome to review the management plan or report should you desire.

Lead Testing

In May of 2017 Holy Cross School completed the testing of water in all buildings, as required by the State of Illinois. Test results concluded that the water meets all state and federal requirements. The detailed results are available for review on FACTS SIS.

Medication Policy

It is the policy of Holy Cross Lutheran School that the administration of medication to students during school hours be discouraged unless necessary for the critical health and well-being of the student. Therefore, only those medications which have been prescribed by a licensed physician or dentist will be administered to regular classroom students (subject to the following policies). This policy does not prohibit the parent or guardian from coming to the school and administering the medication to the child if they desire.

- No prescription medication will be administered at school, unless the prescription label and the parent permission form indicate the dosage and the specific time of the day, which the medication is to be given. (The only exception is cough drops. Parents may send a dated note, good for one week, with a supply of cough drops to be held by the teacher.)
- All requests to administer medication to students must be made in writing on the designated medication request form by the parent or legal guardian. A separate medication request form must be completed for each medication.
- All medications prescribed by a physician must be in the original, appropriate pharmacy container. The container must be labeled with the student's name, date, pharmacy name, physician's name, name of the medication, dosage of the medication and the specific time of the day the medication is to be given.
- Any change made in the dosage of the medication and/or the directions for use will require a corrected pharmacy label indicating these changes or a signed notation from the physician, clearly indicating these changes.

- Request forms for medication must be signed by the physician and renewed each school year.
- All medications will be kept securely locked in a specified area of the office designated for medications. The medication request forms will be kept in the student's file.
- Prescription inhalers may be carried by the student or kept with the teacher in the classroom. A medication request form for the inhaler must be on file.
- In special cases, if the physician orders an epi-pen, etc. to be used in case of severe, possibly fatal allergic reactions to bee stings, the parent must make arrangements with the teacher.
- Non-prescription medications such as Tylenol, Motrin, Benadryl, etc. which will be taken on a short-term basis will be administered only if we have a signed note from the parent or guardian and a written order from the physician. A physician may directly fax the order to the school.
- Fax number is 618-344-1222.
- STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS ON THEIR PERSON WHILE IN SCHOOL (EXCEPT AUTHORIZED INHALERS).

Concussion Information

A concussion is a brain injury, and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious.

You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to appear fully. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- | | |
|---|--|
| • Headache | • Amnesia |
| • “Pressure in head” | • Does not “feel right” |
| • Nausea or vomiting | • Fatigue or low energy |
| • Neck pain | • Sadness |
| • Balance problems or dizziness | • Nervousness or anxiety |
| • Blurred, double, or fuzzy vision | • Irritability |
| • Sensitivity to light or noise | • More emotional |
| • Feeling sluggish, hazy or slowed down | • Confusion |
| • Feeling foggy or groggy | • Concentration or memory problems (forgetting game plays) |
| • Drowsiness | • Repeating the same question/comment |
| • Change in sleep patterns | |

Signs observed by teammates, parents and coaches include:

- Appears dazed or stunned
- Vacant facial expression
- Confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily or is uncoordinated
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury.

There is an increased risk of significant damage from a concussion for a period after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences.

It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete's safety.

If you think your child has suffered a concussion:

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately.

No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours.

IESA Policy and state law require athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion, or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

Insist that safety comes first.

For current and up-to-date information on concussions, you can go to:

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

<http://www.iesa.org/activities/concussion.asp>

PEACE

(Parents, Educators and Children with Christ Excelling)

PEACE is dedicated to the support of the school and the strengthening of the family. You are automatically a part of this most important organization. Meetings and events are scheduled throughout the school year. This organization offers many opportunities for parents to use their God-given abilities to serve their Lord through our church and school. Parents are asked to volunteer for at least two activities during the school year. Your help with these activities helps us defray the cost for education as well as build community among our school and church families.

Classroom Parties

PEACE will ask for parent volunteers to plan classroom parties. Discuss party plans with the classroom teacher before implementation. Consider the age of students and physical setting when serving drinks.

SERVICES

Extended Care/School care Program

Holy Cross School care is a before and after school childcare service offered only to first through eighth grade students registered at Holy Cross Lutheran School. Children in preschool, Pre-K, and Kindergarten participate in a separate location under the Extended Care Program. School care is an extension of the school day and general school rules still apply. The Early Childhood Director is responsible for supervision of the program under the guidance of the Board of Education. The hours for the Extended Care/School care program are as follows:

Before school hours 6:30 a.m. – 8:15 a.m.

After school hours 3:20 p.m. – 6:00 p.m.

Students using Extended Care must be registered. Fees are on a Pre-paid basis. Please see fee sheet for details. Payments are collected in the school office or may be paid on-line using FACTS SIS.

Library

All students and adults at Holy Cross are given the opportunity to utilize the library. The library contains a wide variety of reading and resource material for all grade levels. Students are encouraged to use the library in order to broaden their reading interests. A volunteer librarian is on duty during the school day. Lost books will result in a minimum assessment fee of \$5.00 for paperback books and \$10.00 for hardcover books toward the replacement of the book.

Lost and Found

Children often lose articles because the articles are not properly marked. Kindly mark all items for proper identification. The “Lost and Found” items will be kept in a central visible location. These items are occasionally displayed during registration, open house, and the like. If articles are not claimed within a reasonable length of time, they will be disposed of in an appropriate way. Items that students find may be turned in to their teacher or the school office.

Lunch Program

Holy Cross participates in a state-approved hot lunch program, which receives subsidy funds from the Federal Government. The cost of a hot lunch will be published before the first day of school.

State lunch regulations require that students take milk as part of their hot lunch unless a doctor’s excuse is on file in the office. Soda and fast food are NOT to be brought for lunch.

Adult lunches are always available for visiting parents, guests, volunteers, and teachers. The state requires that the cost of these lunches be higher than that of student lunches. Free and reduced lunches are available for families that meet the income guidelines established by the state of Illinois. These guidelines are published during the first weeks of the school year. Applications for free and reduced lunches are made through the office.

MUSIC PROGRAMS

As Holy Cross members, students are expected to attend the particular church service(s) for which they are scheduled to sing/play. Non-member students are also expected to participate with their choir/group in the scheduled services.

School Choirs

All students are members of a choir. Rehearsals for these choirs are generally held during the school day. These choirs will periodically participate in church services, chapel services, and other special events. All children are expected to participate faithfully.

Band and Orchestra

Violin lessons are offered at Holy Cross to 2nd-8th grade students (1st grade students at the discretion of the teacher). Refer to the fee sheet for the cost. Families buy or rent instruments on their own (except for 5th grade students – see below). Students will receive a small group lesson during the school day and will have a larger group class once a week right after school. Groups will be arranged according to ability and ages.

Lessons on the following band instruments are offered at Holy Cross to 6th-8th grade students: Trumpet, Baritone, Trombone, French Horn, Clarinet, Flute, Saxophone, and Percussion. Refer to the fee sheet for the cost of this program. Families buy or rent instruments on their own. Students will receive a small group lesson during the school day, and a larger group class once a week right after school.

Due to time restraints, we will make every effort to make up lessons which are cancelled by the student but can only guarantee 'make up' lessons which are cancelled by the school or the teacher. Credit toward a school letter can be achieved through participation. Students are responsible for class work missed while they are at band or string lessons.

5th grade students are given a chance to learn a band or string instrument free of charge as part of their general music class. Holy Cross will provide a limited selection of instruments for 5th grade students to use for one year only. If a 5th grade student wishes to take lessons on an instrument not provided by Holy Cross, they are welcome to do so if they rent/buy their own instrument and pay the regular band/orchestra fee. If students choose to continue in band or orchestra in 6th-8th grade, they will be responsible for providing their own instruments (rental information is available from the band and orchestra teacher) and will be assessed the regular band/string fees. 5th graders will be expected to practice and prepare for class for a grade (and occasionally perform outside of class) as part of this program.

Handbell / Chime Choirs

Students in the middle grades may participate in choir chimes or hand bells. Since this is an extra-curricular activity, practices are held before or after school. Faithful participation in practices and performances is required. Credit may be earned toward a school letter. Grade levels of participants may vary from year to year, but the choirs are generally limited to fourth grade and above.

Piano

Piano lessons are offered at Holy Cross to 2nd-8th grade students (1st grade students at the discretion of the teacher). Refer to the fee sheet for cost. The program will include a minimum of 12 lessons per semester and includes instruction books. Students will be pulled out of class for one lesson a week during the school day. Due to time restraints, we will make every effort to make up lessons which are cancelled by the student but can only guarantee 'make up' lessons which are cancelled by the school or the teacher. Students are responsible for class work missed while they are at piano lessons.

Orchestra

Students in grades 1-8 may sign up for instruction in violin taught by a qualified instructor. Students will be grouped by age and ability and will be scheduled for lessons once a week during school hours. The program will include a minimum of 12 lessons per semester and includes instruction books. Orchestra students occasionally will play in church and in the community as well as at instrumental concerts scheduled during the year.

EXTRA CURRICULAR

Eligibility Requirements

Students in grades 4-8 must maintain academic eligibility to participate in extracurricular activities (these include activities such as athletics, cheerleading, hand bells, choir chimes, choral groups, student council, drama, and other clubs and organizations). Eligibility requires that a student have no F's and no more than one D on report cards in core subject areas.

If the report card reflects ineligibility the following procedure is followed: The student will be unable to participate in extracurricular activities beginning the first school day after grades are issued, and until the following mid-quarter indicates satisfactory grades.

Safety Patrol

The safety patrol consists of student volunteers who are on duty to protect the safety of our students. It is very important that students follow their directions. The purpose of the patrol is to help the children in the practice of safety rules outlined by the sponsoring AAA as well as by the school. Boys and girls in the seventh and eighth grade may serve as safety patrol members.

Student Council

Holy Cross student council consists of fifth through eighth grade students who represent their respective classes. The student council meets twice each month to plan various school social activities as well as service projects. In the process of their planning, it is hoped that the students will learn much about democracy and develop leadership skills.

FIRST LEGO League

FIRST LEGO League is a robotics program for students in grades 4-8 based on science and technology, with emphasis on teamwork and teaching life skills.

Teams of up to ten students program an autonomous robot, creating a solution to the presented problem. The number of school teams is based on student and volunteer interest from year to year.

International Club

International Club is an afterschool club for grades 1-3 that meets seven times per year. Each month a different country is featured as students learn about culture, food, and geography.

Athletics

Athletics are provided at the interscholastic level. Students have an opportunity to participate in basketball, baseball, cheerleading, volleyball, and track during the school year. One of the major purposes of the athletic program is to give all participants practical experience in Christian principles of sportsmanship and fair play.

School policy requires that those students participating in athletics receive a physical examination from their family doctor or at a school physicals clinic before beginning such an activity. Parents must also sign a Concussion Information document, as required by the state

of Illinois (see appendix). The school cannot be responsible for accidents, which may happen if a child cannot withstand the routine training which is necessary for such activity.

A student is ineligible to participate in an event if he or she misses a full day of school. Likewise, if a student misses school on the day of an event, he or she cannot participate in the event unless present for the sessions after lunch. Credit toward a school letter may be attained by participation. The respective coach will share specific requirements for participants.

Holy Cross Lutheran Athletics Policy

Purpose: The Athletic Department's main purpose is to provide opportunities for students at Holy Cross to use and develop the physical and mental skills and abilities given to them by God in extracurricular sports.

Objectives: The Athletic Department will:

1. Promote sportsmanship.
2. Promote teamwork.
3. Provide equipment for each team.
4. Provide adequate time for practice, within time and building constraints.
5. Develop a schedule of games for each team.
6. Abide by Conference objectives and rules.
7. Provide Christian coaches.
8. Enlist qualified officials.

Article II of The Lutheran Conference:

Objectives: The objectives of the league shall be:

1. To promote opportunity for Christian Witness.
2. To promote fellowship between congregations.
3. To encourage sportsmanship.
4. To provide opportunity for competition.
5. To promote our best teams for competition.
6. To prepare our youth for high school competition.
7. To prepare the youth for future leisure time activities.

Team Expectations by Grade:

Grade Five: All students will have equal opportunity to participate in practice and games.

Grade Six: All students will have equal opportunity to participate in practice and regular season games. All students will have opportunity to participate in tournament games. Low competition.

Grade Seven: All students will have equal opportunity to participate in practice. All students will have opportunity to participate in regular season and tournament games. Moderate competition. Variety in playing time.

Grade Eight: All students will have equal opportunity to participate in practice. All students will have opportunity to participate in regular season and tournament games. High competition. Big variety in playing time.

Note: The opportunity to participate in games depends on the individual's attendance, attitude, and behavior at practices and games. Due to participation numbers, students may be moved up to participate at a higher-grade level. Students may not be moved down to participate in a younger grade level team.

Awards and Letters

The purpose of any activity at Holy Cross is to provide opportunities for our students to use their God-given abilities to His glory. Any activity, therefore, should not be seen as "extracurricular", but rather as an integral part of our total program.

It is our desire to develop well-rounded students. This awards procedure encourages students to become involved in many of our programs. It also gives recognition to our most important program – the classroom.

This awards procedure applies to students in grades five through eight.

A student can earn points from any of the following areas. A total of 9 points is needed, all earned in the same school year, for a student to receive his/her letter. A student cannot earn more than 8 total points in one area. For example, no more than 8 points can be earned from the area of athletics.

General Criteria for Awarding Points

3 points may be given for exemplary participation, above and beyond the average participant

2 points may be given for full participation in the activity, expected participation

1 point may be given for less than expected participation (missing activities, coming late to activities, scheduling appointments during activities, etc.)

0 points may be given if a student is asked to leave or quits an activity

CLASSROOM 4 points - High Honor roll all 4 quarters

3 points - Honor Roll all 4 quarters or High Honor Roll 3 quarters

2 points - Honor Roll 3 quarters

1 point - Honor Roll 2 quarters or 1 quarter

Students attending Holy Cross may carry over fourth quarter Honor Roll to the next year.

This can be done for students in grades 5, 6 and 7.

STUDENT COUNCIL 1-3 points can be earned for full participation

SAFETY PATROL 1-2 points can be earned for full participation

BAND and STRINGS 1-3 points can be earned

MUSIC/DRAMA 1-3 points can be earned for Handbells, Strings, Chimes, etc.

JUNIOR OLYMPIAD 1 point can be earned for participation

LEGO LEAGUE 1-3 points can be earned

ATHLETICS 1-3 points can be earned for Cross Country, Baseball, Volleyball, Basketball, Track or Cheerleading

All students receiving points for participation will receive a pin and/or certificate for that activity.

As groups, sports, or clubs are added, 1, 2, or 3 points may be earned.

School letters are presently given to students who attain a designated number of participation points in academics, athletics, music, and other specified activities. These participation standards are approved by the Board of Education and will be reviewed periodically with changes made as seen fit.

KINDERGARTEN SUPPLEMENT

Registration

1. Children must be five (5) years old by September 1st of the year enrolling.
2. All physical and dental examination forms and the standard registration form must be submitted before the opening day of school in order for your enrollment to be complete. Also, a copy of a birth or baptismal certificate must be turned in to the office to prove birth date.

Miscellaneous Information

1. The teacher will send home a weekly newsletter communicating current activities and the weekly learning schedule.
2. A Communication Sheet may be included in the Take Home Folder when there is a need to inform you regarding specific health concerns or behavior issues.
3. You are welcome to provide a special treat for your child's birthday. Please send a note to the teacher one day in advance.
4. Parents are requested to walk their child from the church parking lot to the classroom door.

What the School Expects from Five-Year-Old's

Upon entering kindergarten, a child should know:

1. Full name and address.
2. How to dress independently. (We know that buttoning heavy coats and scarves may be problems and thus need some assistance.)
3. How to care for his toilet needs.
4. How to use a tissue when sneezing, blowing, or coughing.
5. How to wash his hands and face.

Objectives of the Kindergarten Program

1. To aid parents in providing for the proper spiritual development of their child through:
 - Instruction in simple truths of God's Word. (Law and Gospel)
 - Christian instruction and guidance.
 - Christian songs and prayers.
2. To make the child's first experience at school a happy one.
3. To provide for an easy, gradual transition between home and school.
4. To promote the child's physical development by:
 - Establishing rhythm of hunger, thirst, elimination, rest, and play.
 - Careful observation and examinations by the teacher.
 - Developing a wholesome regard for cleanliness, neatness, and orderliness.

- A careful, planned program of games designed to develop large muscle coordination.
5. To aid parents in the proper emotional development of the child by developing a sense of:
 - God's love for children.
 - Security and well-being.
 - Achievement from jobs well done.
 - Joy in laughter and love.
 - Stability in meeting disappointments.
 6. To aid parents in developing the proper social development of their child in:
 - Showing a willingness to assume responsibility, leadership, and cooperative fellowship.
 - Sharing and taking turns.
 - Showing self-respect and respect for the rights of others.
 - Using acceptable manners in various social relationships.
 - Being courteous.
 7. To aid parents in the intellectual development of the child through:
 - A thorough program in language arts including reading readiness, practice in oral and written expressions, and handwriting.
 - A thorough program of math readiness.
 - Science and social studies.
 - A music program stressing singing, music appreciation, listening, and rhythmic expression.
 - Versatile art programs.
 8. To provide a variety of group activities which will arouse and satisfy curiosity; stimulate independent thinking, planning, experimenting, executing, and evaluating; sharpen observation; and broaden and deepen interests and appreciation.
 9. To provide a proper foundation into the first grade.

Objectives of the Full-Day Program

The purpose of full-day kindergarten is to help children grow in cognitive, psychomotor, affective and linguistic skills. Full-day kindergarten affords the time needed for the broad variety of learning experiences necessary to maximize the growth and development of each individual student. Rather than extending the curriculum vertically or imposing excessive structured paper and pencil activities, additional time available to the full-day program allows for broadening and enriching curricular experiences.

In full-day kindergarten, ample opportunity is allowed for the time-consuming enrichment experiences necessary to introduce and reinforce the direct instruction of cognitive and psychomotor skills. In addition, the full-day program can offer a wide variety of enrichment experiences for the development of affective and linguistic skills. The primary goal of the full-day kindergarten is to fully develop each skill area at no expense to the other areas.

COVID-19 PROCEDURES

IN-PERSON INSTRUCTION

Holy Cross plans to offer In-Person Instruction, five days a week on the campus. Traditional In-Person Instruction will require additional health and safety precautions because the safety and well-being of students, families, and staff will remain the top priority of the Holy Cross Staff. Traditional In-Person Instruction will consist of a safe environment that is in alignment with local health protocols. Social distancing and mask wearing will be adhered to as much as instructionally possible.

BEFORE/AFTER SCHOOL CARE

- All students who attend the Before and/or After school care must enter and exit Door #12.
- Hand sanitizer will be at the entrance to Door #12
- Before/After school care will be in the Holy Cross Gymnasium.
- Before school care will be from 6:30 a.m. to 8:05 a.m.
- After school care will be from 3:30 p.m. to 6 p.m.
- Students who are in Before school care must have their temperature taken by a member of the Holy Cross Staff in front of the Parent who drops off the student. This will determine if a student is allowed in the building or not.
- Parents who pick up their children from After school care will need to notify the Holy Cross Staff (using doorbell) and wait outside at Door #12 to receive their child from a Staff Member.
- No Parents will be allowed in the building to drop off or pick up their child from school care.

ARRIVAL (8 a.m. to 8:30 a.m.)

- Door #11 will be opened at 8 a.m. by Mr. Houck or his designee. **(More details at School Orientation)**
- Parents may not drop off student(s). Parents must stay with their child until screening has occurred. **(More details at School Orientation)**
- To maintain social distancing, students should stay in the vehicle until screening has been completed. **(More details at School Orientation)**
- Door #11 will be propped open for no touch entry. Upon entering the building, students are to report to their classroom.
- Parents will not be allowed to accompany their child into the school.
- Hand sanitizer will be available at the entrance to Door #11.

CAFETERIA

- The cafeteria will be used as a classroom or a place to social distance.
- Lunches will be served in individual classrooms.
- Hand sanitizer will be available for student use.

CLASSROOMS

- Hand sanitizer use by students in Early Childhood and Kindergarten will be supervised by staff.
- Students will use hand sanitizer upon entering and exiting the classroom. Students may wash their hands in lieu of using hand sanitizer if applicable
- Effort is made to distance students 6 feet apart from each other as instructionally possible.
- Students must use their own supplies. There will be no sharing of supplies.
- Teachers will develop and implement classroom procedures and schedules that limit student movement. This will include turning in assignments and passing out materials.
- Students will be taught procedures to sanitize their personal desk and the space around it. Students must bring hand sanitizer and/or cleaning wipes to use.
- Verbal and Visual cues will be utilized to help students with social distancing.

CLEANING OF SCHOOL

- The school building is continually being cleaned and disinfected daily.
- Daily Cleaning will be increased as school begins
- Hand sanitizing stations are available all over the school building for student and staff use.

DISMISSAL

- Staggered departure times will be developed and implemented to ensure student and family social distancing.
- Provide hand sanitizer at each exit for student use.
- Exterior doors will be propped open to minimize contact.

FACE COVERINGS

- As we begin the school year, face coverings will be required to enter and exit the building and anytime social distancing is not met.
- Anytime a student moves in the classroom or to another area, face coverings will be required.
- Place your child's name on face coverings.
- Face coverings must be appropriate and not display any wording or symbols deemed inappropriate.
- To prevent losing face coverings when outside, lanyards are a good way to keep the face covering in your child's possession.

RECESS/PHYSICAL EDUCATION

- Recess will be viewed as Physical Education for the students during COVID-19 plans.
- Emphasis will be placed on keeping students together in their same class (no combining of students) and limiting the size of groups participating in recess activities.
- Staggered schedules can be utilized when needed.
- All students and staff will be required to use hand sanitizer or wash hands before and after recesses.

RESTROOMS

- Proper hand-washing techniques will be taught to all students and consistently reinforced.
- Ensure to limit the availability of toilets, urinals and sinks to adhere to social distancing.
- The scheduling of class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- Ensure the maximum occupants are 2 per restroom to promote social distancing.
- After restroom breaks, students will be required to use hand sanitizer before reentering the classroom.

SCHOOL CLOSURES/COVID-19 SYMPTOMS/ABSENTEEISM

- Symptoms of COVID-19 may include cough, shortness of breath, difficulty in breathing, chills, fever, muscle pain, headache, sore throat, or loss of taste/smell.
- If your child is showing any of the above symptoms, please keep them home.
- Students who show any of the above symptoms will be sent home immediately.
- Students who show symptoms will be placed in an isolated room supervised by appropriate personnel.
- Students who are symptom free for 72 hours without medication may return to school.
- If a student tests positive for the COVID-19 virus, they will need to quarantine themselves for 14 days before returning to school. At the time of quarantine, the student will be placed in the Remote Instruction Program.
- The Administration, School Board and Church Leadership will decide if school or an individual class needs to be closed due to a positive COVID-19 test. Each situation would bring many variables that may or may not require the closure of school or the cancellation of a class.

TRANSITIONS

- Students and staff will wear face coverings that cover their mouth and nose during transitions and in common places indoors.
- Establish one-way traffic throughout hallways.
- When it is not possible for one-way hallways, students should stay to the far-right side of the corridor to reduce the possibility of contact.
- Classroom doors will be propped open to reduce the use of high touch areas when possible.
- May schedule staggered release times from each class to limit the number of students in the hallway during transitions.

VISITORS

- Only Staff and Students will be permitted inside the building.
- Emergency Medicine that the student needs may be dropped off in office by a parent.
- Parents may also enter the office if their child has a doctor's appointment.
- Parents/Visitors may not drop off homework, supplies, lunches, etc. since movement in the building is limited to both students and staff.

WATER

- Students will be required to bring water bottles or containers to school to be used only by them.
- Water Fountains that do not have the bottle fill mechanism on them will be shut off and not be used.

Remote Learning Program

- Holy Cross Lutheran School is committed to providing students enrolled in the remote learning program the basic education necessary to keep students on grade level.
- Remote Instruction will look different from a traditional learning day at school. It is a separate program from the In-Person Instruction.
- All students will be taught by an individual teacher using the instruction materials provided by the regular classroom teachers.

Logistics

- Remote Instruction will begin on August 18, 2020
- Students must enroll for a quarter. After the first quarter, parents may choose to move to In-Person or continue remotely.
- The Remote Teacher will be giving instruction over a digital platform and/or assigning work for students to complete. Work will be graded accordingly by the Remote Teacher.
- All completed assignments will need to be submitted through electronic methods.
- Textbooks will be checked out to families on School Prep/Orientation Day.
- Attendance will be taken, and students will be expected to be online during their scheduled times.
- Limited Technology Devices will be available for families. Please notify Main Office if a device is needed.
- Students enrolled in Remote Instruction will **NOT** be allowed to participate in any extracurricular events or athletics.

Course Work

The course work will focus on religion, reading, writing, math, science, and social studies.

The exposure protocol for Holy Cross Lutheran School can be found at:

<https://holycross-collinsville.org/wp-content/uploads/2020/11/Covid-Protocol.pdf>

This handbook is a general guide for your use as a parent. Our goal is to improve instruction, relationships, and good order at school. Please contact the principal if you have additional questions or suggestions.

Holy Cross Lutheran School Commitment Form

School Policy Agreement

I, the undersigned:

1. Have been informed that I may discuss any established policies and procedures with the Principal prior to the signing of this document.
2. Accept responsibility for obtaining and familiarizing myself with all Holy Cross Lutheran School requirements, information and literature.
3. Have been informed that I may request to inspect facilities, programs, and staff anytime during operational hours.
4. Give my permission to a representative of Holy Cross Lutheran School in an emergency where parent(s) or designated adult(s) cannot be contacted to take the child (children) to a medical doctor/hospital to receive necessary treatment. I further understand that I, or the designated adult(s), will be contacted as soon as reasonably possible, in the event such action is necessary.
5. Give my permission to Holy Cross Lutheran School for my child (children) to participate in activities anywhere on the property of Holy Cross Lutheran Church and School.
6. Have been informed that the rates for tuition are annual fees beginning August 1 and are due by the 1st of the month. Payable regardless of holidays or illness.
7. Pledge to fulfill all my financial responsibilities by paying all fees and tuition in full and on time.
8. Have been informed that monthly payments must be received by the first (1st) of the month or they will incur a 1.5% late fee charge on the 11th of the month.
9. Have been informed that withdrawals must be conducted through the school office. Those withdrawing will be charged tuition until the withdrawal procedures have been completed. When a student withdraws anytime during the month, no refund will be given for any part of that month. Report cards, student records and transcripts may be held until all outstanding balances are cleared.
10. Have been informed that parents who are consistently late with payments and fail to communicate with the Principal about payment risk having their student(s) removed from class or Extended Care. If accounts are delinquent sixty days (60), the student(s) may not be permitted to attend classes.
11. Have been informed that pick up time for School care is 6:00 p.m. There is a late fee for students who are picked up after 6:00 p.m. The fee is \$15 for any portion of the first 15 minutes and \$1 per minute thereafter.
12. Have been informed that the time and activities of employees other than their specific assigned responsibilities at Holy Cross Lutheran Church and School is considered personal "away from work" time and is not authorized, endorsed or the responsibility of the school or church.
13. Authorize Holy Cross Lutheran Church and School to take meaningful and/or appropriate photographs of my child. I/we also authorize that photographs may be used for publication by the church, school or Extended Care. (Please initial here _____ if permission is not granted to use for publication.)

Holy Cross Lutheran Church and School does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admission policies, financial policies, athletics, or any other school-administered programs.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Copy



**Acceptable Use Policy Signature Form
For Students Grades K-4th**



1. I promise to come into the computer lab quietly and take my seat.
2. I promise to raise my hand if I have a question and I will not shout out.
3. I promise to listen to my teacher and follow my teacher's directions. I will only work on the programs and web pages that my teacher tells me to use during class.
4. I promise to ask for help if I don't know what to do, or if something is not working.
5. I promise to only print when my teacher says that is ok, and I promise to only print one time.
6. I promise to treat the computer equipment with respect. I will not bang on the keyboards and I will not touch the monitors with my fingers.
7. I promise to tell my teacher if I read or see something on the computer that makes me feel uncomfortable.
8. I promise to be safe when I use technology. I will never share my name, address phone number or other personal information on the Internet.
9. I promise to only open folders and files that I have permission to open and I will only save my work in the folders that have been assigned to me.
10. I promise to respect all people when I use technology. I will never copy the work of others that I find on the Internet or other places.
11. I understand that using the school's technology is a privilege, and if I break any of my promises, I might not be able to use the computer and other devices.

I will sign my name to show that I will follow the rules for using technology at Holy Cross Lutheran School
Student Signature _____

I have read and discussed the Holy Cross Lutheran School Acceptable Use Policy for Grades K-4 with my child. I understand that there are consequences which include loss of computer time if he/she misuses his/her privilege of using the technology.

Parent Signature _____ Date _____

**Holy Cross Lutheran School Computer Lab
Acceptable Use Policy**

1. When entering the computer lab, I will take my assigned seat quietly and listen for teacher instructions
2. When I am in the computer lab, it is similar to the library in that it is a quiet place of learning. I will speak softly and work in a quiet manner as to not disturb others.
3. Internet usage is only authorized when the teacher gives permission and directions as to what internet sites are to be assessed.
4. I will not waste supplies such as paper and ink by printing without asking permission first to print. I will always look at print preview before printing so that I can make sure my work is the way I want it to look.
5. I will not play games, listen to music, or do any other non-computer class activities unless I have asked and received permission.
6. I will not tamper with other student's work. I will not plagiarize and use other student's work as my own. I will not copy, change, read or use files from other user's folders unless given permission from the teacher.
7. I will properly maintain our computer equipment. I will keep my work area clean and will not vandalize or deface the tables, mouse, mouse pads, or monitors.
8. I will not download information from the internet that is not used for academic purposes. I will not use the computer system to disturb or harass other students or staff using any form of technology including, but not limited to, emails, texts, images, sounds, data, instant messages, creation of webpage, posting material and facsimile communication.
9. I understand all internet sites will be monitored. Any sites not authorized for viewing will not be tolerated. Immediate action will be taken by the loss of computer privileges.
10. If an assignment needs to be completed at home, it can be turned in via email by attaching the document and sending it to the teacher.
11. Student work will be kept in your class folder. Password protection will be used on all documents.
12. Students will not be allowed to participate in the computer class until this form is signed by both the student and parent and return to the teacher.

(Keep Top Portion)

Return to Teacher

I understand, agree to, and will abide by the above Acceptable Use Policy and I warrant that I have signed, understand and will abide by the Internet Code of Conduct. I further understand and agree that should I commit any violation, my access privileges will be taken. I will be responsible and promise to pay for any costs or damages associated with or resulting from any such breach or violation. I hereby release Holy Cross Lutheran School/Congregation/District/Synod and its board members, employees, staff and agents from any claims and damages arising from my use or inability to use the network.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

SUPPORTING THE MISSION/PURPOSE OF HOLY CROSS

DECEMBER 2020

MISSION

“The mission of Holy Cross is to communicate the love of God in Jesus Christ to our members, community, and world, as we bring people to their Savior through baptism, make disciples through education, and care for our members and community in acts of love.” (Matthew 28:19-20 and 1 Thessalonians 5:11)”

PURPOSE

Holy Cross seeks to emphasize the Word of God as it relates to our children's academic, emotional, spiritual and social development. This becomes ever more important as we seek to help them develop socially and with the character of Christ. In 1 Corinthians 12, the Apostle Paul helps us understand our relationship to one another in the body of Christ:

BIBLICAL REFERENCE

Unity and Diversity in the Body

21 The eye cannot say to the hand, “I don’t need you!” And the head cannot say to the feet, “I don’t need you!” 22 On the contrary, those parts of the body that seem to be weaker are indispensable, 23 and the parts that we think are less honorable we treat with special honor. And the parts that are unpresentable are treated with special modesty, 24 while our presentable parts need no special treatment. But God has put the body together, giving greater honor to the parts that lacked it, 25 so that there should be no division in the body, but that its parts should have equal concern for each other. 26 If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. 27 Now you are the body of Christ, and each one of you is a part of it.

EXPECTATIONS

Holy Cross asks our parents' help in developing respect and appreciation for others. As children of God, this goes beyond toleration of differences, but seeks to work together as the Body of Christ, in one mission, with Christ at the center.

Our students need the help of teachers and other staff, parents, pastors and the Holy Spirit to develop a Christlike character. We seek to help them develop the ability to work together through conflict-apologizing and forgiving-to help one another find the right path to problem-solve together, and truly love one another as God loves us. We therefore encourage our children to ask for our help in this area and for our parents to reach out to each other and teachers/staff.

For the sake of the death and resurrection of our Lord Jesus Christ and by His help, we as parents, teachers, and of Holy Cross will

Talk to our children and students about:

1. Being kind to each other
2. Including one another and working together
3. Be peacemakers/peacekeepers when we see harassment, exclusion, and meanness

Monitor and address the following behaviors and attitudes of our children and students:

1. Intentional exclusion
2. Hurtful words
3. Threats and physical aggression
4. Unforgiveness

I understand and agree to assist in reinforcing the mission and the expectations of Holy Cross Lutheran School. (Your consideration and your help are appreciated.)

Parent/Guardian Signature

_____ Date _____

John 33:34 & 35 Christ says:

“A new commandment I give to you, that you love one another, even as I have loved you. By this all men will know that you are My disciples, if you have love for one another.”