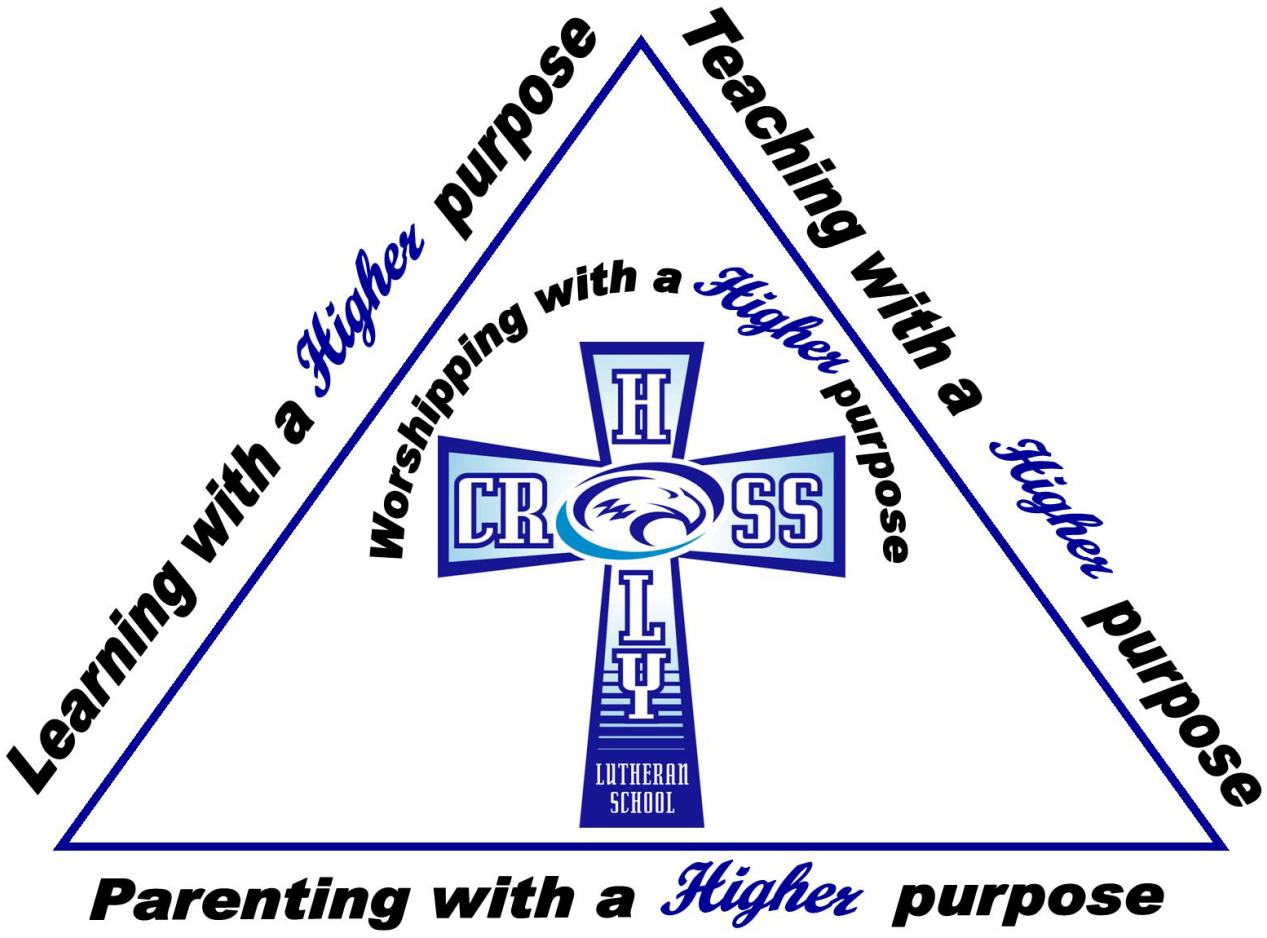
PARENT & STUDENT HANDBOOK

FOR 2026-2027



Holy Cross Lutheran School
600 North Greenwich Road
Wichita, Kansas 67206

Phone: (316) 684-4431
Fax: (316) 684-2847

Email: school@hcwichita.net

School's Website: www.lovemyschool.net
Church's Website: www.holycrosslutheran.net

Dear Holy Cross School Family,

Welcome to Holy Cross Lutheran School. This handbook gives an overview of our school, as well as some very specific items of information. It should answer many of your questions about our services, programs and policies.

At Holy Cross Lutheran School, our overall goal is to develop each child's God-given talent and potential to the fullest. Our lessons go beyond the classroom to teach children how to be responsible and how to become the best person he/she can. The mission of Holy Cross Lutheran School is to ensure that we, through God's grace, nurture spiritual, academic, physical, emotional, and social growth in children by guiding them to become responsible citizens and members of the body of Christ.

Our staff is highly qualified and dedicated to work to meet the needs of each individual, as well as, the collective learning needs of all our students. In striving to do this for over fifty years, Holy Cross Lutheran School has become recognized for the quality of its educational program, and its strong, caring staff, who readily support families.

As a resident of our community, you are aware that one of our strengths is our multi-cultural diversity. We are committed to helping your child grow and relate sensitively to people of all backgrounds. We do not and will not tolerate racial, ethnic, or sexual biases by children or faculty/staff.

In addition, we recognize that the family unit is in an evolving state. Our children come from homes of single parent families, two parent families, multiple parent families, step-parent families, grandparents as guardians and other types of family units. Our main goal is to work cooperatively with you and your child to provide the most positive spiritual, academic, physical and social experience possible.

Your involvement in the school program is essential if we are to continue empowering our students. By taking an active part in your child's school, you show support for quality education and contribute to working together as partners in Christ.

Looking forward to your support and participation, we remain dedicated to serving Christ.

In His service,

Holy Cross Lutheran Faculty and Staff

PARTNERING WITH PARENTS

Parenthood is a sacred trust with which the Lord has blessed you. The duties and responsibilities of child-rearing are yours. Holy Cross Lutheran School wishes to assist you in these obligations by providing the best possible education for your child -- a Christian education.

It is our sincere desire that your child be taught a Christ-centered way of life in a Christian atmosphere by professionally certified teachers who are free to exercise their faith in actions, thus supplementing the nurturing that you as parents have faithfully begun.

The purpose of this handbook is to provide you with a ready source of information pertaining to the organization and total programs of the school which will help you in your task. Parents having children enrolled in the school are urged to familiarize themselves with the contents and to keep this handbook available throughout the school year. Others may find this booklet useful when friends inquire about Holy Cross School. By being well informed, the home, the school, and the church will better provide the maximum benefits of Christian education for the Lord's most valuable resource, children.

HISTORY OF HOLY CROSS LUTHERAN SCHOOL

Holy Cross Lutheran School was organized in November 1958, after participating in the Wichita Lutheran School Association since its inception in 1944. Classes began on September 8, 1959 at 9th and Dellrose. In June 1995, Holy Cross Lutheran Church sold the church and school property on Dellrose. Ground was broken in the fall for the construction of a new and larger educational facility on twenty beautiful acres at the eastern edge of Wichita. The school continued to hold classes in the educational facilities on Dellrose until it moved into the new facility in February of 1997.

The spacious 54,000 square foot educational facility and campus contains the facilities for all educational programs for the preschool, the primary grades, the intermediate grades, and the middle school grades. Also included are a large library-reference center, a well-equipped computer lab, science lab, gymnasium, a large athletic field and playgrounds.

Students and parents enjoy the benefits of Christian education, high academic standards, and an enthusiastic, caring, Christian professional faculty. All of this creates a Christian educational environment which makes learning exciting and challenging and instills Christian values and understanding, confidence, and self-esteem in the students.

SCHOOL ACCREDITATION

Holy Cross is accredited by the National Lutheran School Accreditation, regionally by the Cognia, and locally by the State of Kansas. The process of accreditation requires the school to participate in an extensive self-study evaluation and a visit by an outside professional evaluation team. Annual reports on the evaluation of the school's programs and personnel are required for the duration of the five-year accreditation term.

Holy Cross Lutheran School prides itself on academic excellence as well as assuring that our children know Jesus as their Savior, Lord and Friend.

VISION OF HOLY CROSS LUTHERAN SCHOOL

Recognizing our *Higher* purpose, we partner with families and our congregation to:

- develop Biblically sound individuals and Christian leaders through excellence in Christian education.
- grow our school community by modeling and teaching Christ-like living and providing excellent education.
- be Christ's witnesses to the community and be known for our quality Christ-centered education and service.

SCHOOL MISSION STATEMENT

We, through God's grace, nurtures spiritual, academic, physical, emotional and social growth in children by guiding them to become responsible citizens and members of the body of Christ.

SCHOOL MOTTO

Learning with a *Higher* Purpose

THE SCHOOL'S STATEMENT OF FAITH

We believe That the Word of God, the Bible, is changeless, inspired, and inerrant; therefore, it is the basis of all our religious instruction. A portion of each day is devoted to the instruction of its basic tenets.

We believe That Christ died for the sins of all people, therefore, the school emphasizes that faith in Christ is the only way one can have a right relationship with God.

We believe That people are social beings and must develop wholesome relationships with others, therefore, as the Scripture teaches, the school encourages the children to make the love with which Christ has loved them the basis of their relationship with others.

We believe That the school can depend on the Holy Spirit's guidance, therefore, the school is confident that it has His aid in doing those things that will help meet the students' needs in the very best way possible; spiritually, academically, physically, socially, and emotionally.

We believe That all glory must be given to God, therefore, the school schedules weekly chapel worship services, begins each day in the class with devotions and prayer, and encourages Sunday morning worship and Sunday School and Bible class attendance.

We believe That Christians are *in* the world, not *of* the world, therefore, the school teaches the children the uniqueness of being children of God, helps them to resist conforming to the world's standards that conflict with Christian beliefs, and develops their talents to enrich their lives and society, giving God the glory.

We believe That God is shaping the events in our world today, therefore, the school will guide the students in developing a sense of God's guidance in history and in the appreciation of the Christian aspects of our culture as expressed in literature, music, and art.

We believe That Christ commanded His church to make disciples of all nations, therefore, the school teaches the students God's Word and the importance of sharing Christ with all people.

We believe That parents have the primary responsibility for the Christian education of their children, therefore, the school serves as an extension of the family in aiding parents in the prime responsibility of instructing their children in the way of the Lord.

THE SCHOOL'S GOALS AND OBJECTIVES

The Student in Relationship to God

Goal That the students grow in the grace and knowledge of the Triune God.

Objectives

1. That the curriculum content shows the nature and activities of the Triune God.

2. That the curriculum progressively teaches that the actions of God show Christ as the One prophesied in the Old Testament as the Messiah and that the life, death, and resurrection of Christ recorded in the New Testament are the means by which people are reconciled to God.

3. That the students recognize that faith in Christ is a blessing of the Holy Spirit and that faith grows by the nurturing of the Holy Spirit.

Goal That the students are taught to live a Christian life through the power of the Holy Spirit and that they have the assurance of eternal salvation through faith in Christ.

Objectives

1. That the teaching of the Bible is intentionally related to the life of the student.

2. That the school provide an environment in which the students are encouraged to live a Christian life in the community of believers and in the world.
3. That the students are led to trust in the promise of God's forgiveness and the assurance of eternal life with God.

4. That the students are led to trust and appreciate God's great love and acceptance as a basis for loving and accepting others.

5. That the students are encouraged to show concern for the spiritual welfare of others by sharing their faith with others.

Goal That the students gain a knowledge of the Bible and its contents.

Objectives

1. That the curriculum contains the basic Bible narratives.

2. That the curriculum be structured in such a way that the students will have a sense of the sequences and content of the Biblical narratives.

3. That the students grow in the knowledge of the Bible through memorization of Scripture passages and portions of Luther's Small Catechism.

The Student in Relationship to Self, Others, and Community

Goal That the students will develop a positive self-image.

Objectives

1. That the classroom and playground environment encourage interactive participation leading to a sense of safety, belonging, and acceptance.

2. That opportunity for establishing and attaining personal goals is provided through a variety of extracurricular activities, i.e. musicals, drama, art fairs, Student Council, choirs and community service.

3. That the students have the opportunity to participate in team sports.

Goal That the students are led to develop knowledge, skills and attitudes required for living a productive life as a socially responsible member of their church, community and world.

Objectives

1. That the students are guided toward the development of self-control.

2. That the students are encouraged to recognize all people of God's creation and show love, respect, courtesy and

consideration for the rights, welfare and property of others.

The Students in Relationship to Intellectual Development

Goal That the students will develop academic talents and skills to the fullest extent of their ability.

Objectives

1. That the students will successfully complete the required courses of study for their grade levels.

2. That each grade level will maintain scores in appropriate and applicable subject areas on an annual standardized achievement test which support the high academic standards prescribed by the school.

3. That the students develop creative thinking, logical thinking and problem-solving skills.

4. That the curriculum is structured to promote physical fitness and good health in support of the intellectual development.

5. That the curriculum provides a high-quality academic program, centered in Christ, which will challenge students to their fullest potential.

6. That the students have access to an enrichment program to build basic skills and provide enrichment activities.

Goal That the students will develop positive attitudes toward learning.

Objectives

1. That the school will provide opportunities and programs designed to enhance the students' appreciation of learning.

2. That by completion of grade eight, one hundred percent of the graduates will continue their education in high school.

Goal That the students shall be exposed to cultural activities, fine arts and various types of music through classroom study, exhibits, direct participation and field trips.

Objectives

1. That the students will be given progressively maturing exposures to fine arts, drama and various types of music through the curriculum.

2. That the students will be encouraged through special class assignments to participate in art, cultural and music activities in the community.

THE STRUCTURE OF HOLY CROSS SCHOOL

Congregational Organization

The congregation is administratively organized under the representative leadership of the **Church Council** which is responsible for the total administration of the parish. Eight commissioners report to the Church Council on the activities of their assigned commissions and conduct business on behalf of the congregation.

The **Commissioner for the Ministry of Christian Day School Education** is the liaison between the Day School Commission and the Church Council and oversees the duties of the Day School Commission.

The Education Commissioner appoints members to the **Day School Commission**. The commission is a policy-making body charged with overseeing the management of the school and its programs. Parents and guests are welcome to open meetings. Requests to speak should be made to the Commissioner or Principal, prior to the meeting.

The **Senior Pastor**, or the pastor whom he designates, is responsible for setting the spiritual tone of the school and for advising the principal in matters of administration of the school and supervision of the personnel.

The Day School Commission in turn delegates to the **principal** the authority for the administration and supervision of the school in conformity with the policies set forth by the Day School Commission.

The **teachers** are responsible to the Day School Commission through the principal. Their primary duty is the instruction of the students within the classrooms.

The process for escalating any concerns should begin with first communicating with the teacher. If the matter is not resolved, please reach out to the principal. Day School Commissioner is to be utilized as a final step.

ENROLLING IN HOLY CROSS LUTHERAN SCHOOL

Policy of Non-Discrimination

Holy Cross Lutheran School admits students without regard to race, gender, color, ancestry and national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, ancestry or national origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

Entrance Ages

The State of Kansas mandates the entrance age of kindergarten for all state accredited schools. For that reason, all early childhood entrance ages are based upon the kindergarten age. These entrance ages are:

Preschool three-year-olds	Must be 3 by Dec. 31 of the school year *
Preschool four-year-olds	Must be 4 by Aug. 31 of the school year *
Junior Kindergarten	Must be 5 by Dec. 31 of the school year *

* or pass developmental screening – Please schedule with the office.

Kindergarten Must be 5 by Aug. 31 of the school year
Parents may be asked to provide a birth certificate for their child.

Enrollment Priorities – Policy 4213.06

Currently enrolled students, preschool through 7th grade, will be given first priority to re-enroll on or before the designated due date.

Non-enrolled children who have applied for enrollment prior to the Enrollment Day shall be accepted based on the following priority:

1. Siblings of member students already attending Holy Cross Lutheran School.
2. Siblings of non-member students already attending Holy Cross Lutheran School.
3. Member children.
4. Children of non-members.

In the specific case where a non-enrolled child has applied for enrollment prior to the Enrollment Day, and a Priority 2 (sibling of a non-member student) enrollment precludes a Priority 3 (member child) enrollment, the principal will apply best efforts to accommodate the member child.

Children who have applied for enrollment after the Enrollment Day will be accepted on a first-come, first-served basis.

The Enrollment/ Re-Enrollment Process

Students can be enrolled at any time of the school year. The enrollment process begins by requesting information about the school. The principal or other staff member will be happy to visit with an interested family, provide printed information, tour the facilities, review the curriculums, and provide answers to any questions about the school.

Following the visit, parents wishing to enroll their child will:

1. Complete an application through our School Portal
2. Complete an Enrollment Agreement, set up tuition and fees payments and pay the enrollment fee.
3. Schedule an entrance test with the office.

The principal will contact the student's former school, if necessary.
After testing, if the child is accepted, parents will be notified. Class assignment will be made by the teachers and administration.

The testing/application fee is non-refundable. The registration fee is non-refundable unless the child does not complete enrollment due to closed enrollment or for academic reasons. In that case only the registration fee will be refunded.
All students enrolled for the first time, are enrolled on a conditional basis for the first quarter in order for the school to assess the true academic abilities and behavior of the student. If, after direct observation of the child and examination of his/her records, the principal and classroom teacher agree that it is in the best interest of both school and child that the child not attend Holy Cross, the principal and classroom teacher shall meet with the parent(s) to discuss the situation and recommend alternative courses of action.

SCHOOL TUITION AND FEES

Tuition is vital for the support of Holy Cross Lutheran School. It is essential that tuition payments be received in a timely manner.

Community members pay tuition commensurate with the cost of educating a child at Holy Cross Lutheran School tempered by market factors.

Families who are Holy Cross Lutheran Church members can choose to either: a) commit to a ten percent tithe (exclusive of any capital campaign gifts); or b) pay the member tuition rate (which includes a specified congregational subsidy.)

All families will pay a registration fee which is due on Reenrollment Day. A late fee may be charged if the registration fee is not paid by the Re-enrollment due date, unless arrangements have previously been made with the school office and the business manager. New families will also pay a testing/application fee.

Tuition and fee payments are due on the selected day of each month. **Payments that are more than 10 days overdue will be assessed a late fee of $40 per late month**. **Families will receive an email letting them know a late fee has been applied as well as invoices showing their balance.** If there is a hardship resulting in being unable to make a payment, please contact the school office to make arrangements.

4214.01: Refund of Fees

Testing/Application
The Testing/Application Fee is non-refundable.

Registration
The Registration Fee is non-refundable unless enrollment cannot be completed because of closed enrollment or because the student was not accepted after interviewing and testing.

Tuition
Upon a student's withdrawal from school, either at the school's or the parent's/guardian's request, the unused portion of the tuition fee may be refunded. This will be determined by the principal.

Latchkey
The Latchkey registration fee is non-refundable. The unused Latchkey hourly fees are refundable.

Milk and Lunch
Unused milk and lunch account money will be refunded to parents/guardians when requested, regardless of the circumstances.

Student Activity, Outdoor Education, Graduation
These fees are non-refundable.

Eighth Grade Class Trip
Direct monetary contributions for the Eighth Grade Class Trip may be refunded up to the beginning of the second semester of eighth grade if the student withdraws from Holy Cross or

does not attend the class trip. Contributions accumulated during group fund-raising efforts are non-refundable.

The principal may make special exceptions to the above fees. Any refunds under this policy may be withheld to satisfy outstanding financial obligations on behalf of the student.

Financial Assistance

The school maintains a small financial assistance (scholarship) fund to help families who might need short-term financial aid for tuition and fees. Parents wishing to apply for assistance should contact the school office and request Financial Assistance Information. Applications are forwarded to the Scholarship Committee.

HEALTH AND SAFETY

Physical Exams

It is recommended by the State Board of Health that all children have a physical exam each year before entering school in the fall. Physical examinations are **required every year** for students participating in the school's athletic programs.

Health Screening

The school office periodically arranges for personnel to do examination screenings for vision and hearing for all students. If the screening indicates any unusual signs, parents are notified and a more thorough examination by the family physician is recommended.

Immunizations

The State of Kansas mandates that all students in a school (preschool through eighth grade) must have up-to-date medical information on file, especially a completed **Kansas Certification of Immunization** (**KCI**) form. **A new immunization record must be submitted for all kindergarten and incoming middle school students.** If new students do not have a KCI form/physical from a previous school, they must have their physician fill out new forms and return them to the school. Early in the school year every new student's health file will be reviewed. *If there is a need to up-date any immunization, these should be done within 90 days or the school.* Any exception must be approved by the principal.

Students Needing Medication in School

Prescription medication for a child must be sent to the school where it will be kept in the school office and administered by the secretary or the principal. Medication sent from home must have the name of the child, the name of the medication, the dosage, the time to be administered, the name and phone number of the pharmacy and name of the doctor. Notification of any changes of medications needs to be given to the teacher and the office.

Parents may send labeled non-prescription medication to be kept in the school office for the child. **Written instruction from the parent must accompany the medication**.

Injuries and Sickness

Minor scrapes and bumps will be attended to by the school personnel. If a student becomes sick in school or if an injury is more than a minor one, the school office will telephone the parents and inform them of the circumstances. **Please keep all contact information current on the portal.**

Please keep your child home and fever free (without medication) for 24 hours before returning to school.

Communicable Disease Regulations

The Kansas Department of Health states that no person having an infectious or contagious disease shall be admitted to any public, parochial, or private school, or to any public place. A child who has any of the following diseases must be excluded from school until a written release is obtained from a physician: **whooping cough, typhoid fever, diphtheria, meningitis,** and **tuberculosis**. The following contagious diseases also require the student to remain home from school:

chicken pox/shingles	Excluded until six days after first crop of eruptions
COVID-19	Physician Guidelines
hepatitis A	Excluded until seven days after onset of jaundice
impetigo	Excluded until medical treatment is received by a doctor
measles	Excluded until four days after rash disappears
mononucleosis	Excluded from school throughout duration of fever
mumps	Excluded for ten days from onset of disease or until swelling is gone, whichever is longer
pink eye	Excluded until there is no discharge from the eye
ringworm	Cases may attend school if receiving treatment, but should not participate in athletic activities involving skin-to-skin contact until skin lesions are completely healed. Specific treatment with fungicidal agents is available.
rubella (German measles)	Excluded for seven days after onset of rash
strep throat	Excluded 24 hours after the appropriate antibiotic therapy has begun or for ten days if antibiotics are not administered

SCHOOL WELLNESS POLICY AND GUIDELINES

Holy Cross Lutheran School does *not* participate in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966, but it establishes this School Wellness Policy and Guidelines Manual in order to provide a healthy school environment.

School Wellness Policy – 4232.08

Holy Cross Lutheran School is committed to providing a school environment that promotes children's health and develops lifelong wellness practices. The healthy school environment will enhance learning through health education, nutrition education, and physical education.

A. Health Education

The healthy school environment shall promote healthy behaviors in all students. The Health Education program will develop students' spiritual, academic, physical, emotional, and social growth.

B. Nutrition Education

The healthy school environment shall promote healthy behaviors through nutrition education and nutritious eating practices. Students will be encouraged to develop lifelong healthy eating habits.

C. Physical Education

The healthy school environment shall promote physical education and physical activity for all students. The Physical Education program will contribute to the total growth and development of each child by encouraging a physically active lifestyle.

School Wellness Guidelines

The wellness guidelines address the three areas of Health Education, Nutrition Education, and Physical Education as well as the Implementation and Monitoring of the same.

A. Health Education

Health education will be offered every year to all students. Health topics will be integrated into the entire curriculum when appropriate. Health education may also be made available to parents.

A quality health education program addresses the following:

Curriculum:

- Equips students to acquire the knowledge and skills needed to engage in sound healthy behavior.
- Has a curriculum that promotes Christian standards and values as written in Holy Scripture.
- Is aligned with state standards.

Instruction and Assessment:

- Aligns curriculum, instruction, and assessment.
- Addresses the state guidelines for recommended instruction.
- Builds students' confidence and competence in making good choices involving their health.
- Engages students in learning that prepares them to choose a healthy lifestyle.
- Is taught by highly qualified teachers, health professionals and qualified volunteers.

Opportunity to Learn:

- Includes students of all ages and abilities.
- Provides adequate instructional time to build students' confidence and competence in health-enhancing skills.

B. Nutrition Education

Holy Cross Lutheran School will provide nutrition education that fosters lifelong habits of healthy eating and physical activity.

Students will be offered school meals that provide a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. They will also be provided with clean, safe, and pleasant settings for eating and will be given adequate time to eat. Foods and beverages that compete with the school's policy of promoting a healthy school environment will be discouraged.

C. Physical Education

Developmentally appropriate physical education will be offered to all students. In addition, physical education topics may be integrated into the entire curriculum when appropriate. Holy Cross Lutheran School will implement a quality physical education program that addresses the following:

Curriculum:

- Equip students with the knowledge, skills, and attitudes necessary for lifelong physical activity.
- Has a curriculum that promotes Christian standards and values as written in Holy Scripture.
- Influences personal and social skill development.
- Is aligned with state standards.

Instruction and Assessment:

- Aligns curriculum, instruction, and assessment.
- Addresses the state guidelines for recommended instruction.
- Builds students' confidence and competence in physical abilities.
- Engages students in curriculum choices that prepare them for a wide variety of lifetime activities.
- Is taught by highly qualified teachers.
- Keeps all students involved in purposeful activity for a majority of the class period.

Opportunity to Learn:

- Has an age-appropriate student-to-teacher ratio.
- Includes students of all ages and abilities.
- Provides facilities to implement the curriculum for the number of students served.

Holy Cross Lutheran School will provide daily opportunities for recess to all students preschool through grade eight. Recess should be in addition to physical education class time and not a substitute for physical education. Proper equipment and a safe area designated for supervised recess will be provided.

Holy Cross Lutheran School encourages participation in extra-curricular activities that involve physical activity, including athletic programs for boys and girls. It encourages using physical activity as a reward, such as going on a walk with a teacher/principal or playing a game with the teacher/principal at recess. It discourages using excessive or strenuous physical activity as a punishment.

Parents, teachers, administrators, students, and community members are encouraged to serve as role models in practicing healthy eating and being physically active.

D. Implementation and Monitoring

The principal will ensure compliance with this Wellness Policy and Guidelines Manual.

- School service staff will ensure compliance with nutritional policies within school food service areas and will report to the school principal.
- Physical education and health curriculum will be aligned with state standards and the Wellness Policy.
- Holy Cross Lutheran School will comply with all *applicable* federal and state requirements.
- The principal will review the wellness policy and guidelines with the faculty at the beginning of each school year.
- These guidelines and policy are subject to ongoing review and modification as necessary to assure compliance with the purpose and intent of Holy Cross Lutheran School.

Healthy Ideas for Classroom Snacks and Parties

Snacks are important for providing children with nutrients to support growth and learning. Parties are an opportunity to celebrate. With a little imagination, snacks and parties can be fun and still provide healthy, nutrient-rich foods. Keep in mind that food allergies, special dietary needs, and diabetes are becoming increasingly common in the general population. This should be considered when planning food at school. Consult with the classroom teacher regarding any food allergies or special dietary needs of students. Consider providing some of the following foods and beverages for snacks or parties as well as sweet treats.

Fruits and Vegetables

Fruit wedges – cantaloupe, honeydew, watermelon, pineapple, or oranges
Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, and apples
Fruit salad or fruit added to gelatin
Fresh fruit with yogurt dipping sauce
Apples with caramel dip
Fruit and cheese kabobs
Fruit with whipped topping – strawberries with whipped cream
100% fruit snacks (packaged gels)
Dried fruit – raisins, cranberries, apples, and apricots
Fruit smoothies
Berry parfaits with vanilla yogurt
Angel food cake with fruit toppings
Vegetable tray with low fat dip
Celery with peanut butter or squeeze cheese

Carrots, celery, broccoli, cauliflower, or cucumbers with dip
Salsa and low fat chips

Grains

Trail mix or cereal mixes
Granola bars
Banana, carrot, or zucchini bread
Bagels and cream cheese
Pasta salad
Bread sticks with marinara
Low fat pretzels or popcorn
Graham crackers or animal crackers

Dairy Products

String cheese or small packets of cheese
Yogurt in cups or tubes
Frozen yogurt
Small ice cream or sherbet cups
Low fat pudding cups
Low fat milk – plain, chocolate, strawberry, or vanilla
Cheese quesadillas

Protein Foods

Low fat beef jerky
Nut assortments or trail mix
Peanut butter with apples or celery
Salami, cheese and whole grain crackers
Pizza with low fat toppings – veggies or lean ham

Beverages

Water or flavored water
100% vegetable juice or fruit juice

HARASSMENT

It is the policy of Holy Cross Lutheran School to promote a healthy, nurturing school environment in which the children entrusted to our care can be free of unwanted harassment and sexually offensive behavior by other students, employees, or third parties. The school will not tolerate harassment of any student by any other student, any school employee or any other person on the basis of a student's race, color, national origin, religion, disability or sex.

Harassment is a very serious matter and is not in keeping with the school's Christian ministry or ideals. Sexual harassment of a student or by a student is strictly forbidden by school policy.

Students who believe they have been subjected to harassment should report the problem to their teacher or principal. Students may also report the problem to their parents who should report the matter to the principal.

4232.10 Harassment of Students

I. PURPOSE

It is the policy of Holy Cross Lutheran School ("the School") to promote a healthy, nurturing school environment in which the children entrusted to our care can be free of unwanted harassment and sexually offensive behavior by other students, employees, or third parties. The School will not tolerate harassment of any student by any other student, any school employee or any other person on the basis of a student's race, color, national origin, religion, disability, or sex.

II. APPLICATION

This policy applies to all students at the School, all employees of the School and all other persons who are present on Holy Cross Lutheran Church or School property or in attendance at school-sponsored or school-related events at any location.

III. SCHOOL POLICY

A. The School will not tolerate any form of harassment by or directed against any student, including harassment related to race, color, national origin, religion, disability, or sex.

B. Harassment is a very serious matter and is not in keeping with the School's Christian ministry or ideals. Harassment consists of repeated attacks that worry or annoy another person. Sexual harassment of a student or by a student is strictly forbidden by school policy.

C. "Sexual harassment" consists of language, actions or behavior including the following:

1. Sexual advances or requests for sexual favors;

2. Unwelcome touching of a person such as pinching, kissing, rubbing or repeated brushing against another person's body;

3. Touching oneself in a sexual way or talking about sexual activity in front of others;

4. Telling sexual or dirty jokes;

5. Spreading rumors about a person's sexual activity or kidding a person about sexual matters;

6. Calling persons derogatory names of a sexual nature;

7. Using technology to make comments of a sexual nature;

8. Writing graffiti or notes of a sexual nature; and

9. Making sexual gestures.

D. Retaliation against any person for filing a complaint, providing information about harassment, or participating in an investigation is strictly prohibited.

E. The School will provide a copy of this policy for all parents by including the policy in the parent and faculty handbooks. Parents will be encouraged to discuss with their children in an age-appropriate manner the content of this policy.

IV. IMPLEMENTATION

A. Students who believe they have been subjected to harassment or retaliation should report the problem as soon as possible to a school employee. Students may also report the matter to their parents, who, in turn, should report the matter as soon as possible to the principal.

B. If a School employee observes or otherwise becomes aware of possible harassment of or by a student, the School employee must report the matter as soon as practical to the principal. Such report shall then be handled in accordance with the procedures set forth in this policy.

C. As soon as a complaint of harassment or retaliation is received, the principal will investigate the complaint. Strict confidentiality of the complaint and of the results of the investigation shall be maintained. The complainant will be advised of the outcome of the investigation.

D. If the investigation determines a student, an employee or another person has engaged in harassment or retaliation, prompt action will be taken to ensure that the conduct does not occur again. This remedial action may include but is not limited to:

1. A student who is found to have violated this policy may be expelled or suspended from the School (See policy numbers 4235.01 and 4235.02);

2. An employee found to have violated this policy may be subject to disciplinary action up to and including termination (See policy number 3003);

3. A non-student or a non-employee found to have violated this policy may be removed and excluded from School property;

4. A written warning with stipulated conditions may be given to the harasser;

5. Legal action may be taken against the harasser;

6. Possible criminal activity will be reported to proper authorities;

7. The harasser may be required to apologize and/or to obtain counseling;

8. Action may be taken to ensure that the harasser has no contact with the victim; and

9. Other actions as may be deemed appropriate under the circumstances may be taken by the Day School Commission.

E. In the event the situation is not resolved with the school administration, the incident should be directed to the Day School Commissioner.

BULLYING POLICY AND GUIDELINES

Bullying Policy - 4232.11

I. PURPOSE

Holy Cross Lutheran School ("the School") is committed to providing a physically safe and emotionally secure learning environment for all students and staff. Bullying of any kind will not be permitted on school property, in a school vehicle, or at a school-sponsored activity or event.

II. APPLICATION

This policy applies to all students at the School, all employees of the School and all other persons who are present on Holy Cross Lutheran Church or School property or in attendance at school-sponsored or school-related events at any location.

III. DEFINITIONS

"Bullying" means any intentional written, verbal, non-verbal, or electronic communication, or physical act or threat that is sufficiently *severe, persistent or pervasive* that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

A. Harming a student or staff member, whether physically or mentally;
B. Damaging a student's or staff member's property;
C. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
D. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

"School vehicle" means any school bus, school van, other school vehicle or private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

IV. TRAINING

All teaching and non-teaching staff, students, and parents will be informed about bullying through the *Bullying Policy and Guidelines* which will be included in the *Parent Handbook* and the *Faculty Handbook*. Staff members and students will receive training on bullying, procedures for reporting acts of bullying, consequences and appropriate

remedial actions for someone who commits acts of bullying, and methods for helping students and staff prevent bullying.

The faculty will address bullying with students and will provide programs on Christian character development for students in grades K-8. The programs will include character qualities that reinforce and encourage positive and productive conduct such as honesty, responsibility, patience, kindness, respect, and self-control. The programs will promote a positive school climate that protects students and helps them succeed academically.

V. IMPLEMENTATION

Students who believe they have been subjected to bullying should report the problem as soon as possible to a teacher. Students may also report the matter to their parents who in turn should report the matter as soon as possible to a teacher or the principal.

If a School employee observes or otherwise becomes aware of possible bullying of or by a student, the School employee should report the matter as soon as possible to a teacher or the principal.

If the teacher or the principal determine that a student has engaged in bullying, prompt action will be taken. The remedial action may include but is not limited to:

- The parents of the child engaging in bullying behaviors will be notified;
- The parents of the child who is the target of bullying behaviors will be notified;
- A verbal warning with stipulated conditions may be given to the child engaging in bullying behaviors;
- A written warning with stipulated conditions may be given to the child engaging in bullying behaviors;
- The child engaging in bullying behaviors may be required to apologize and /or encouraged to obtain counseling;
- Action may be taken to ensure that the child who bullies has minimal contact with the child who is the target;
- Suspension may be imposed by the principal;
- Expulsion from school may be recommended to the Day School Commission; or
- Other actions as deemed appropriate under the circumstances may be taken by the school staff.

If the principal determines that the report of bullying constitutes harassment, the procedures as set forth in section IV. of policy *4232.10 Harassment of Students* will be followed.

Bullying Guidelines

Everyone has the right to be treated with respect as a child of God. Holy Cross Lutheran School will respond promptly to issues of bullying.

Bullying and harassment differ in that harassment usually involves racial, sexual, or physical discrimination. In the event that the incident constitutes harassment, the harassment policy will be followed.

FORMS OF BULLYING

Bullying results in pain and distress to the target. This distress can be caused by various forms of bullying such as:

- Physical bullying, which includes pushing, hitting, kicking, punching, or use of violence
- Verbal bullying, which includes name calling, extreme sarcasm, spreading rumors, teasing
- Cyber bullying, which includes text messages, video, cameras, e-mail, and online interactions
- Vandalism of personal belongings
- Purposeful exclusion
- Threats and intimidation

SIGNS AND SYMPTOMS

A child may indicate by signs or behaviors that he or she is being bullied. Adults should be aware of possible signs and symptoms. They should investigate if a child:

- Becomes unwilling to go to school; complains about going to school
- Becomes anxious, withdrawn, or lacks confidence
- Cries frequently
- Has nightmares or complains of disrupted sleep
- Feels sick in the morning before school
- Begins to do poorly in school
- Comes home with unexplainably damaged or missing clothing or items
- Frequently reports “lost” money
- Has unexplained bruises, cuts, or other injuries
- Becomes aggressive, disruptive, or unreasonable
- Stops eating or begins to overeat
- Is afraid to use the phone or internet
- Is nervous or jumpy when online
- Is scared to say what is wrong
- Begins to bully others

Please note that these signs and symptoms, when seen consistently, can indicate other problems as well and should be investigated.

Guidelines for Personal Electronic Devices (PED)

A PED is a student-owned device that can utilize cellular, Wi-Fi and/or Bluetooth connectivity such as cellphones, tablets, laptops, smart watches, wireless headphones, gaming devices, smart glasses, or fitness trackers. This is not intended to be an exhaustive list and may be amended in the future as technology advances.

PEDs may be brought to school by students but must be powered off and stowed away (in a locker, vehicle, or backpack) during school hours (8:00-3:30). They are to remain off and not visible until after the dismissal bell at 3:30. The only exceptions are for pre-approved medical needs by the principal. Secretly recording audio or video with an electronic device is prohibited and the use of PEDs is not allowed in restrooms or locker rooms at any time.

The school is not responsible for PEDs. The principal has sole discretion over use of PEDs for students in after-school and/or extracurricular activities while on school property or attending sponsored school activities.

If a student needs to contact a parent during the school day, they can request the office call a parent from the office phone. Students are not allowed to email or text parents during school hours. Likewise, if a parent needs to contact their student during school hours, they may do so by contacting the school office.
Students may not use social media to communicate with staff members in or outside of school.

If a student uses a PED during the school day without authorized permission, the following procedure will be followed:

- 1st Offense: The PED will be taken and kept in the office for the student to pick up after school and the parents will be notified.
- 2nd Offense: The PED will be taken and kept in the office until a parent can pick it up.
- Repeated violations will result in further disciplinary actions.

This policy meets the guidelines as required by the state of Kansas.

THE TEACHING STAFF

A great importance is placed by the school on acquiring the very best teachers. HCLS teachers are known for their professional expertise and for their display of Christian convictions, enthusiastic spirit, and sincere caring for children. This creates an educational environment in which students are academically challenged, develop confidence and self-esteem, and enjoy learning.

Teachers on the faculty of HCLS are chosen for the following qualities:

- a Christian commitment to serving others;
- outstanding experience in their teaching area;
- a strong commitment to the school's Christian philosophy;
- an enthusiastic spirit that excites children about learning;
- a commitment to strong communication between school and home;
- the ability to demonstrate sincere love for children; and,
- a desire to be the very best teacher they can be.

Our staff works hard to create positive learning experiences for your child. We also rely on your support and the support of your child to help us make the school experience productive and enjoyable.

EXPECTATIONS OF PARENTS

Along with our staff, you play a key role in teaching your child learning, social and communication skills. By working as partners with the staff, you can help your child develop positive attitudes about school and contribute to his/her success.

Whenever possible:

- worship and pray regularly with your child;
- talk about classroom activities, take an interest in your child's work and encourage his/her efforts;
- read regularly with your child in the language you and your family speak;
- encourage your child to complete school assignments and homework;
- encourage your child to respect the rights of others;
- teach your child respect for public and personal property and for the environment;
- be a role model by demonstrating support and respect for school staff;

- ensure your child is clean, well-rested and nourished;
- ensure your child is dressed properly for the weather and school activities;
- ensure regular and punctual attendance and call the school office when your child is absent.

EXPECTATIONS OF STUDENTS

Our goal is to help your child develop skills, knowledge and values that will remain for life. Your child also has a responsibility to cooperate with teachers and other students to help create a positive learning environment. Help your child understand our expectations by emphasizing the need to:

- attend classes regularly;
- follow the school's discipline and dress code policies which promote responsibility and self-discipline;
- demonstrate respect for other students and staff members;
- complete assignments as required;
- participate in a variety of school programs; and,
- share with you their daily school activities.

THE SCHOOL CALENDAR

The school calendar is approved by the Day School Commission and must include either 172 days or 1,116 hours (including parent-teacher conference days and in-service days) to meet the state's approval for accreditation. Annual holidays include Labor Day, Veteran's Day, Thanksgiving, Christmas, Dr. Martin Luther King, Jr., President's Day, Good Friday, Easter Monday and Memorial Day. There is also a Christmas break and spring break.

The school year is divided into four quarters or grading periods. At the end of the first and third quarters parent-teacher conferences are held.

THE WORSHIP PROGRAM

All parents and friends are invited to these Wednesday morning worship services which begin at 8:20 a.m. Chapel offerings contributed go to support a chosen mission project. To help students recognize the importance of their baptism, anniversaries of baptisms are recognized monthly by the principal in the chapel service. Students, their parents/guardians and other family members are encouraged to worship regularly at their home congregation.

THE SCHOOL DAY

LEVEL	CLASS STARTS	CLASS DISMISSES
Preschool	8:15 a.m.	11:15 a.m
½ Day Jr. Kdg.	8:15 a.m.	11:15 a.m.
Full Day Jr. Kdg.	8:15 a.m.	3:25 p.m.
Kdg.- 2nd	8:10 a.m.	3:25 p.m.
Grs. 3-8	8:10 a.m.	3:30 p.m.

GRADE	LUNCH	RECESS
K-2		10:15-10:30
3-5		9:45 -10:00
3-5	10:55-11:20	11:25-11:45
K-2	11:25-11:50	11:55-12:15
6-8	12:05-12:30	12:30-12:45
3-5		2:00-2:15
K-2		2:25-2:45

The middle school, grades 6-8, schedules the day in departmentalized blocks of time, plus a 40-minute lunch and recess period. Middle school students move to different classrooms for their blocked-time classes.

ARRIVAL AND DEPARTURE FROM SCHOOL

Anyone arriving at school earlier than 7:50 a.m. must go to Latch Key which begins at 7:00 a.m. Parents will be sent an invoice accordingly. Students may enter the school building at 7:50 a.m. but must go directly to the Commons Area where they will be supervised until 8:00 a.m. There is no charge for the 10-minute interval. When the 8:00 a.m. bell rings, students may go to their classroom.

Leaving school before the end of the day

For safety reasons, no child is permitted to leave the school grounds without a parent's consent. Parents wishing to pick their child up early must check in and sign the child out at the school office. If a child returns before the close of the school day, the parent must check the child back in at the school office.

Leaving school at the end of the school day

Students will proceed directly to the designated pickup point. Students scheduled to attend Latch Key will go directly to Latch Key check-in. Students who are not picked by 3:40 p.m. on the K-2 side of the building will be taken to Latch Key. Students in 3-8 who are not picked up by 3:45 p.m. will need to check into Latch Key. The parents will be billed accordingly.

Students walking or riding bikes to and from school

Any parent who wants their child (ren) to walk or ride a bike to and from school must complete a permission form that is available in the school office. Bikes must be walked, not ridden, on campus grounds.

ABSENCES FROM SCHOOL

To ensure the safety of our children, **the parents must telephone the school office before 9 a.m**. and inform the school that their child will not be in attendance.

When a student is absent for sickness or emergency, he/she is encouraged to complete missed work in a timely manner. Parents are encouraged to pick up homework daily during a child's absence. Special accommodations can be made for prolonged absences. A note from the doctor may be required if a student is absent for more than three consecutive days or seven days in a quarter.

Parents should email or write a note to the teachers and the school office when they know in advance that their child will be gone for a planned absence. Arrangements are to be made for any work that can be done in advance.

TARDIES

Students should be on campus and in their classroom ready for class by the 8:10 a.m. bell. Announcements are made at this time and attendance is taken. All students arriving at school after the 8:10 a.m. bell are considered tardy. The student must come to the office and report to the secretary that he/she is late, and the secretary will mark the change in attendance.

EMERGENCY SCHOOL CLOSING

If inclement weather or other unusual circumstances force the closing of school, the school will immediately place the information on **Channels 3, 10 and 12 TV**. In addition, parents may check the school's website for closing information. Although Holy Cross usually closes if the Wichita Public School District 259/Andover USD 385 closes for weather-related reasons, there are certain circumstances where HCLS will hold classes when USD 259 does not. One of these reasons would be closing of USD 259 schools because the wind chill is too cold for students to stand outside in the morning and wait for the bus. Since Holy Cross does not depend on bus service, this closing would not apply to Holy Cross.

The school calendar must maintain the prescribed number of school days, and it may be necessary to schedule make-up days in the event that emergency closings reduce the number of these days.

LUNCH AND MILK PROGRAM

HCLS has a daily hot lunch program for all grades. The hot lunch is optional. A dedicated group of parent volunteers assist our school chef with our hot lunch program. All hot lunches are prepared on site except for special days. Cost and information about lunches and milk fees are posted in the School Portal. Families who would like to use our hot lunch program may use the EZ School Apps lunch website to check account balance, pre-order lunches and make payments. EZ School Apps can be accessed through the School Portal. Lunches may also be ordered in the classroom. The hot lunch program operates on a pre-pay basis. Families will receive low balance notices bi-weekly via email. Once notified of a low balance, parents should immediately make a payment. This can be done through EZ School Apps or by check/cash to the school office. If the student will arrive late due to an appointment, the parent should call the school office no later than 9 a.m. to place a lunch order.

THE PRESCHOOL PROGRAMS

There are three levels of preschool programs: Preschool 3 is for children who will be three years old on or before December 31*; Preschool 4 is for children who will be four by August 31* and Junior Kindergarten is for children who will be five by December 31*.

Information on times and fees of the preschool programs are available through the school office.

The preschool program provides an environment to help a child learn Christian values. It is important to remember that a child's play is his/her work. The program allows the child an opportunity to move and grow in independence and creativity. For more information about the preschool programs, please see the preschool curriculum sheets.

Holy Cross recognizes that some working parents need extended care for their children. For this reason, Holy Cross provides Day Care with the Preschool from 7 a.m. to 6 p.m. For more information see the Preschool/Day Care Handbook.

THE KINDERGARTEN PROGRAM

Kindergarten provides full-day and half-day sessions for children who meet the age requirement for the State of Kansas. A child must have reached age five on or before August 31st.

Because many children come to the school without preschool experience or after attending other preschools, the curriculum is designed to meet both the readiness needs of the students and also the academic needs of those children who are ready for more formal instruction in reading and math. Kindergarten children also participate in art, music, physical education, and computer lab classes throughout the week. The teacher plans outings and field trips which enrich the classroom learning experiences.

THE ELEMENTARY PROGRAM GRADES 1-5

The classrooms in the elementary division are self-contained learning environments in which the teacher and students interact as a homeroom throughout the day. Students leave the room to participate in classes for music, art, gym, computer and resource.

In the elementary school learning is both fun and challenging, and standards are high. Annual achievement test scores indicate that HCLS students perform well above the national averages. To challenge the students, the teachers use a variety of teaching strategies to meet the needs and abilities of the students as well as to ensure that learning is exciting and interesting.

The courses taught in Grades 1-5 are:

Language Arts:	Religion	Math
Reading	Social Studies	Science
English/Writing	Choir/Music	Physical Education
Spelling	Art	Computer
Handwriting		Spanish

For more information, ask the school office for the appropriate grade curriculum sheet.

RESOURCE PROGRAM

The Resource Program is designed to extend the learning of advanced students who need to be challenged in certain areas and remedial students who need special assistance in reading, math, or other subject areas. Students generally meet in small groups for thirty-minute sessions two or three times a week. Students work with a variety of materials and complete various activities and learning units that develop their skills in reading, math, research skills, logical thinking, problem solving or creativity.

INSTRUMENTAL MUSIC PROGRAM

Students are provided the opportunity to participate in the band program beginning in the fifth grade. This activity meets three times per week for all grades five through eight during the school day.

THE MIDDLE SCHOOL PROGRAM GRADES 6-8

The program is departmentalized in religion, language arts, math, social studies, science, physical education/health, computer, art, music, Spanish, band, and electives. A modified block schedule is used.

8th Grade Class Trip
In the Spring, 8th graders and adult chaperons travel on a four-day learning adventure to Washington, DC. This extended "field trip" involves the students in experiences at historical sites, visits to museums, and participation in cultural heritage opportunities impossible to experience in the classroom. Since the students will soon be scattering to different high schools in Wichita, the trip also provides these young people an opportunity to be together as a whole class and enjoy the friendships developed over the past years at Holy Cross.

For more information regarding the middle school curriculum ask the school office for the Welcome to Middle School information sheet.

THE SPORTS PROGRAM

Holy Cross Lutheran School provides programs for interschool and intramural sports activities for the development of athletic skills and Christian sportsmanship. Sixth, seventh, and eighth graders are eligible for the school's competitive sports program. HCLS is a member of both the Catholic School Athletic League and the Kansas Christian Athletic Association. These athletic leagues provide the following sport participation opportunities:

- Fall Girls Volleyball
- Fall Boys Soccer (5th graders may be able to play if additional players are needed)
- Winter Basketball for Girls and Boys (separately)
- Winter Girls Cheerleading
- Spring Girls Soccer
- Spring Track for both boys and girls.

Recognizing that Holy Cross Lutheran School is a scholastic institution, it is felt that students who participate in extracurricular activities should maintain an accumulative C average grade level in all academic areas and display proper conduct at all times on and off the court. See the Athletic Handbook for specific details.

THE PROGRAM OF RELIGION

The Religion Curriculum

All children participate in and receive daily formal religious instruction. They learn Bible stories and what Jesus Christ has done for each of them. They experience in the lives of the key people in the Bible many of the qualities, weaknesses, and difficulties we all face today. Applying the Word of God to the personal lives of each student is an important goal in all of the religion classes.

The School's Christ-Centered Learning Environment

The school's formal religion curriculum plays a major role in the Christian nature of the school. Of equal importance to the nurturing of the faith for the children placed in the care of the school are the relationships and Christian examples modeled by the staff and students. This faith-put-into-practice gives witness to the students and parents that we live what we teach. How the staff treats others, the caring concern and desire to help each student, the communications between the teacher and home offering assistance and advice, and the desire to have every child grow to their fullest potential, all exemplify the teacher's acceptance of a life of service to others because of the love of Christ shown to them. It is this spirit of service to God that best portrays what Holy Cross Lutheran School is really about.

Service Projects

Throughout the year the children have the opportunity to show their love for others by becoming involved in community service. Children are involved in a variety of chapel mission projects, food and clothing collections, visits to care homes, and other service projects.

FIELD TRIPS AND ASSEMBLIES

The school supports the understanding that learning takes place everywhere, not just in a classroom. Therefore, field trips and assemblies are often scheduled as an extension of the learning in the classroom.

Field trips are considered part of the school’s learning program, and all students in the class are expected to participate in these activities. Teachers will send home notes prior to the trip explaining the destination, date, time, and transportation information. The teachers will assign students to certain cars and will provide the principal with a list of the names of students riding in each car so that the school office will have that information in case of an emergency.

Student activity fees are used for most entrance fees. The only money students need is for personal purchases and food. The teacher will inform parents if the students need to bring money for the field trip. Teachers will also arrange for refreshments for all of the students, if needed. All students will be provided with the same refreshments, and food allergies will be taken into consideration by the teachers. Parents are asked not to purchase or provide special refreshments for the students riding in their car. Parents are also asked not to make “side trips” to fast food restaurants or other places to purchase refreshments for the students in their car. The school is responsible for the safety of the students, so parents must only stop at the designated places outlined by the teacher in the field trip permission form.

Because HCLS does not have its own school bus transportation, classes often depend upon the parents to provide transportation for the activity. At times, the number of parents driving or attending field trips will need to be limited. Drivers are asked provide a copy of their driver's license and current vehicle insurance to the office. Drivers are asked to sign a form indicating that the vehicle is in good repair and that driving laws will be followed, especially that each child will be required to wear his/her seat belt. **Children in grades K – 5 are not permitted to ride in the front passenger's seat in automobiles having a front seat air bag.**

Parent drivers are a valuable part of ensuring the safety and success of our school field trips. Because the parents' full attention should be given to the education and safety of the students, siblings of students will not be able to attend school field trips. Exceptions will be at the discretion of the teacher.

Throughout the year, the school invites outside performers and entertainers to present assemblies at the school for the children. The purpose of these assemblies is to enrich the learning and real life experiences of the children through a wide variety of talent. The performances are always compatible with the school's Christian standards.

REPORTING STUDENT PROGRESS

Holy Cross Lutheran School considers it very important to keep the parents informed of how well their children are doing in school, and the school provides many opportunities for such communication.

Along with monthly and often weekly classroom announcements and newsletters of what has been happening and what will be happening in the classroom, parents of children in grades K-8 receive formal written report cards showing the progress and the grade of their child in each study area four times a year at the end of every nine week quarter. Parent/Teacher Conferences are held the first and third quarters. The first quarter conference is mandatory and the third quarter conference is optional at the request of a parent or teacher.

In the middle of each quarter the teacher may send home a written Mid-Quarter Progress Report indicating the status of students. Parents of students in grades 3-8 may also monitor their child's daily grades through the portal.

At any time parents are encouraged to call the teachers or send in a note requesting a conference to discuss their child's progress.

GRADING

Kindergarten-second grade children receive a written progress report at the end of each quarter. The progress report identifies various developmental skills and where the child is in relation to these skills.

Grades 3-8 Grading Scale:

A+	100%	B+	89-88%	C+	79-78%	D+	69-68%
A	99-92%	B	87-82%	C	77-72%	D	67-65%
A-	91-90%	B-	81-80%	C-	71-70%	U	64% & below

(A grade of 64% or less is considered to be a below standard score.)

Unless there is an absence due to sickness or an emergency, all assignments and tests are due according to the due date assigned by the teacher. All schoolwork not turned in by the end of the quarter will be considered incomplete.

All parents are strongly encouraged to contact teachers if they have any questions or problems about their child's school grades. It is vitally important for the welfare and integrity of the educational process that this be done no matter how small the problem may seem to be. To assist in this, each family is provided with a HCLS Telephone Directory shortly after school begins.

Honor Roll

The school recognizes the accomplishments of the students in Grades 6-8 whose efforts and academic achievements show outstanding motivation and learning by naming them on the Honor Roll. In order for a student to be named to the Honor Roll, the average of his/her quarter grades in religion, language, math, social studies, and science must be an 88% (B+) or better. Additionally, students must have a passing grade (70% or higher) in Art, General Music/Band. The following method is used to determine percentages for Honor Roll in Grades 6-8:

Each of the 6 **core subject areas** (Religion, Reading, Language Arts, Math, Science, & Social Studies) are counted as **2 units each.** The grade card percentage is multiplied by the unit factor, and the **total accumulated percentage is then divided by 12**. The final Honor Roll percentage for the student is then placed in one of these Honor Roll categories: Superior Honors (96%-100%), First Honors (92%-95%), Honors (88%-91%). Final percentage numbers are rounded according to **whole numbers.**

PROMOTION POLICY

All students are promoted to the next grade level unless there are compelling circumstances for considering retention. In such a case, the classroom teacher and parents are in communication throughout the school year to determine what is best for the child. By the third quarter, the principal becomes involved. Together a decision is made regarding promotion, retention, or another avenue for helping the child's progress in his/her education.

HOMEWORK

At Holy Cross homework is very important to the learning process and is assigned at all levels in different forms and amounts. Homework has the purpose of reinforcing and enriching the learning and teaching that has taken place in the classroom. If the student is not doing his/her homework, the teacher will keep the parents informed of this problem.

The school policy on homework is that the amount of time any student spends on homework assignments normally should not exceed the amount of time listed below unless there are extenuating circumstances creating the need for more time:

Grades 1-2 = 10-20 minutes
Grades 3-5 = 30-50 minutes
Grades 6-8 = 60-80 minutes

If a child appears to be spending an excessive amount of time each evening on homework, the parents are strongly encouraged to contact the teacher and ask for a conference to discuss the matter. Students needing extra help should contact their teacher(s).

WORLD WIDE WEB PUBLICATIONS

By enrolling your student in Holy Cross Lutheran School, you are also giving permission to post any pictures, artwork, writings, or other projects selected by a faculty or staff member at Holy Cross on the World Wide Web, a part of the Internet. At no time will such pictures or work include the student's last name, address, phone number or personal information. If you wish to Opt-Out of such an agreement, please ask for an Opt-Out form at the time of registration in August and return it to the school office.

DRESS CODE

Holy Cross Lutheran School requires all students in Kindergarten through Grade 8 to adhere to this Dress Code. The purpose of this Dress Code is to build school spirit, provide security and identification, and reduce difficulties arising from fashion trends. All clothing shall be appropriate for a Christian school.

We understand that difficulties may arise with having clothing that adheres to this Dress Code ready to wear every day. Therefore, we are prepared to make temporary allowances to meet emergencies. However, when a student comes to school exhibiting *non-conformity* to this Dress Code, the student will be sent to the office and a parent will be called. The child *may* be asked to remain in the office until the correction is made.

Parents are encouraged to send outgrown uniform clothing and spirit wear to the school office for our exchange program. These will be available to parents at no charge.

PARENT RESPONSIBILITY

Please make sure your child is dressed according to this Dress Code <u>before</u> he/she comes to school. If you have any doubt as to whether an article of clothing satisfies the requirements of this Dress Code, please contact the school office.

UNIFORM DRESS CODE FOR ALL K-8 STUDENTS

<u>Hairstyles:</u>

- No hairstyles that cause a distraction to the learning environment, such as mohawks will be permitted, except at the principal's discretion.
- No unnatural hair colors will be permitted except during spirit week.

<u>Shirts:</u>

1) *<u>Oxford shirts</u>* --- long or short sleeved, with a collar
2) *<u>Polo style shirts</u>* --- long or short sleeved, with a collar
3) *<u>Turtleneck shirts</u>* --- long sleeved, worn *under* oxford shirts, polo shirts, jumpers, sweaters, or spiritwear sweatshirts

   Students in K-4 may wear a turtleneck *without* the outer layer.

- The shirt colors are solid white, light blue, and navy blue.
- Only solid white *undershirts* may be worn under Dress Code shirts.

- **No emblems or brand name labels, other than Holy Cross Lutheran School, may be worn on shirts.**
- Indoors*, only* Booster Club blue or gray *sweatshirts, fleece vests or jackets* may be worn.
- Booster Club T-shirts are *not* part of the Uniform Dress Code.
- Dress Code shirts must be worn *under* the Booster Club sweatshirts, fleece vests or jackets.
- **All shirts must be tucked in.**
- Sweatshirts should not have holes, tears, or be frayed, and they should fit properly.

Dress Slacks/Pants and Dress Shorts:

Slacks/pants and shorts may be either solid navy blue or khaki (tan) in color. Natural waist and mid-rise slacks/pants and shorts *are* acceptable. Low-rise are *not* acceptable. They may be pleated or flat-front and may come with or without cuffs.

Shorts may be worn only during the months of August, September, October, April, and May. The length of the shorts must be no shorter than two inches above the knees.

*The following are **not** allowed as part of the uniform dress code:*

- Baggy slacks/pants or shorts
- Tight-fitting (skinny fit) pants
- Low-rise slacks/pants or shorts
- Capri pants
- Denim, corduroy, and knit fabrics
- Frayed shorts or pants

ADDITIONAL UNIFORM DRESS CODE FOR GIRLS

Jumpers:

Girls in Grades K- 8 can wear any khaki or navy blue uniform **jumper**.

Skirts:

Girls in Grades K-8 may wear any navy or khaki uniform skirt that is no shorter than 2 inches above the knee.

- The length of jumpers and skirts must be ***no shorter than two inches above the knees.***
- Shorts worn *under* jumpers and skirts may be of any color and should not hang down under the skirt line when standing.

UNIFORM DRESS CODE ACCESSORY ITEMS

Socks and Tights: White, black or navy blue socks or tights are to be worn with all types of shoes and sandals.

Leggings and Knit Pants: White, black or navy blue ankle length leggings or knit pants may be worn under jumpers or skirts.

Shoes: Shoes must have either a strap around the back of the foot or have a totally enclosed heel.

Sweaters: Solid navy blue or white uniform sweaters or uniform sweater vests may be worn *over* shirts. **No emblems or brand name labels may be worn on sweaters.**

Jewelry: All jewelry must be modest in style and quantity. The classroom teacher will determine what is modest.

Head Coverings: No hats, caps, scarves, or other head coverings may be worn.

Belts: Black or brown belts are encouraged for Grades 6-8 but not required. Belts are optional for Grades K-5.

SPECIAL DRESS DAYS

Lutheran Schools Week and Spirit Week: Students not participating in the selected Spirit Dress must follow the Uniform Dress Code.

HC Spirit Day: The first Friday of the month or on special designated days, students may wear Holy Cross spirit wear or class t-shirts with non-frayed blue jeans, blue denim skirts, or solid blue skirts. No athletic attire is permitted. Uniform dress code pants, shorts, or skirts are also permitted. Non-frayed blue jean shorts or blue jean capri pants may be worn during August, September, October, April and May. The length of all shorts and skirts must be no shorter than two inches above the knee.

Free Dress Day: The last Friday of the month and on special designated days, including the last calendar day before Christmas break, students may dress according to the Free Dress guidelines.

Birthdays: Students celebrating a birthday may have a Free Dress day. Students may dress according to the Free Dress guidelines.

Wednesday Chapel Day: *After* new class t-shirts have been distributed in September, class t-shirts may be worn with non-frayed jeans/jean shorts or uniform bottoms. The exception being special chapels which may require normal uniform dress. (For example- Ash Wednesday and Maundy Thursday)

FREE DRESS GUIDELINES

- Christian principles of school dress will be followed.
- Denim pants or jeans, corduroy or knit slacks/pants, and athletic track pants may be worn. Jeans and pants should not be tight / form fitting nor have holes, tears, or be frayed.
- Sweatpants, yoga, spandex and tight / form fitting pants or jeans may *not* be worn.
- Shorts or capri pants may be worn in August, September, October, April, and May.
- Skirts, dresses, and shorts are to be no shorter than two inches above the knee.
- T-shirts, including those purchased from Booster Club, may be worn.
- No suggestive clothing may be worn. Shirts must be long enough so that skin is not visible at any time. Low cut tops, tank tops, spaghetti straps, and “see-through” mesh shirts may *not* be worn.
- No violent, suggestive, or offensive pictures, logos, or words may be worn on any clothing.
- The principal may grant occasional exceptions to the Dress Code for special days and circumstances.

MIDDLE SCHOOL PE UNIFORMS

Middle school students wear a standardized uniform for physical education classes. All middle school students need to have at least one uniform to wear for PE class. They may be ordered and purchased during summer registration. Additional uniform t-shirts and shorts may be ordered.

CHILD AND YOUTH PROTECTION SCREENING

Holy Cross Lutheran Church and School desires to be a safe place for all children and adults who attend church and school-sponsored activities. Individuals children know and trust sometimes victimize them. The church/school is not immune to such abuse. Incidents of child abuse or neglect cut across racial, social, economic and religious boundaries. Although no organization or individual can ensure complete protection, this Child and Youth Protection Policy reflects Holy Cross Lutheran's commitment to help protect children from harm. Holy Cross will not tolerate child abuse or neglect. Child abuse is any physical injury, physical neglect, emotional injury, or sexual act inflicted upon a child. Several indicators including a child's behavior may suggest the occurrence of child abuse.

This policy reflects our commitment to provide protective care of all children and volunteers who participate in church and school-sponsored activities. Volunteer and paid workers will be screened in accordance with the following:

- Any person who has been convicted of a crime against a child or a sexual or violent crime against an adult will not be allowed to assist with any church and school-sponsored activity or program for children or youth. Additionally, Holy Cross reserves the right, in its sole discretion, to restrict involvement by any person, for any reason or for no reason, in any church/school-sponsored activity or program for children or youth.

- All paid workers will have a criminal records check and SRS Child Abuse and Neglect Central Registry check.

- Holy Cross invites anyone who was a victim of childhood abuse or neglect to consult with a pastor in order to ensure their appropriate level of recovery for work with children, for the protection of the worker and the children.

- All volunteers and paid workers must comply with the administrative procedures of the appropriate Commission.

- All applications and results of screening will be kept confidential and will be retained in a secure location in the church office. Only pastors and this policy program coordinator will review these files. However, in the event of an investigation or litigation resulting from an incident or complaint, such documentation may be provided to investigators, legal counsel and the Executive Committee of the Church Council.

Volunteers and paid workers must complete a “Release and Authorization” form. It states the following:
Upon submitting a completed “Release and Authorization” form, I agree to indemnify, defend, and hold harmless Holy Cross Lutheran Church and School and its agents, servants, and employees from any damages arising from any misinformation received by contract resources believed to be reliable, but the accuracy of which cannot be guaranteed solely based on the limited information provided from the “Release and Authorization” form.

THE COMPLETED RELEASE AND AUTHORIZATION FORM AND ALL OTHER RELATED REPORTS WILL BE KEPT CONFIDENTIAL AND RETAINED IN A SECURE LOCATION IN THE CHURCH OFFICE.

If you would like to read Policy 1006 - Child and Youth Protection, contact the school office.

DISCIPLINE POLICY

Because of the very nature of Holy Cross Lutheran School and the quality of students and teachers, major discipline problems are not the norm. The school expects Christian ethics and also understands its responsibility and obligation to guarantee the safety and security of the students entrusted in its care.

There are desired behaviors, which with the assistance and cooperation of parents, the school wishes to instill in the students. Among them are:

- Showing respect and reverence for God and His Word
- Showing politeness and respect to others and to oneself
- Treating others with forgiveness and love
- Demonstrating respect for the school and its rules
- Developing an attitude of Christian service appropriate for Christian young people

The school will react to incidents of stealing, cheating, treating others unlovingly, using foul language and not demonstrating respect. Writing on school walls or negligent breaking or damaging of school property will result in the replacement or complete restoration of the property at the expense of the student. Possession of unauthorized drugs, alcoholic beverages, knives, or weapons may result in immediate suspension or expulsion.

Although the following is not meant to be a step-by-step process, teachers will discipline students by responding in these ways:

<u>Verbal Reprimands</u>
The caring first step to solving behavioral problems is to explain to the student that the behavior is inappropriate and why it must change. If the behavior continues, the parent will be contacted.

<u>Conference with the Parents</u>
For more serious problems and behavior, the teacher will ask the parents to come to school for a conference. At the conference both the teacher, parents and child will seek to find a solution to changing the behavior in the hope that the problem or behavior does not necessitate a conference with the principal.

Suspension and Expulsion

When all else seems to have failed or if the behavior, even though it is a first offense, is of a very serious nature, suspension of the student may be imposed by the principal. If the student continues to have problems, expulsion from school may be recommended to the Day School Commission by the principal. The parents then have the right to appeal the action in writing to the Day School Commission.

Conference with the Principal

If none of these approaches work satisfactorily, the principal will meet with the student, his/her parents and the teacher to discuss whether the problem can be resolved or whether the child is to remain enrolled in HCLS. Hopefully, the problem will be resolved in this conference. If not, suspension or expulsion may result.

Code of Conduct

Expect to be prepared for learning
Act responsibly Glorify God
Live in JOY - Jesus, Others, Yourself
Encourage and respect others
Strive to do your best

WEAPON-FREE ZONE POLICY - 1004

In compliance with Federal and State law and to ensure the safety and protection of all individuals at Holy Cross, illegal weapons are prohibited at Holy Cross Lutheran Church and School.

1) Any employee determined to be in possession of an illegal weapon at Holy Cross or on any of Holy Cross's property, or at a Holy Cross sponsored activity shall be subject to disciplinary action, as deemed appropriate by the Church Council. Any pupil of Holy Cross Lutheran School determined to be in possession of an illegal weapon at Holy Cross or on any Holy Cross property shall be expelled from school for not less than one year.

2) "Weapon" is defined as any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one fourth ounce, mine, or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.; any bludgeon, sandclub, metal knuckles or throwing star; any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal

thrust or movement; or any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. "Weapon" does not include an antique firearm; an air gun; any device which is neither designed or redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned or given by the Secretary of the Army pursuant to provisions of Sec. 4684(2), 4685, or 4686 of Title 10 of the United States Code, or class C common fireworks. This "weapon" definition is from K.S.A. 72-89a01 as published in 2017.

4) Any individual determined to be in possession of an illegal weapon at Holy Cross or on any of Holy Cross's property, or at a Holy Cross sponsored activity shall be referred to the appropriate state and local law enforcement agencies and, if the individual is a juvenile, to the Secretary of Social and Rehabilitation Services.

   The following is applicable only to Holy Cross Lutheran School.

   A) The provisions of this policy do not apply to the possession of weapons by pupils at Holy Cross, on Holy Cross property, or at a Holy Cross sponsored activity if the possession is connected with a weapons safety course of instruction or a weapons education course approved and authorized by Holy Cross administration.
   B) A hearing shall be afforded to a pupil required to be expelled. The hearing shall be conducted by the principal. The principal may modify the mandatory expulsion in a manner which is consistent with the requirements of Federal law.
   C) If the pupil required to be expelled pursuant to section (1) of this policy is confined in the custody of the Secretary of Social and Rehabilitation Services of the Secretary of Corrections as a result of the violation upon which the expulsion is based, the hearing shall be delayed until the pupil is released from custody.
   D) The principal shall prepare an annual report containing a description of the circumstances surrounding any expulsions imposed on pupils pursuant to this policy, including the name of the school or schools concerned, the number of pupils expelled, and the type of weapons concerned. The report shall be submitted to the State Board of Education.
   E) A copy of this policy shall be filed with the State Board of Education and is designed to meet the requirements of K.S.A. 72-89a02.

HOME-SCHOOL COMMUNICATION

It is vitally important that all channels of communication are kept open between the home and the school, for it is through communicating that we all learn, grow, understand and improve. HCLS certainly wants to keep all of the parents informed about what is happening in the classrooms, what the children are learning, coming events and activities, and how the school and the home can work together to enhance and ensure the learning of each child enrolled. It does this through the following channels:

Classroom Newsletters

Most classroom teachers send home newsletters or emails informing the parents of the events in the classrooms.

Web Page

www.lovemyschool.net

School Office Newsletters

The school office emails a weekly newsletter of information. Look for the Holy Cross Eagle emailed on Tuesdays.

Request a Conference at Anytime

Parents and teachers may request a conference at anytime if they have matters to discuss. Contact the teacher to request a conference time, and the teacher will be happy to meet with you. It is important to remember that 8:00 a.m. to 3:30 p.m. is not the best time to discuss issues with the teacher.

PROBLEMS OR CONCERNS

"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother." Matthew 18:15

Frequently, parents may have questions about a teacher's procedure, a child's homework, or grades, etc. In such instances, the following steps should be followed:

a. contact the teacher to attempt to resolve the issue;
b. if dissatisfied, the parents should contact the principal;
c. if the matter is still not resolved with the teacher or principal, contact the Day School Commissioner

This process has been developed by the Day School Commission and the school administration for the purpose of maintaining the school's integrity and goodwill, for the sake of professional ethics, and in keeping with God's Word in Matthew 18. The school's staff, administration, and the Day School Commission are pledged to follow this process, and it is hoped that all of the parents will also.

LATCHKEY

Before and after school care is available through the Latchkey program. Families using this program pay for the service provided. The Latchkey program runs five days a week from 7:00 to 8:00 a.m. and from 3:30-6:00 p.m. Students who arrive at school before 7:50 a.m. or remain at school after 3:45 p.m. (unless directly involved in a school activity or under the direct supervision of a teacher) are expected to go to the Latchkey program and will be billed accordingly.

Latchkey is not available on school holidays. For more information on this program, ask the office for the Latchkey pamphlet.

PARENT–TEACHER LEAGUE (PTL)

Recognizing the importance of nurturing Christ in both the home and the school and developing strong, active, and meaningful relationships, the P.T.L. provides support for programs and activities by:

- serving as a channel for two-way communications between the home and the school;

- organizing social events that bring the family and the school together in Christian fellowship;
- helping with fund-raising activities for the support of the children's education.

BOOSTER CLUB

The Booster Club is an auxiliary organization of the school created for the purpose of building strong spirit and support for all of the programs of the school. It is active in the support, both financially and in energy and effort, of the athletic programs.

VOLUNTEERS

Volunteers are a vital part of the ministry at Holy Cross. All parents and grandparents are encouraged to volunteer for any of the activities, programs, or organizations of the school. They are encouraged to let the teachers know that they would like to volunteer their time in the classroom or in other areas. As part of the Child and Youth Protection Policy, volunteers are required to complete and submit the Child and Youth Protection Screening form.

TOBACCO FREE ENVIRONMENT

Holy Cross promotes healthy life styles. We enable people to work and learn in a tobacco free environment. No tobacco use is allowed on campus.

SIGN-IN PROCEDURES FOR VISITORS AND VOLUNTEERS

1. All volunteers and visitors must sign-in at the school office during school hours. You will be asked to list your name, date, time, reason for being on campus.

2. Each visitor/volunteer will be required to wear a badge with the school logo. This badge will let the staff know that you have checked in at the school office.

3. Please plan any visits or volunteer times ahead of time with the teacher in order to assist us in providing an optimal learning environment. We enjoy having you on campus and look forward to partnering with you throughout the school year.

4. Before leaving the campus please return the badge and sign-out.

DROPPING OFF AND PICKING UP STUDENTS - PROCEDURES

DROPPING OFF STUDENTS

Parents dropping off students at the gym entrance or at the upper grade wing entrance should enter the school property at entrance D.

Parents who wish to drop off the students at the southwest entrance should enter the school property at entrance B.

AFTER SCHOOL PICKUP

Please follow the map at the back of the handbook and study the instructions so all will go smoothly. Faculty members will be outside to assist each day.

Students in K, 1 and 2 who have no students in grades 3-8 riding with them will meet their ride in the southwest parking lot. The parents will park their cars in a line along the curb

and the children will board their cars at Boarding Site A. The cars move forward as in a fast food drive-up window to pick up their children. An important thing to remember is not to park your car in line and leave it to go into the building. Park in a parking slot on the edge of the parking lot. After picking up your child, drive forward and exit out the same way you entered. Note: for cars with only students in K-2, site B is the only entrance and exit used.

For students in grades 3-8 and for car-pooling autos, the pick-up area is the back east parking lot. There are two entrances to this area, B (off of Bristol) and D (off of Greenwich Rd.). Cars entering at B will drive to the second light pole along the NO CAR ZONE facing due east so that you have easy access out of the lot through exit C. This line will back up through the driveway and along the curb. Your child will either meet you at the curb or walk down the center section of the NO CAR ZONE to your car.

Cars arriving from Greenwich will move forward down the parking lot as far down as the second light pole and along side of the NO CAR ZONE. Cars will face due east. The students will walk down the center marked NO CAR ZONE to get in your car or walk to your car parked at the curb. All cars will exit site C (Bristol).

Please do not park in stalls or along the curb in the U-shaped lot by the gym.

The important thing to remember is that C is only an exit and the center section of the parking lot is a NO CAR ZONE.

NOTE: Any preschoolers not picked up by 11:30 a.m. will be sent to daycare**.** Students not picked by 3:40 p.m. on the K-2 side of the building will be taken to Latchkey. Students in 3-8 not picked up by 3:45 p.m. will need to check into Latchkey. The parents will be billed accordingly.

OUTSIDE STUDENT ACTIVITIES

If your child wants to hand out party invitations while in school, make sure that everyone in the class (all boys, all girls, or the whole class) gets an invitation. Otherwise, the invitations need to be mailed. If only a portion of the class is invited, please arrange after school pick-ups, being sensitive to students who aren't invited. Students can be hurt by exclusions.

Keep the office informed of any changes in your address, email address, phone numbers and the EMERGENCY CONTACT numbers listed at the beginning of the year.

Family pets, such as dogs, cats, birds, etc. should not be brought into the building without prior permission from the office. These pets can cause undo disturbance for classes and affect children who are allergic to them.

SOCIAL MEDIA

Parents: Please utilize social media on the Holy Cross Moms/Dads and School page as a vehicle to pass on information and provide support to those who have a question. The Holy Cross Moms/Dads and School Facebook pages should not be an avenue for concerns or opinions. The Bible says to speak to those who we have conflict with (Matthew 18:15) and to put the best construction on everything (Eighth Commandment.) Thank you for writing and speaking positively about Holy Cross School. Please also monitor any social network with other students at Holy Cross, that your child engages in (such as phone messages, websites, Skype, Facebook, etc.) We want to honor and respect each child of God.

Students: Holy Cross technology department will discuss online safety guidelines with all students. Students will be expected to treat their classmates with respect on all social media. Inappropriate pictures, images, threats, or written words about Holy Cross School, staff or students will not be permitted.

TOPIC PAGE
Absences from School 25
Arrival and Departure from School....24
Booster Club....39
Bullying Policy and Guidelines....19
Child and Youth Protection Screening....34
Discipline Policy....35
Dress Code....31
Dropping Off and Picking Up Students - Procedure....39
Elementary Program Grades 1-5....26
Emergency School Closing....25
Enrolling in Holy Cross Lutheran School....8
Expectations of Parents....22
Expectations of Students....23
Field Trips and Assemblies....28
Grading....29
Guidelines for Personal Electronic Devices (PED/ Phone Use)....21
Harassment....16
Health and Safety....11
Home-School Communication....37
Homework....30
History of Holy Cross Lutheran School....3
Instrumental Music Program....27
Kindergarten Program....26
Latchkey....38
Lunch and Milk Program....25
Middle School PE Uniforms....34
Middle School Program Grades 6-8....27
Parent-Teacher League (PTL)....38
Partnering With Parents....3
Preschool Programs....26
Problems or Concerns....38
Program of Religion....28
Promotion Policy....30
Reporting Student Progress....29
Resource Program....27
School Accreditation....4

School Calendar 23
School Day 24
School Mission Statement 4
School Motto....4
School's Goals and Objectives 5
School's Statement of Faith 4
School Tuition and Fees 10
School Wellness Policy and Guidelines 12
Sign-In Procedures for Visitors and Volunteers 39
Sports Program....27
Structure of Holy Cross Lutheran School....8
Tardies....25
Teaching Staff....22
Tobacco Free Environment 39
Vision of Holy Cross Lutheran School....4
Weapon-Free School's Policy....36
World Wide Web Publications....31
Worship Program....23

Policy of Non-Discrimination

Holy Cross Lutheran School admits students without regard to race, gender, color, ancestry and national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, ancestry or national origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.