



DR. MARK DE MAREO,
PRINCIPAL

40 Rumson Road
Rumson, NJ 07760

Parent – Student Handbook/Technology Handbook 2019-2020

Mission Statement

The mission of Holy Cross Academy is to educate the next generation of Catholic leaders with Christ's love and teachings as our guide. We are dedicated to providing a challenging and dynamic learning environment, in which students grow intellectually, spiritually, and physically, so that they may fully discover the persons God created them to be.

Please note:

- **Sign and return the last page of this document indicating that you and your child/children have read and agree with these policies. A separate form for each child must be submitted to your child's teacher by Thursday, September 12, 2019.**
- **Please see page 14 regarding the SCRIP/GROCERY MAGIC commitment.**

Holy Cross Academy

Let it be known to all who enter here, that Christ is the reason for this Academy, the unseen but ever present Teacher in its classes, the model of its faculty, the inspiration of its students.

Dear Parents/Guardians,

Welcome to Holy Cross Academy, a vibrant community where students have been able to grow for the past 75 years! We sincerely hope that the light of Jesus shines in and through each and every one of us. We hope to fulfill our mission by providing a strong understanding and practice of our Catholic faith, emphasizing the importance of being people of character, and employing the very best strategies and materials to develop our children's minds to the fullest. Be assured the faculty of Holy Cross will do everything possible to make your child's learning experiences beneficial to his/her growth and development. Together we can help your child discover ways to develop his/her potential. With Jesus as our center, we will strive to impart the values of Christianity, which will inspire and motivate your child to live responsibly and authentically in our world.

As parents, you too have a serious obligation of providing and supervising the education of your child. The family is the first Academy, and you are your child's primary teacher. One of the most important responsibilities of that role is to instill and develop Christian values and attitudes in your child. In our partnership it is essential that the children and family attend Liturgy on Sundays, and Holy Days of Obligation and even more often when possible, making certain that the values of the Catholic faith which we teach at Academy are being reinforced at home. For those families from other religious traditions we encourage the family to be united in the practice of their religious beliefs. Children who are not Catholic are expected to attend our religious services, class instructions and to maintain a respectful attitude towards our beliefs and practices.

The Parish Academy is an extension of the education that begins in the home. We, the faculty, need your help and cooperation if we are to be effective. Your attitude toward the Academy and the teacher is most important and will be reflected in the attitude of your child.

The purpose of this handbook is to acquaint you with the philosophy, organization, and policies of Holy Cross Academy. It provides easily accessible information regarding our Academy. All policies follow Trenton Diocesan Guidelines. We ask that you read the entire handbook carefully and explain it to your child/children. Please keep it handy and refer to it as needed.

We regard it as a privilege to assist you in the education of your child and want to strengthen the bonds between home and Academy. It is only when parents and teachers work together that a child receive the maximum benefit of Catholic Education.

In this handbook, we hope to answer your questions concerning Academy matters. If additional questions arise, please feel free to contact the Academy office. Thank you for who you are and all you do for your children. Together, may we be a living example of Church for our children. May you and your child experience God's peace and presence as the coming year unfolds. And, when the year closes, may we find that all of us have grown in faith, character and mind.

Sincerely,

The Faculty and Administration of Holy Cross Academy

Holy Cross Academy Philosophy

Holy Cross Academy is rooted in the Gospel message of Jesus Christ and the truths of the Catholic Church. Its primary purpose is passing on the Catholic faith to the next generation through direct instruction, liturgical participation, service projects, and personal witness. Catholic identity and teachings are infused into all aspects of school life. Daily prayer, frequent celebration of the Eucharist, Eucharistic Adoration and the sacrament of Reconciliation build the foundation for a lifelong practice of the Catholic faith. Study of Scripture, the Saints and the Virtues help our students form a Catholic conscience, as well as responsible decision-making and conflict-resolution skills.

Holy Cross Academy recognizes the curriculum guidelines established by the Diocese of Trenton Department of Catholic Schools. Within this framework, curriculum, materials and instruction are evaluated on an on-going basis, in order to provide a dynamic and challenging learning environment for every level of development, Preschool through Grade 8. Teachers are committed to individualized instruction for every student and fostering partnerships with parents to help each child achieve his or her personal goals.

Ours is a supportive community of parents, students, teachers, administrators, pastor and parish, all working together for the good of our students, the health of our families, and the Catholic community of Holy Cross Parish. Communication is facilitated by a close working relationship among parish and school administrations and school governing bodies including the Board of Delegated Responsibilities and the Parent Teacher Association. The Diocese of Trenton provides guidance and governance to the community as a whole.

As a Catholic school, we believe that every person is created in God's image; therefore, every student is nurtured and cherished as a child of God. Holy Cross Academy seeks to educate the whole child, mind, body, and spirit, so that each child may develop a rich relationship with God and fully discover the person God created him or her to be. It is our prayer that our graduates not only forge a path close to Jesus, but that by their example, they may be a beacon for others to do the same.

Religious Education

Religion is taught as an academic subject each day. However, in addition to being an Academy subject, religion is the very essence of our being. We urge parents to talk with their children about what they are learning in class and how God is active in their lives. Opportunities are provided for the children to attend Liturgy on a monthly basis. The children also participate in liturgical services several times throughout the year. Our parish provides opportunities for the sacrament of Reconciliation during the seasons of Advent and Lent. Additionally, Christian service activities and projects are an integral part of our program.

Students of Holy Cross receive the Sacraments of Reconciliation and Eucharist in second grade. They receive the Sacrament of Confirmation in eighth grade. The sacramental program requires parents to attend special meetings prior to the child's reception of each of the sacraments.

It is essential that parents attend these meetings.

Academy Hours

Regular Academy Day:

8:00 a.m. – 2:30 p.m.

Early Dismissal:

8:00 a.m. – 12:00 Noon

Arrival / Tardiness / Attendance Policies

Consistent, punctual attendance is necessary for children to do well at Holy Cross. Our lateness and attendance regulations serve to reinforce this basic principle.

LATENESS:

All children should arrive no later than 8:00 a.m. for Academy but not before 7:40 a.m. A child is considered late if he/she arrives after the bell rings at 8:00 a.m. **Students who arrive after 8:00 a.m. will need to have a parent bring them into the building to sign them in. A parent conference will be required after five such occasions.** Frequent lateness will result in further disciplinary action and can affect high Academy acceptance. Homeroom ends at 8:05am, so arrival time will be particularly important in having the children begin their day properly.

ABSENCE:

1. On the first day of an absence, a parent/guardian is requested to phone the nurse's office prior to 8:00 a.m.
2. Following an absence, a student must present a note of explanation to the teacher. This note is to be written and signed by the parent or guardian. A student absent for more than 5 days must have a doctor's note to return to Academy. **A NOTE IS REQUIRED EVEN THOUGH A PHONE CALL HAS BEEN MADE.**
3. It is the child and his/her parent's responsibility to see that work missed during an absence is made up when the child returns to Academy. **Homework will not be sent home during child's absence unless it is a prolonged one. This time frame should be worked out with the individual teacher(s).** Teacher web sites will greatly assist you in this process.
4. Permission for a student to leave Academy early for any reason must be approved by the principal. A note must be submitted stating the reason for the early dismissal. Appointments should not be made during the Academy day unless there is absolutely no other alternative.
5. **Any student without a medical note who is absent for more than fifteen (15) days throughout the Academy year may be considered for retention.**

Middle School Absentee / Testing Policy – Grades 6-8:

Students absent from Academy are responsible to make up work missed during their absence. This is the responsibility of the student not the teacher. Homework is posted on the Academy website. A student should check with the teacher privately upon returning to Academy to assure that he/she has obtained all missing assignments. It is the philosophy of our middle Academy team that students who are too sick to come to Academy may not be able to complete homework later that day. Therefore, the following time line should be followed:

1-day absence	Complete all assignments by day 2
2-day absence	Complete all assignments by day 3
3 or more days	Complete all assignments within 1 week (5 days)

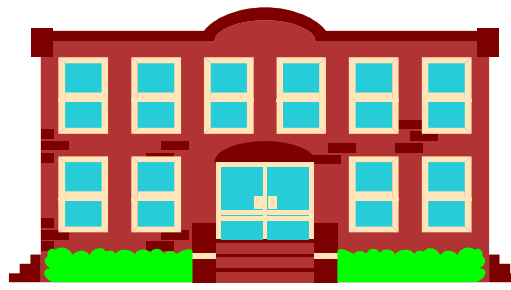
A student who is absent on the day of a test must schedule with the teacher a day to remain after Academy to make up the test. The test will be a variation of the original classroom test. The student must follow the timeline above in order to make up required tests. Failure to make tests up within the framework established above will result in a zero.

The middle school policy on homework applies to all make-up work and tests after the time line has expired. Work not completed will result in a zero.

In the event of an extended absence, arrangements will be made individually.

Family Vacations

Family vacations should be taken only at the time of already scheduled Academy holidays. **The principal must approve exceptions to this policy and this approval will be given only in unusual circumstances.** Diocesan policy indicates that students who vacation during the Academy time are responsible for such options. Teachers are not responsible or required to prepare work for a student to take with him/her while on vacation. Make-up work, however, will be required from the student upon his/her return to Academy.



Admission Policy

Registrations are held during Catholic Schools Week usually in late January or early February. The exact date and other information are made known through the Parish Bulletin distributed at Sunday liturgies and through letters sent home from the Academy. The following are necessary when registering a child:

1. Baptismal Certificate & Birth Certificate
2. Medical Records – Please check with your pediatrician to be sure your child is up to date on all immunizations required for entrance to Academy. Please call the health office if you have any questions or concerns regarding immunizations at Ext. #1143
3. Transfer card from Academy attended

All children admitted to Kindergarten must be five years of age by Oct. 15th

All students registering will receive an acceptance letter shortly after applying. This will confirm the commitment to Holy Cross Academy. A \$300.00 registration fee is collected at time of application. **This fee is non-refundable.**

The following information pertains to the registration and admission to Holy Cross Academy. Acceptance is based on the following criteria / order:

- Preschool through 8
- In-parish families
- Out of Parish Catholics
- Non Catholics

Registration for **Preschool and Kindergarten** is announced in December for in-school families and in-parish families. Information is communicated through the Academy newsletter and parish bulletin. **All applications for in-school families must be in the office prior to the start of Christmas vacation.** Registration fees must also be included.

Registration for out of parish Catholics and Non Catholics will be accepted during the month of January for preschool and kindergarten. Registration for grades 1-8 will be taken during the Catholic Schools Week (last week of January). Acceptance is based on the criteria stated above and in the order in which applications are received.

Health Services

The School Health Office is here to help you and your child. If a student has any problem or you are concerned about something that affects the physical or emotional well-being of your child, please do not hesitate to call the school. Please keep the health office informed of unusual illnesses or new immunizations.

Below is a list of screenings that are done each year at Holy Cross:

1. Height and Weight done on all students
2. Vision and Hearing done on all students
3. Students in grades 5 - 8 who have not had a physical will be screened for scoliosis and hypertension by the school nurse.



Medication:

Please do not send medication of any kind, prescription or over the counter, to school with your child. This includes aspirin, asper gum and throat lozenges. NJ State Law does not allow school nurses to dispense medication without a doctor's order. Please contact the school nurse if your child must take prescribed medication during the school hours. She will inform you of the necessary procedures.

Illness: Please follow State Guidelines when your child has been ill.

1. Strep Throat – on antibiotic 24-48 hours before returning to school.
2. Conjunctivitis (pink eye) – communicable 24-72 hours and until discharge ceases. Student should be on antibiotic at least 24 hours before returning to school.
3. Lice – treat with prescription medication. Child may return to class next morning after head has been checked by the school nurse. Further instructions can be obtained in the health office.
4. Chicken Pox – remain out of Academy until last crop of vesicles are crusted and dry.
5. Fever – child should be fever free for 24 hours before returning to school.
6. Impetigo – should be on antibiotic at least 24 hours before returning to school.
7. A diagnosis of flu MUST be reported to the health office immediately.

Physicals: A yearly physical and dental exam is strongly advised for all students. Those participating in the sports program are required to have a yearly physical and have the appropriate form signed by the physician.

Student Accident Insurance:

All students are enrolled in the Student Accident Insurance program for the Diocese of Trenton provided by the Monumental Life Insurance Co. This program is an Excess Plan, meaning that the parents'/guardians' coverage is primary in the event of a claim. The plan is a Medical Expense type program paying excess of the primary policy. Claim forms with the instructions for filing a claim are available in the nurse's office.

2019-2020 Holy Cross Academy Dress Code

GIRLS: Fall & Spring – Grades K-8

*Khaki Skort or Khaki Girls Slacks

Navy Blue Short Sleeve Golf Shirt

Navy Blue or White Socks – plain, no logos, stripes, or adornments

White or Navy Blue Sneakers -low-cut, plain, white laces, no contrasting colors, stripes, logos, or adornments.

***Shirt must be tucked in and only the top button may be open.**

BOYS: Fall & Spring – Grades K-8

Khaki Walking Shorts with belt

Navy Blue Short Sleeve Golf Shirt

Navy Blue or White Socks – plain, no logos, stripes, or adornments

White or Navy Blue Sneakers -Low-cut, plain, white laces, no contrasting colors, stripes, logos, or adornments.

***Shirt must be tucked in and only the top button may be open.**

GIRLS: Winter – Grades K-3

Hunter Green & Navy Plaid Jumper with:

White Long or Short Sleeve Peter Pan Blouse or White Long Sleeve Mock Turtleneck (Lands End)

Navy Blue Cardigan Sweater

OR

Navy Blue Long Sleeve Golf Shirt with Khaki Pants only

Navy Blue Tights or Knee High Socks – plain, no logos, stripes, or adornments

Dress Shoes: Solid Color -Black, Brown, Navy or Tan with laces or a buckle, (no slip on shoes), no adornments

GIRLS: Winter – Grades 4-8

Plaid Skirt or Girls Khaki Slacks

Choice of Shirt: white long or short sleeve oxford or White long sleeve mock turtleneck (Lands End)

Navy Blue Vest or Sweater

Dress Shoes: Solid Color -Black, Brown, Navy or Tan with laces or a buckle, (no slip on shoes), no adornments

Navy blue knee high socks or navy blue tights, plain, no logos, stripes, or adornments

***Shirt must be tucked in and only the top button may be open.**

****8th grade girls privilege - may wear small hoop earrings – one earring in each ear**

BOYS: Winter – Grades K-5

Khaki Dress Slacks with Belt

Mock White Turtleneck Shirt (Lands End) or

Navy Blue Long Sleeve Golf Shirt

Navy Vest or Sweater

Navy Blue or White Socks (Crew Length Only), plain, no logos, stripes, or adornments

Dress Shoes: Solid Color -Black, Brown, Navy or Tan with laces or a buckle, (no slip on shoes), no adornments

BOYS: Winter – Grades 6-8

Khaki Slacks with Belt

Mock White Turtleneck Shirt (Lands End) or

Long or Short Sleeve White Oxford Shirt and Uniform Tie**

Navy Vest or Sweater or Blazer

Navy Blue or White Socks (Crew Length Only), plain, no logos, stripes, or adornments

Dress Shoes: Solid Color -Black, Brown, Navy or Tan with laces or a buckle, (no slip on shoes), no adornments

***Shirt must be tucked in.**

** 8th grade boys privilege – any dress tie

Physical Education Dress Code

All students are required to participate in Physical Education class, unless a written excuse from a parent/guardian is presented to the teacher on that particular day. If a student is to be excused for more than two days, a written excuse from a physician must be presented stating the specific time period the student is to be excused.

Physical Education Uniform to be worn on gym days:

Spring & Summer Uniform – Boys & Girls

Gray Holy Cross Tee Shirt

Navy Holy Cross Mesh Shorts

Any color sneaker may be worn on gym day only

White socks only - plain, no logos, stripes, or adornments

Winter Uniform – Boys & Girls

Gray Holy Cross Tee Shirt

Navy Holy Cross Sweatshirt, Spirit Wear or team sweatshirt

Navy Holy Cross Sweatpants

Any color sneaker may be worn on gym day only

White socks only - plain, no logos, stripes, or adornments

The regulation uniform as stated in the handbook is the only uniform to be worn. If for some reason your child cannot wear the regulation uniform, he/she should come to Academy in their regular uniform with a change of clothes. A note is required when the regulation uniform is not worn.

Reminders About Uniforms and General Appearance

1. Hair should be neatly styled and cut. **Dyed or bleached hair is not permitted.** Length of boys' hair may not fall below the collar of their shirt nor hang in front of their eyes. Hair must be neatly groomed.
2. Colored nail polish, acrylic nails or tips, and make up are not permitted. Those who are not in compliance will be asked to correct the situation immediately.
3. Girls are permitted to wear one pair of **appropriate**, small post earrings. Long, dangling earrings or “hoops” are not permitted.
4. **One small necklace and/or a watch is/are allowed to be worn. Smart watches such as the Apple watch, Android Gear watch, and Fitbits are not permitted.**
5. Skirts and jumpers are to be worn at a modest, age-appropriate length, **3** inches above the knee.
6. Pants and shorts are to be worn at the waist and must include a “dress belt.”
7. **All students are to wear dress shoes in the winter. Boots, open-toed shoes, platforms, heels over 1 inch or backless (clogs/Uggs) are to not be worn.**
8. Please label all belongings clearly with the student’s name so that it is easier for us to return lost items.

If a decision is questioned, the administration will determine what the appropriate style of dress is. Parent cooperation is very much appreciated.

For Holy Cross uniform requirements, store locations and online ordering visit Flynn and O’Hara at www.flynnohara.com/

Please note: the Khaki Skort as well as the Khaki Walking Shorts may be purchased at either Flynn and O’Hara or Lands End

*Lands End: Preferred School ID#9001-0824-2

*(mock turtleneck, khaki skort, khaki shorts and additional accessories only)

Winter uniform begins third week in October and continues until the Monday after Easter

Transportation

Transportation Forms (B6T) are supplied with your registration packets. These should be filled out as soon as possible. Unless a form is filled out and put on file in the respective Academy district, the child is not eligible to ride the bus, nor is he/she covered by the bus insurance. Children are required to ride only their designated bus to and from Academy. Any child under five years of age by the end of September is ineligible for bus transportation.

Emergency Closing

In the event that school should be canceled due to inclement weather or another reason, an announcement will be made sent to you using the Honeywell Instant Alert System. **Each family is entered into the system upon registration; however, all should update their information, especially cell numbers and e-mail addresses, at <http://instantalert.honeywell.com>.** This will enable you to receive such announcements in multiple ways.

The closing will also be posted on the Academy website: www.holycrossrumson.org and on the NJ News network.

Please do not call the school or rectory. If Holy Cross is not announced, assume that school is in session. We ask parents to use good judgment regarding conditions in their individual areas and not to jeopardize the safety of your child.

Visits To Academy During The School Day

Parents and other visitors should always come directly to the main office. Teachers are not permitted to leave classrooms while classes are in session, either to answer the telephone or to confer with parents/guardians. **Accordingly, no one is permitted to go to a classroom without the permission of the office. A PARENT SHOULD NEVER ENTER A CLASSROOM WITHOUT PRIOR APPROVAL.**

If it is necessary to bring articles of clothing, lunches, etc. to school during the day, they should be left in the bins outside the main office. Students will be instructed to check the bins if they have forgotten something. When attending meetings in the parish center please enter/exit via the outside parish center doors.

Library

The school library is opened to every student at a specified time during the school week. The student who signs for a book is responsible for it, and that student cannot lend it to any other student. Library books may be kept for one week. They must be returned when due. A \$.25 fee will be charged for each day the book is late.



Vandalism

Diocesan Policy 5114.93 Students and their parents shall be responsible for all damages to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings, and grounds.

Volunteers

Parents are welcome to assist at school in a variety of ways. Information is sent home asking for help, when needed. If you have questions about the work that volunteering entails, please stop in the office. **Each family is required by tuition contract to volunteer their services.**

Lost and Found

Parents/Guardians are requested to mark all of their children's belongings very carefully to prevent loss. Any articles that are found are kept in a box outside the office for a suitable period of time. It would be a good idea for parents/guardians to check this box periodically to look for lost clothing, lunch boxes, etc. Periodically these items are donated to *Goodwill*.

Care of Books / Academy Supplies / Computers

All textbooks and workbooks are to be covered and protected. **No drawing or disfiguring of books is permitted.** Students will be fined for loss of books or destruction of books and computers. Every student must carry his/her books in a Academy bag. Students should come to school with needed supplies, pens, pencils, copybooks, etc. All children are responsible for supplies necessary for class activities each day. Such supplies may be purchased at the school supply closet.

Class Trips

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. As an extension of the classroom experience, students are required to wear school uniforms on trips unless permission is given by the principal to be out of uniform. A student may not attend class trips without a written parental permission slip. Parents must accompany their child on class trips if the child is on medication. Any student not attending a class trip is required to attend Academy. **Choice of chaperones is strictly left to the jurisdiction of the classroom teachers.**

Class trips are a privilege and not a right. Students with excessive discipline notices or missing homework assignment forms will not be permitted to attend class trips.

Faculty Room

The teachers are professional educators who need the faculty room for class preparation, planning, reading, relaxation, lunch, and discussion. Permission from the principal is necessary to enter the faculty room.

Student Council Participation

Students who choose to participate in Student Council must perform to his/her ability and be up-to-date with **all** assignments. He/she may not have any averages below 75% in Grade 6, 7 or 8. Students must follow school rules setting a positive example. He/she may not have N's or U's in conduct in the Grade 6 or 7. Students must be willing to remain after Academy for meetings and to do independent work for functions. Students must follow through on suggestions, activities, and responsibilities. Representatives must be able to communicate well with students, faculty, and administration. The faculty and administration must approve each candidate.

Telephone



Students are not allowed to use cell phones at school. If there is a need for a cell phone it must be kept in the student's backpack and in an off position so that it does not ring or vibrate.

Students should only use the phones in the Academy office or in the health office in an emergency. In order to teach the value of responsibility, children are generally not permitted to call parents to bring items which have been forgotten.

Please do not call to speak to your child or to leave messages for your child, except in extreme emergencies.

If you need to contact a teacher, please leave a message with the secretary or send the teacher a note or e-mail requesting a call back. Teachers will not be called to the office for a telephone call during school hours.

Out of respect for the teachers' personal time with their families, we ask that you not call teachers at their homes unless you are requested to do so by the teacher.

Academy Calendar / Newsletter

The Academy calendar is maintained on the district website. It will be updated throughout the year, as needed. Each Wednesday, there will be an e-mail from the principal detailing any special items or events and announcing any calendar changes. Attached will also be all of the pertinent flyers from the parish, PTA, or community organizations. The "Wednesday Folder" information is also listed on our website at www.holycrossrumson.org.

Address / Phone Change

Any change of address or telephone number during the year should be reported promptly to the office. Be certain that we have a second number to be used when the home cannot be reached. Also, please update the office on any changes that occur on emergency form contacts.

Divorce / Custody Situations

In the event of a divorce or custody situation, please be sure that the office has a copy of the custody papers on file. We will do our best to work with both parties providing there is joint custody. However, our first responsibility is to the custodial parent and all computerized information will have the custodial parent's address. If there is a unique situation, please contact the principal to work out an appropriate arrangement.

Parent Teacher Association (P.T.A.)

While not a Academy decision-making body, the PTA is sanctioned and strongly encouraged by the Trenton Diocese to provide an authentic voice for parents in matters affecting their children. The fundamental element of such an organization is the educational enrichment of both parents and teachers. All parents are to consider themselves “active members.” At least one parent from each family is encouraged to attend P.T.A. general meetings. All families are expected to support fund raising activities. This organization is not considered a decision making body. A description of positions is provided in our PTA Handbook & School Directory to inform and encourage participation.

Every family is expected to support the school through fundraising in order to keep our tuition reasonable. This is done through the **SCRIP** and/or **GROCERY MAGIC** programs to generate school profit of \$350.00 per family. Two alternatives are as follows:

- **I will support the SCRIP and/or GROCERY MAGIC programs to generate an Academy profit of \$350.00 per family.**
- **I will give or have already given a \$350.00 “buy out” check.**

Holy Cross Academy Board of Delegated Responsibility

The Board is strongly encouraged by the Diocese of Trenton. It consists of appointed members whose purpose is to advise and assist the principal and pastor in maintaining a quality education for the Academy community. The Board assists in areas of finances, facilities, public relations, fund raising and development. All final decisions rest with the pastor who is the Director of the Academy. The Board meets bimonthly and all meetings are posted on the monthly school calendar.



Lunch Program

Children may either bring lunches from home or take part in the school lunch program. **Except in emergencies lunches may not be delivered to Academy. Because we have a contracted lunch program with SCS, lunches purchased by outside vendors may not be delivered to the school.** As part of our lunch program, menus are sent home monthly for ordering. Snacks and juice boxes are also sold each day for students to purchase. **Students are not permitted to bring soda or glass bottle drinks to school.**

If a child does not have a lunch, we can provide a snack, drink and a sandwich when available.

In the lunchroom, children are expected to:

1. Follow directions of the supervising teachers and adults
2. Speak in soft indoor voices, be polite and courteous to all classmates
3. Clean up your space after eating
4. Sit in assigned areas
5. WALK (after being given permission to leave)

On the playground, children are expected to:

1. Follow directions of the supervising adults
2. Play only in assigned areas
3. Walk on the blacktop area
4. Use equipment properly
5. Include **all** classmates in games
6. Report any problems to playground supervisors



Students who do not follow the standards of behavior as set forth in the general rules of conduct will be subject to consequences as written in the Academy discipline section of this handbook.

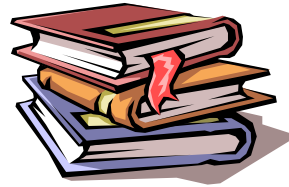
Food Allergies: PLEASE NOTE: We are concerned about our children who have severe food allergies such as allergic reactions to NUTS . . . we do provide peanut free lunch tables for classes that are affected and encourage classmates to sit with friends who might be allergic. It is our Christian responsibility to raise awareness about such allergies that can be life threatening and to do all we can to minimize any exposure to allergens. This provides a wonderful opportunity to teach our children the value of support and caring for each other.

Curriculum / Instruction / Assessment

Holy Cross Academy follows the recommended curriculum of the Trenton Diocese in all subject areas. Each subject is taught along a coordinated continuum of skills or topics. All curriculum areas are based on developmentally appropriate practices.

Textbooks are chosen by the faculty to address the particular needs of our students. Children are responsible for textbooks and workbooks issued to them. If any book is lost or damaged, a new book will be issued when the price of the book has been paid to the school. All textbooks and workbooks must be covered at all times.

A parent may request a second copy of a textbook if a child has undergone a Child-Study Team Evaluation and it is so recommended. If this is the case, the parent may purchase a text to be used at home. Due to the price of textbooks, the school does not order extra textbooks.



Homework:

Assignments are designed to reinforce and enrich lessons taught in the classroom. The amount of homework a child receives is relative to his /her grade level. On average, expect 15 minutes per grade level. Each teacher has his/her own homework policy and will discuss it with parents and students at the beginning of the year.

Please Note:

- The required assignment pad must be used by students in Grades 3-8, and all students in Grades 1-6 must have assignment pads signed daily.
- Parental notes **may not** excuse a child from the responsibility of homework or tests. If there is a special circumstance, please contact the teacher.
- Parental cooperation is essential!

Students in Grades 5-8 may hand in an assignment the next day, should they forget to complete it. After the second day the assignment will not be accepted, and the student will receive a zero. Parents will be notified when a child has not fulfilled his/her responsibility and has received a zero. PARENTS WILL NOT BE NOTIFIED PRIOR TO THE ZERO BEING GIVEN.

Care of Books:

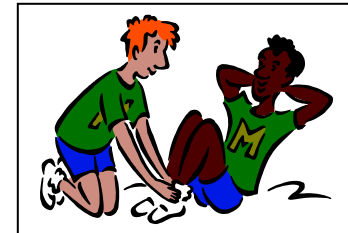
All textbooks and workbooks are to be covered and protected. **No drawing or disfiguring of books is permitted.** Students will be fined for loss of books or destruction of books.

Cooperative Learning:

In keeping with the challenge of educating children for the 21st century, we strive to incorporate Cooperative Learning into our teaching. Children are grouped heterogeneously and are instructed to work cooperatively in small groups on multifaceted learning tasks. Cooperative learning provides a structure for group work based on three elements. **Positive Interdependence** ~ the success of the group depends on the success of each member. **Individual Accountability** ~ each student is responsible for learning the material. **Social Skills** ~ the interpersonal and communication skills that are necessary for effective group interaction. Cooperative learning is an alternative to competitive and individualized learning formats.

Physical Education:

All students are required to participate in Physical Education class, unless a written excuse from a parent/guardian is presented to the teacher on that particular day. If a student is to be excused for more than two days, a written excuse from a physician must be presented stating the specific time period the student is to be excused.



Physical Education Uniform to be worn on gym days:

Spring & Summer Uniform – Boys & Girls

Gray Tee Shirt
Navy Mesh Shorts
Any color sneaker may be worn on gym day only

Winter Uniform – Boys & Girls

Gray Tee Shirt
Navy Sweatshirt
Navy Sweatpants
Any color sneaker may be worn on gym day only

The regulation uniform as stated in this handbook is the only uniform to be worn. If for some reason your child cannot wear the regulation uniform, he/she should come to Academy in their regular uniform with a change of clothes. A note is required when the regulation uniform is not worn.

Reporting System

Report Cards / Progress Reports:

Report cards are issued on a **tri-semester basis** for all grades K-8. The first report card is distributed in early December, a second report in early March and the final report at the close of Academy in June. Parents are asked to review reports carefully, sign and return to Academy.

In the first trimester, progress reports are sent home mid-marking period for each child. Thereafter, they will be sent home if a student's performance has changed considerably or if there is a possibility of failure for the trimester. They reflect a student's class participation, homework, test averages as well as credit for projects done within the semester. Ordinarily, a child will not fail if they are doing his/her best work, 100% effort is shown, and all work is handed in on time. Parents are asked to review all reports carefully, sign and return to Academy.

Marking Code:

Grades 1-2

O	Progress is outstanding
G	Progress is Good
S	Progress is Satisfactory
N	Progress is Needed

Grades 3-5

A 93-100	Outstanding
B 85-92	Very Good
C 76-84	Satisfactory
D 70-75	Needs Improvement
F 69 and below	Not meeting curriculum expectations

Grades 6-8

Percentage Grades are given.
Passing grade is 70%.
F – 69% or below (<i>not meeting curriculum expectations</i>)

Parent-Teacher Conferences:

Parent Conferences are held Academy-wide in the fall. Every parent is asked to attend this conference. Individual conferences may be held at any time during the Academy year initiated by teacher or parent. Parents should contact a teacher directly to set-up an appointment. Consistent reviewing of test papers, homework, and work habits are a parent's notification of how a child is performing in the classroom.

Retention Policy:

Teachers will contact parents of any child they believe would benefit from repeating a grade. A conference will be set up in January with parents and teacher/s to discuss the situation with a final decision being reached in March. If parents insist on a promotion, it will be noted on the child's records that he/she is promoted on the parent's request.

Testing Process:

Evaluation is an everyday process. Once a year, however, the students of Holy Cross are required to take a standardized test that is administered to all students in Grades 2-8 every March. Checkup tests, teacher made tests, and level tests in various subjects are given periodically. It is strongly advised that parents remember that tests are only one indication of a child's educational progress.

Requirements for Advanced Math Program – Grades 5-8

In order for a student to be placed in the Advanced Math Program he/she must meet all of the requirements and be recommended by his or her Math teacher.

Requirements:

Students must have a 90% average in:

1. Standardized Test Math Scores
2. Previous year's math grade
3. Results from an end of the year cumulative test



Students in Advanced Math must maintain a B average in order to remain in Advanced Math Class. Students must also keep up with the pacing of the class.

Eighth Grade Algebra:

All of the above would apply to these students. Advanced Math students are given an Algebra readiness test and a basic skills test to determine eligibility. This course is taught as a High Academy Algebra I course of study. The student is totally responsible for his/her work. Parents are not notified of poor grades or failure to complete assignments should the student choose not to tell his/her parents or show them tests or graded assignments. Algebra students MUST participate in the CBA Math Contest.

New Students:

New students in Grades 4-8 will be given an Inventory Test of their knowledge before they are placed. New 8th graders will also be given an Algebra Readiness Test. Consideration will also be given to previous years of standardized testing.

All Math students will be reevaluated at the end of each academic year to determine if they will continue their current Math level.

Please Note: A student may test into advanced math in Grade 5. An advanced math student learns concepts quickly and retains easily. He/she should require minimal explanation or re-teaching of any concept. It is more harmful developmentally to push children or tutor them to remain in a program.

Honor Roll and Awards

An Honor Roll based on the overall academic average of all major subjects, performance in Special classes and classroom behavior will be published each trimester for Grades 6, 7 and 8, as follows:

DISTINGUISHED HONORS: Overall academic average is at least 95.5%.

FIRST HONORS: Overall academic average is at least 92.5% and less than 95.5%.

SECOND HONORS: Overall academic average is at least 89.5% and less than 92.5%.

For all Honor Roll recipients, a grade of 3 or better is required in Special subjects, and the Conduct grade must be at least "Satisfactory."

At the end of the year, one student in Grades 4-8 will be named to the Principal's List for the highest average in his or her grade.

In other grades, teachers will have the option of honoring students for academic progress in an age appropriate manner that best fits the class.

A "Blue Ribbon Award" for Perfect Attendance will be awarded each trimester to any student in the Academy who has no absences or tardies.

A "Blue Ribbon Award" for Christian Character will be given at the discretion of the staff throughout the year for noteworthy acts of Christian kindness.

Special Needs Students

A "special needs" student is identified as a student who has been tested and evaluated by a qualified team of professionals. As a result, the student has been classified with a specific learning need or disability. Children with special needs can and do succeed in our school. The following guidelines and policies have been established to assist students who have special needs. Our goal for **all** students is to encourage and develop independent life-long learners.

Students diagnosed with a specific disability are expected to:

- Follow all Academy rules and regulations of the **Parent/Student Handbook**.
- Show evidence of adapting and compensating for a specific challenge to learning.

Students with "special needs" require frequent parent communication. At the beginning of the school year, parents and teachers will establish strategies and goals. Frequent conferencing will be necessary to evaluate and modify this plan. At the end of the year, parents and teachers will meet to reevaluate, note progress made, and make recommendations and modifications for the following year. Possible strategies which need to be age/grade appropriate could include:

- Behavior modification chart (temporary strategy)
- Parent/Teacher signing of assignment pad which has been completed by the student
It would be important for students with special needs to have strong parental support for help with structure and organization.
i.e. parents sign assignment pad after checking every assignment, packing assignments and materials for the next day the night before, provide consequences for students not fulfilling their responsibilities, etc.
- Modification of testing (i.e. allowing more time, possibly after school)
- After school tutoring
- Parental purchase of textbooks to have at home for the student's use
- Evaluation of student's work in relationship to specific disability

Academy Counselor

The Academy Counselor will be available to students, parents and teachers several days per week. Her role is to assist in helping students stay on track academically, emotionally and behaviorally. The counselor will work with children in small classroom settings as part of our program, or with individual and small groups, as needed. Parents will always be contacted if there is a concern. They are also encouraged to contact the counselor should the need arise.

Athletics

Athletics are an integral part of the educational process and should be enjoyed by as many of the children at our school as possible. **Playing sports is a privilege, not a right.** Academy officials have a duty to hold athletes to personal, academic, and disciplinary standards. Since the athlete represents the Academy, every effort should be taken to ensure that student athletes are worthy representatives; those who fail to meet Academy standards shall not be allowed to participate in sports. The following guidelines have been established for students participating in the athletics program at Holy Cross Academy.



1. Students are to exhibit Christian Conduct and attitudes at all times.
2. Using any drug or alcohol is forbidden.
3. Student's academic work is to always reflect his/her best effort. If this is not the case, suspension from the sport will result. The final decision for suspension rests with the principal in consultation with the coach and teachers.
 - Students who fail to complete homework assignments (this means **one zero paper**) are automatically *benched* for the next game.
 - Students receiving a progress report are automatically suspended for one week or until the classroom teacher reports that work quality has improved. **Note: This refers to work far below a student's capability.**
 - Conduct grades must always be at least satisfactory. Two detentions will automatically result in a suspension for the remainder of the season.
4. Students absent from Academy may not play in any game, attend the game, or participate in practice.

Sports for boys:

Varsity Basketball: Grades 7 and 8
Junior Varsity Basketball: Grades 5 and 6
Soccer: Grades 6, 7, and 8

Soccer: Grades 6, 7, and 8
Spring Track: Grades 4, 5, 6, 7 and 8
Cross Country: Grades 4, 5, 6, 7, and 8
Tennis: Grades 6, 7, and 8
Baseball: Grades 6, 7, and 8

Sports for girls:

Varsity Basketball: Grades 7 and 8
Junior Varsity Basketball: Grades 5 and 6

Spring Track: Grades 4, 5, 6, 7, and 8
Cross Country: Grades 4, 5, 6, 7, and 8
Tennis: Grades 6, 7, and 8
Cheerleading: Grades 5, 6, 7, and 8

Eligibility for Team Sports / Try Outs:

The selection of athletes for participation on a Holy Cross Academy athletic team is based upon objective evaluation of the following:

1. ability to compete on an equal physical level
2. mastery of basic athletic skills
3. knowledge of team concept participation
4. individual growth

The student athlete must earn his/her position on the team. Therefore, try outs every year are **“open try outs.”**

Holy Cross Academy **aims** for a “**No Cut**” basis whenever feasible; however, some teams must use a competitive process due to size limitations. We ask parents to trust our decisions and to know that our decisions are made with the children’s best interest at heart. **Eligibility is based on a competitive nature.**

Sportsmanship:

When attending athletic contests at home or away, Holy Cross students are expected to conduct themselves according to the conduct rules of the Academy and the rules of good sportsmanship. This applies to both players on the field and to spectators in the stands. Students should bear in mind that every athletic contest in which they participate is a means of growth in self-knowledge as well as knowledge of other people.

Sport Attendance / Activities:

Students who attend any sports activity must display appropriate behavior. They are expected to follow the rules and regulations. Students are not to be in the parking lot or in other parts of the building during scheduled games and practices.

Absences:

A note signed by a parent is required of student athletes who have missed practice. The parent must state the reason for the absence, and the note must be presented to the coach at the next practice. An unexcused absence may affect student-athlete’s team standing.

Student Pick-Up:

Parent cooperation in picking up your child on time is extremely important. The coach’s responsibility ceases one-half hour after practice time. Cooperation is expected and appreciated.

Transportation:

Transportation to and from games is the responsibility of the parent.

Uniforms:

All athletes are responsible for the uniform provided by the Academy. They should be kept clean and neat during the season, and should be returned to the coaching staff **no later than one week following the last game of the season.**

Alcohol / Drugs: (Diocesan Policy #5114.7)

Holy Cross Academy will follow Diocesan regulations regarding the use of drugs / alcohol. The policy is quoted under the section on discipline in the Parent-Student Handbook.

The Academy Discipline Code

The primary goal of the Academy Discipline code is to instill in students a standard of behavior that is rooted in our Catholic faith and gospel values. This behavior is exhibited through student respect for self and others. At times, disciplinary consequences may need to be enforced to achieve this goal.

1.0 Student Expectations Students should:

1. Strive to act in a manner that makes them proud of themselves.
2. Respect all members of the Academy community and all visitors to the Academy.
3. Be courteous in speech and mannerisms.
5. Cooperate with Academy and classroom policies.
5. Exercise self-control in dealing with others.

2.0 Disciplinary Consequences

Each student is expected to follow the Academy rules, policies and procedures as well as those established by each individual teacher. In order to encourage and challenge our students to strive toward these expectations, we have developed this Academy Discipline Code.

2.1 Explanation of Consequences

Violation of Holy Cross Academy Discipline Code may result in:

- a.) Detention
- b.) Student conference with teacher issuing the detention and, when necessary, with other faculty, parents and administration
- c.) In-School Suspension.
- d.) Behavior plan and contract to be signed by the student, parent, and teacher.
- e.) For second major offense an additional In-School Suspension, Disciplinary Probation and a conference with the teachers, student, administration and pastor may be warranted.
- f.) Additional major offenses could result in Out-of-School Suspension after administrative conference with Superintendent of Schools.
- g.) Student may be removed from school after due process and consultation with Superintendent of Schools.

2.2 Detentions

Each teacher is responsible for the discipline of the students in his/her classroom and for enforcing discipline throughout the Academy. A teacher may assign detention to a student for any infraction listed in this section. Parent concerns or questions are to be addressed with the teacher. If additional consultation is necessary, the administration may become involved in the resolution. Tri-fold detention notices are completed by the teacher. Students take a copy home to be signed by the parent and signed forms are to be returned the next day. A copy is kept for recording purposes by the teacher and office. The homeroom teacher keeps track of detentions issued and consults with administration when three or more detentions have been issued. A conference to reiterate expectations may be necessary to further behavioral improvement.

Behavior infractions may include, but are not limited to the following:

- Disrespect, disobedience and/or poor attitude
- Disturbance in class
- Disregard for classroom and Academy rules/regulations
- Behavior misconduct in the classroom, cafeteria, school yard or bus
- Consistent lack of cooperation
- Consistent failure to complete class work and/or lack of homework assignments completed.
- Truancy

Types of Detention are as follows:

Lunch/Recess Detention will ordinarily be assigned for less serious infractions such as incomplete work or minor discipline issues. The student will report to a designated, supervised area during recess or for the full lunch period, depending on the situation. A notice will be sent home indicating that the student has been, or will be, assigned to the lunch/recess detention.

After School Detention will ordinarily be assigned for serious or repeated infractions of school or classroom rules. Parents will be notified at least one day in advance of the detention, and parents must make arrangements to pick the child up from school.

2.3 Suspension

Suspension from school is a serious matter and is the consequence for behavior choices or patterns of behavior that are not acceptable. The length of the suspension can vary in length, from one-three days and is based on the severity of the offense. Suspension may be in-school or out-of-school.

In-School Suspension may extend up to three days in which the student is removed from his/her regular classes and is required to do Academy work in a supervised environment. Credit is given to the student for the work completed during ISS. In addition, students will be required to complete a school or community project.

Out-of-School Suspension is a formal suspension that may extend up to three days. Students will be expected to complete all work required for grading purposes during the time of suspension and make up any tests.

2.4 Disciplinary Probation

A student receiving two in-school suspensions within a year will be placed on disciplinary probation. Disciplinary Probation is to be regarded as an extremely serious situation. Any student on Disciplinary Probation will be prohibited from participation in school activities including social events, sports/class trips, etc. during the probationary period.

Students receiving an out-of-Academy suspension are placed on Disciplinary Probation since this suspension is for continuous disciplinary infractions or for a major infraction.

2.5 Behavioral Plan Disciplinary Contract

A behavioral plan is developed jointly between student, teacher and parent consisting of expectation of performance and provisions for periodic evaluation by all parties. The contract is positive-image affirming and includes an expiration clause. In extreme cases, the school retains the right to require third party professional intervention (counseling, etc.) as a provision for continued enrollment. This consists of a formal behavior contract arrived at between the school administration, parents and the student. When a student is placed on disciplinary probation contract, any infraction becomes more serious.

2.6 Expulsion

Expulsion or removal from school for disciplinary reasons is a “radical action at which point the school contends either that the student’s interest would be better served in another environment, or that the individual’s behavior is a serious threat to the school community, or both. This extreme measure is neither punitive nor a deterrent in the criminal sense (although it may be), but rather is a determination that it is counter-productive for the student to continue as member of the school community” (Handbook of Policies and Practices, Diocese of Trenton, 2006). When an action by a student appears to constitute a potential case for expulsion, the Academy Principal will immediately alert the Superintendent of Catholic Schools to institute procedures in accordance with diocesan policy.

3.0 Zero Tolerance Policy

Zero tolerance policy can mandate automatic punishment for weapons, drugs, profanity and various forms of serious disruptive behavior. Included in the Zero Tolerance Policy is threat of written, verbal, internet or physical harm from one student to another. Such incidents are always reported to the police.

3.1 Holy Cross Academy has a Zero Tolerance Policy for the following conduct:

- violence/fighting during, coming to or going home from Academy
- The possession of drugs and alcohol on Academy grounds
- any form of social cruelty – see section 3.2

3.2 Social Cruelty

Holy Cross Academy is a compassionate Catholic community which has a zero tolerance policy for any form of Social Cruelty. Bullying and relational aggression are forms of social cruelty. Behaviors that fall in these categories include, but are not limited to hitting, continual teasing, name calling, exclusion, rumoring, cyber-bullying, and other behaviors that do not embrace our philosophy of Catholic/Christian values. Holy Cross Academy endeavors to teach students, both in the classroom and in specially designed small group settings, appropriate peer behaviors which give witness to the teachings of Jesus. We encourage parents to join us in this endeavor by discussing with their children concepts of kindness, empathy, and tolerance of diversity.

Any instance of social cruelty observed or reported to a teacher or to the administration by a student, teacher or parent, is taken seriously and will be investigated by the administration when reported and the following range of actions will be implemented, depending on the severity of the incident:

- a.) Conference and/or Detention
- b.) Parent Conference
- c.) In-School Suspension with a Behavior plan and contract to be signed by the student, parent, and teacher
- d.) Out-of-School Probation; Disciplinary Probation
- e.) Student may be removed from school after due process and consultation with the Diocesan Superintendent of Schools

3.3 Student to Student Threat

The following will apply:

1. The staff member, parent or student should immediately inform a member of the Administration of a threat situation.
2. Appropriate measures to ensure the safety of the victim will be taken such as advising all teachers who are involved with the student of the threat, etc.
3. Removal of the student making the threat from the proximity of the threatened student may be initiated to ensure safety.
4. Administration will notify parents and, if necessary, appropriate law enforcement.

Depending on the severity of the threat and age of the child the following disciplinary actions may be considered:

1. In or Out-of-School Suspension
2. Counseling - students will need to be seen and evaluated by a psychologist or counselor before they are permitted to return to school.
3. Behavioral Plan Disciplinary Contract
4. Notification of Law Enforcement, if necessary
5. Permanent removal from the Academy of the offending student after consultation with Superintendent of Schools

4.0 School Bus Behavior and Violations

In view of the fact that the school bus is an extension of the classroom, students are required to conduct themselves on the bus in a manner consistent with established standards of classroom behavior. Traveling on the bus is a privilege not a right. A continuing violation of good order aboard the buses will bring a suspension of riding privileges.

4.1 Infractions

1. Standing while bus is in motion
2. Throwing objects in or out of the bus
3. Fighting/hitting/pushing another student
4. Unsafe behavior
5. Profanity
6. Intimidating another student verbally and/or physically
7. Failure to obey the instructions of the driver

4.2 Consequences

Students who do not abide by the school and bus rules may have the following consequences after the school office receives a report from a bus driver, bus company, parent or student.

- 1st Offense- Student meeting with Principal/Faculty Member
- 2nd Offense- Student meeting with administration and assigned bus seat for remainder of the year
- 3rd Offense- Student off bus for 1 week
- 4th Offense- Loss of bus privilege for remainder of the Academy year **APPENDIX 5050.4**

SUSPENSION AND EXPULSION

Suspension from a Catholic School is a serious matter and will be administered only when circumstances warrant. The principal or his/her designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes.

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the Academy community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged.

While it is not possible to enumerate all cases that could result in expulsion, the categories of cases listed below should provide guidance as to behaviors that may rise to the level of severity warranting expulsion:

- Arson
- Assault of any kind
- Continued and willful disobedience or /defiance of authority
- Alleged criminal activity, including pending criminal charges or indictment
- Cyber-bullying
- Extortion or attempted extortion
- Fighting
- Gambling for financial gain
- Gross disorder including mob action
- Defacing or destruction of school property or another student or employee
- Harassment, of any kind, of students or personnel
- Hazing of a student or group of students
- Inappropriate use of cell phone
- Violation of the Acceptable Use Policy (use of the internet and digital devices)
- Improper use of social networking sites
- Noncompliance with behavioral contract
- Possession of a weapon or look-alike weapon
- Possession and/or trafficking of pornographic materials
- Possession, use and/or sale of an illegal substance
- Verbal and/or physical threats

If charges potentially warranting expulsion are brought, the student will be assigned an interim out-of-school suspension of not more than twelve school days pending the investigation, hearing and decision regarding expulsion or voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes.

In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate or vexatious. The decision to expel a student may only be made by the Superintendent of Catholic Schools following investigation, hearing and recommendation by the Academy.

A student and his/her parents/guardians have the right to appeal an expulsion within seven school days of the notice of expulsion. The appeal will be heard by a Diocesan Tribunal consisting of three diocesan school administrators and principals appointed by the Superintendent. Pending the outcome of the appeal, the student will remain “expelled” and will not be permitted to attend school.

APPENDIX 5050.6

HARASSMENT, INTIMIDATION AND BULLYING

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic Schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

Definition of Harassment, Intimidation and Bullying

Harassment, intimidation and/or bullying consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student’s physical or emotional well-being or with the operation of the school. Harassment, intimidation and bullying are serious incidents that amount to more than annoyances, disagreements or disputes typical of a particular age group.

Cyber-bullying is a form of harassment, intimidation and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to: posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

Retaliation

Retaliation for reports of harassment, intimidation and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation and/or bullying apply with equal force to allegations of retaliation.

Reporting Incidents of Harassment, Intimidation and Bullying

If you have reason to believe that a violation of this policy has occurred, contact:

Dr. Mark DeMareo, Principal, mdemareo@holycrossrumson.org, 732-842-0348, ext. 1130.

Resolving Complaints of Harassment, Intimidation and Bullying

In the course of resolving a complaint under this policy, the Academy will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a “need-to-know” basis.

Resolution of a complaint of harassment, intimidation and/or bullying depends on the context and circumstances of each case. The Academy will strive to balance the interests of students involved as well as the needs of the Academy as a whole when confronting these issues. Disciplinary measures will be consistent with the Academy’s disciplinary policies and diocesan guidance for student discipline. In addition, the Academy may consider implementing appropriate remedial and preventive measures in response to a finding that harassment, intimidation or bullying has occurred.



TECHNOLOGY

TECHNOLOGY ACCEPTABLE USE POLICY FOR THE DIOCESE OF TRENTON ELEMENTARY AND SECONDARY SCHOOLS

INTRODUCTION

“Technology must be at the service of the human person...in conformity with the plan and the will of God”. “This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all.”

(Catechism of the Catholic Church, #2293, #2294)

We believe **that technology including the World Wide Web** is a tool that needs to be respected and used for the enrichment of learning. It is important that we understand that schools are founded for faith development and that all tools are used in the education process.

The parent, student and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the following policy, the individual agrees to appreciate **the resource** advantage of all technology and not use it in any manner that violates these values and ideals.

Principals must follow the directives for the use of technology in Policy 2070.28, Responsibilities and Duties: Elementary and Secondary Principals.

Administrators, teachers and students are to follow all directions outlined in Policy 2070.28, Technology/Acceptable Use Policy and Appendix 2070.28, Technology Acceptable Use Agreements.

Definition: In this policy the term technology refers to all electronic devices including but not limited to digital media, software, network systems (between users and internet), electronic communications such as cell phones, texting and e-mail.

PARENTS ARE RESPONSIBLE FOR THE COST OF REPAIRING OR REPLACING TECHNOLOGY EQUIPMENT THAT WAS DAMAGED AS A RESULT OF STUDENT MISUSE; NEGLIGENCE OR VANDALISM.

Purpose

The purpose of the academy-provided technology, including World Wide Web access and electronic mail, network resources and software applications is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the academy's philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The Academy considers the information gathered and obtained from the Internet and all other technology resources in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Parent permission is required for posting students' pictures and information on the Academy website.

Administrator's/Teachers' Responsibility

Administrators, teachers, support personnel and students access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff. Consequently, whenever possible, links to Internet sites will be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

If the academy develops a policy that allows the teachers and students to bring in their own electronic devices (BYOD) it is the administrators' and teachers' responsibility to ensure that this Acceptable Use Policy contents are adhered to and by all administrators, teachers, support staff and students in the Academy. If the academy has a local policy then that policy must be aligned with the Diocesan School policy.

Student Supervision

In order for a student to gain access to academy-provided technology, hardware, software and network, he/she must obtain the written permission of the parent/guardian, who will have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students will sign the Technology Acceptable Use Policy. Students utilizing technology resources are responsible for their behavior in accordance with the Academy's disciplinary policy. Users will not be permitted to use any technology in Academy while access privileges are suspended or revoked **in school**.

- Insofar as academy administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly, the privacy of students' files and electronic mail is not guaranteed in the Academy setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

- The Academy makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other Academy-provided software is at the user's own risk. The Academy will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in Internet or in-Academy network services and/or hardware failure.
- The Academy will not be responsible for the accuracy, nature, or quality of information stored on any electronic media. Further, the Academy will not be responsible for personal property used to access Academy stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the Academy Internet through the Academy or personal device they have brought to into Academy. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the Academy's Internet access must also comply with agreements specified in the contract with the Internet service provider.
- Administrators, teachers, support personnel and students will not use any Academy technology including but not limited to: computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to Academy policy. Students will not use personal technology to send inappropriate messages, flyers or pictures through the Academy server.
- Administrators, teachers, support personnel and students will not post any photographs of the students without written permission of the parents. Students' photos that are posted on the internet should not have any identifying information connected to the photos without parent/guardian permission; such as but not limited to name, address, phone number, Academy, grade, hobbies and e-mail addresses.
- Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system or any other technology, including any information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send and receive electronic mail.
- Teachers, support personnel and students will not remove technology hardware or software from the Academy without permission of the administrator(s).
- Administrators, teachers, students and support personnel will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in this policy.
- Administrators, teachers, students and support personnel will not post anonymous messages or any material authorized or created by another person without his/her consent.
- Administrators, teachers, students and support personnel will not use an Academy network for commercial or private advertising.
- Students will not use the Academy technology in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

- Teachers, support personnel and students will not subscribe or use fee based on-line services in Academy without the prior written approval of the Academy administrator(s).
- Administrators, teachers, support personnel and students will not use electronic media for any illegal activity, including but not limited to violation of copyright laws. Students will not forge any digital media.
- Administrators, teachers, support personnel and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his / her parents or guardians.
- Administrators, teachers, support personnel and students will not respond to unsolicited electronic media messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
- Administrators may request that certain Internet sites are blocked or unblocked if they are deemed necessary for educational purposes.
- **All students will be informed about policy 5050.9, Student Participation on Social Networking Sites.**

Staff Responsibility

All Academy staff members **are responsible for supervising students using technology and** are obligated to read, understand and adhere to the procedures and enforce the rules concerning acceptable use of Academy technology. Whenever a staff member in the course of his/her duties becomes aware of violations of the Technology Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with this procedure and the Academy's disciplinary code.

- **All administrators must follow policy 2070.29, Administration Participation on Social Networking Sites**
- **All staff, including teachers and support staff, must be informed of and agree to adhere to Policy 4260.1, Participating on Social Networking Sites**

Parental Responsibility

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the Academy acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the Academy cannot assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the Academy's philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

Guidelines

The educational value of the Academy's use of technology is the responsibility of the teachers as well as the students and their parents/guardians. Students are expected to use technology resources judiciously in accordance with the following guidelines. The Academy administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the Academy. The Academy administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the Academy. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Teachers, support personnel and students will not make unusable or inaccessible any individual's computer data files and/or programs.
- Teachers, students and support personnel will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the data of any other person.
- Teachers, support personnel and students will not use or attempt to obtain another user's credentials.
- Teachers, support personnel and students will not use Academy technology for reasons of personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Teachers, students and support personnel will not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.

Addendum:

In situations where judgments are open to interpretation, this prerogative lies strictly within the authority of the principal and/or pastor. As situations warrant, amendments can be made to this handbook at the discretion of the principal. Parents will be notified of changes through the monthly Academy newsletter or periodic letters from the Academy office.

PARENTS, PLEASE NOTE THE FOLLOWING:

Request for Withdrawal

A positive and constructive working relationship between Holy Cross Academy and the student is essential to the fulfillment of the Academy's educational purpose. Therefore, the Academy reserves the right, in its sole discretion, to request withdrawal or suspension of a student, or deny enrollment or re-enrollment of a student if (i) a student's behavior or performance demonstrates an unwillingness or inability to be productive within the Academy community; (ii) a student, parent, guardian or other individual closely associate with a student fails to cooperate with the Academy or disregards or is unable to abide by the rules and regulations of the Academy; or (iii) the Academy determines that the continued involvement of a parent or guardian with the Academy is not in the best interests of a student or the Academy.

Tuition Obligation

We accept full legal responsibility for the above named student and agree to pay in full on the date due all tuition and fees payable with respect to such student. We understand that any failure to meet the foregoing obligations may result in our child not being permitted to attend classes and that until all financial obligations with respect to the student have been satisfied in full, the Academy will have no obligation to transfer credits, grant a diploma, or release interim or end-of-year records or transcripts. Additionally, we understand that the Academy reserves the right to use collection agencies and other legal means to collect unpaid tuition.

PARENT – STUDENT AGREEMENT FORM

STUDENTS IN GRADES K – 8

I/We, have received the Parent/Student Handbook for the 2019-2020 school year. We have read the handbook and explained it to our child/children. We understand that the handbook is a contract between the Academy and the family and we agree to be governed by this handbook while being part of the Holy Cross Academy Family.

I/We, the undersigned parent(s)/guardian(s), have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy, as published in the Academy handbook. I/We further acknowledge and accept responsibility for any violation of this policy made by my/our child/children. Any violation of this policy may result in suspension of internet /technology privileges and will incur disciplinary action as stated in the local school disciplinary code.

Parent/Guardian Signature _____ **Date** _____

Student Signature _____ **Grade** _____

Any student who cannot print or write their name may be excluded from signing this form. This refers especially to kindergarten students.