Holy Cross School

2018-2019

Family Handbook

Mission Statement

Holy Cross School is a faith-centered community fostering lives of service, integrity, and life-long learning. We are committed to Catholic education founded on Gospel centered values and the teachings and traditions of the Catholic Church. We are called to be Christ for others and to see Christ in others.

Statement of Purpose

"From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom..."

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is "the Way, the Truth, and the Life" (John 14:6) The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school's curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral, and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

"It is crucial that the policies and procedures of Catholic schools reflect that primary purpose that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised." Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D. Faculty and Staff

History of Holy Cross School

Holy Cross School was founded in 1912 to serve the families of Holy Cross Parish. It was originally staffed by the Sisters of St. Joseph of Carondelet. Our last sister left Holy Cross School in 2001. We remember the work of these sisters by our school's dedication to St. Joseph and by the prayer to St. Joseph which we say every morning.

Faculty and Staff

Co-Principals	Mrs. Rose Costello and Mr. Joe McDaniel	
Preschool Coordinator	Mrs Natalie LeFairve	Pre-K
Preschool	Mrs. Angie Schweighart	3 year olds
Preschool	Ms. Dana Scaff	Catechesis of the Good Shepherd/Pre-School Aftercare
Kindergarten/KC	Ms. Kathy Cain	
1B	Mrs. Susan Bonadies	
2T	Mrs. Mary Kay Thompson	
3G	Mrs. Pat Grider	
4T	Mrs. Mary Tate	
5H	Miss Meghan Henwood	
6C	Mrs. Judy Crull	*6-8 Science*
6K	Mrs. Elizabeth Kelley	*6-8 Religion*
7B	Miss Corey Bilger	*6/7 Literature, English*
7F	Mr. Anthony Frasca	*6-8 Social Studies*
8K	Miss Kristine Ketcham	*7-8 English, Literature*
8P	Mr. Eric Paulus	*6-8 Math*
PE	Mr. Tim Weaver	
Library	Mrs. Sherri Bolen	
Music & Band	Mrs. Penny Woolwine	

Spanish	Mr. Luciano Vazquez
Unit 4 LD	Mrs. Michele Trueblood
Unit 4 Speech	Mrs. Theresa Niccum
Unit 4 Title I	Mrs. Leann Thies
After Care Director	Mr. Anthony Thomas

Support Staff

Secretary/Office Mgr.	Mrs. Mary Beth Meyers
RenWeb Admin	Mrs. Peggy Loftus
Athletic Director	Mr. Anthony Frasca
Janitorial	Mr. Bill Graham
Maintenance	Mr. Dwain Shuler

Cafeteria Staff

Kitchen Manager & School Nutrition Director	Mrs. Peggy Loftus
Kitchen Assistant	Mrs. Tammy Wells

Clergy

Father Joseph Donton	Pastor, Holy Cross Parish
Father Luke Spannagel	Pastor, St. Patrick Parish
Father Fredi Gomez-Torres	Pastor, St Mary’s Parish

Curriculum

Religion

Christ Our Life (2016) by Loyola Press is a comprehensive series approved by the Diocese of Peoria and guides students through Scripture, doctrine, Sacraments, liturgy, and the traditions of the Catholic Church.

The Catechesis of the Good Shepherd program is used with our pre-school and Kindergarten students.

Sixth grade students begin the school year with the Encounter program by Ascension Press. It gives a condensed overview of the bible. Theology of the Body is taught in the spring to the 6th graders.

Decision Point by Dynamic Catholic is used for Confirmation preparation in 8th grade. This program focuses on building each individual's relationship with Christ through prayer, sacraments, and the Gifts and Fruits of the Spirit.

An important component to our religion program is service to others. Students at all levels are given opportunities throughout the school year to be of service to others within and outside of the school community. Students record their reflections and acts of service in their service portfolio which are passed on with them through the grades.

Students attend Mass and Adoration every Friday during the school year.

Teachers use the Catechism of the Catholic Church as a reference for religious education.

Reading

Grades K-2 have instituted a balanced literacy program to effectively meet the needs of the students. There are four major components: read aloud by the teacher, independent reading by the students, shared reading and guided reading. During shared reading, the teacher models and prompts reading strategies using materials such as books, charts and sentence strips. Guided reading takes place in flexible small groups with the teacher providing direct instruction tailored to the group's needs. Each child has his/her own book which has been leveled according to difficulty. This leveling enables the teacher to match students with books at their reading level. The books come from many sources including Houghton Mifflin Literature Experience, texts from various publishers, and trade books. The working with words component incorporates phonics and spelling. Based on the 4 Block Model by Patricia Cunningham, this component provides direct instruction and modeling by the teacher. Numerous opportunities for students to practice and apply phonetic and spelling strategies are provided.

Grades 3 and 4 use the Houghton Mifflin Literature Experience reading program which provides opportunities to learn to read through repeated experiences with award winning literature. The anthologies are filled with treasured children's literature organized by theme, author, genre, topic, and non-fiction content areas. Theme books and trade books supplement the program.

The reading program for students in Grades 5-8 includes literature from various genres such as novels, poetry, short stories and non-fiction works.

Language Arts/English/Writing/Spelling

Students begin to learn the fundamentals of grammar and writing as early as Kindergarten. Correct grammar and punctuation as well as creativity are expected in student writing.

Students in Kindergarten through grade 2 use Units of Study for Primary Writing, and students in grades 3 through 5 use Units of Study for Teaching Writing, both by Lucy Calkins and Colleagues from the Teachers College Reading and Writing Project (Columbia University) published by Heinemann. The units of study are a series of teacher books which present

a year-long writing curriculum. The units offer a detailed model on how to lead strong efficient writing workshops tailored to the needs of the K-5 classrooms. These sequential units are organized into a carefully crafted spiral curriculum which explicitly teaches students how to think like and become skillful writers.

The K-2 series consists of 7 units. Students move from pictorial story telling in kindergarten through emergent into fluent writing by the end of second grade. The 3-5 series consists of 6 units which teach narrative and expository writing using more and more complex strategies and concepts. Spelling and punctuation are presented throughout the K-5 curriculum.

Grade 3 also uses the Sadlier-Oxford Vocabulary Workshop (2012) and Grammar Workshop (2012). Vocabulary Workshop is a development program that teaches vocabulary in context with high quality science, social studies and literary texts promoting students understanding of these words. Grammar Workshop is made up of 6 units covering sentences, nouns, verbs, adjectives, adverbs, pronouns, and capitalization. Students get reinforcement and new understanding of the various parts of grammar.

In grades 5-8, the language arts program focuses on three core areas: grammar, writing, and vocabulary/ spelling. A Houghton Mifflin grammar book is primarily utilized to cover grammar concepts ranging from basic punctuation to the uses of the parts of speech in sentence structure. Students are encouraged to use these skills as they write in a variety of formats, including but not limited to narrative, expository, and persuasive. As they write, the fundamentals of focus, support and elaboration, organization, conventions, and integration of ideas are stressed as well as the importance of prewriting, revision, and editing. Within their writing, rich vocabulary is encouraged, and the Sadlier-Oxford Vocabulary Workshop workbook (grades 6-8) is used to introduce new words. Together, these three core areas are intended to promote solid writing skills in our students.

Houghton Mifflin's Spelling and Vocabulary (2004) is the program used in grades 3-5. The spelling patterns and practice help students to be better spellers in all curriculum areas.

Math

Students in grades K-6 use Go Math! (2012) by Houghton Mifflin Harcourt as they learn the basic math facts of addition, subtraction, multiplication, and division as well as fractions, decimals, and percentages. Manipulatives are an important part of the program.

Students in grades 7 and 8 use Big Ideas (2014) by Houghton Mifflin. They start on a two year program studying Pre-Algebra or Algebra. The goal of Pre-Algebra is to prepare students for success in Algebra I in high school. Students taking Algebra use a high school textbook which is taught over a two year period. This is a rigorous course of study, intended to prepare students to progress to Geometry in high school.

Social Studies

Students in grades K through 2 use We the People Social Studies program by Houghton Mifflin. Level K, Greet the World, presents broad social themes within the familiar context of the child's immediate world. Level 1,Grow and Change, explores calendar-based social studies themes that focus on families, teams, neighbors, cultural celebrations, heroes, and holidays. Level 2, Work Together, examines themes such as wants and needs, rules and laws, and how communities grow and change. Third grade studies the U.S. Government, economics, Native Americans, and Christmas around the world. They also have a unit on map skills.

In grade 4, students use States and Regions, and in grade 5 they use US History. Both these are by Houghton Mifflin and cover the geography and history of the United States. Students in grade 4 also study Illinois geography, culture, and history. In addition, they visit the Abraham Lincoln Presidential Museum, the old state capital, and Lincoln's tomb in the spring of each year. Students in grade 6 study word history (World Cultures and Geography) including the Greeks, Romans, the Middle Ages, and the Renaissance. Students in grades 7 and 8 study United States history in a more comprehensive way using the book, The American Nation. Students in grade 8 study and must pass tests on the Illinois and United States Constitutions.

Science

Holy Cross Pre-K through eighth grade science curriculum engages students in the practices of science and engineering that will allow the student to understand how scientific knowledge develops in physical science, life science, and earth and space science. The eight practices in science and engineering will progress as the student matures and engages in science learning; asking questions (for science) and defining problems (for engineering), developing and using models, planning and carrying out investigations, analyzing and interpreting data, using mathematics and computational thinking, constructing explanations (for science) and designing solutions (for engineering), engaging in argument from evidence, obtaining, evaluating, and communicating information. This direct involvement develops a wide range of ways to investigate, model, and explain their world. The doing of science/engineering builds curiosity and interest and prepares the student for college, careers, and citizenship.

Art

Art lessons and units of study for grades K-8 follow a discipline based art education model. Art concepts, art history and appreciation and art making in drawing, painting, printmaking, sculpture, collage, fibers, weaving, and crafts are taught sequentially at age appropriate levels. The art curriculum adheres to the state of Illinois goals for academic standards in fine arts.

Music, Band and Chorus

Students in grades K-5 have music twice a week. Students in grades 6-8 may choose music as an elective. Band is available for students in grades 5-8.

Physical Education

Physical education is a learning focused program based on the development of children with two classes per week for grades K-8. The curriculum consists of game, dance, gymnastic, and lifelong fitness activities geared toward developing skillful moves. The curriculum follows the guidelines established by the National Standards for Physical Education. Holy Cross is the laboratory setting for the University of Illinois kinesiology students who are preparing to become physical education teachers.

Technology

Students in grades K-8 have access to computers in our computer lab as well as daily access in their classrooms. Our computer lab is equipped with 25 Mac Minis as well as network capabilities in all classrooms. The K-2 classrooms also have daily access to iPads, and older students have access to Chrome books. There are Smart boards in all classrooms. An Internet usage policy regulating student use of the Internet and outlining appropriate behaviors is included in the Appendices of this handbook. In signing that you have read the handbook, are agreeing the internet/technology usage policy.

Spanish

All students have weekly Spanish instruction. Students in grades 7 and 8 can choose to have a dedicated class that serves as am introduction to the study of the Spanish language in high school.

Electives

Students in grades 7 and 8 have the opportunity to choose from several elective courses including, but not limited to, Aleks, Art, Spanish, additional P. E., Geography, Coding, Band, Book Club, Choir, and Faith Leadership.

School Fee Structure

New for the 2018-2019 school year.

Holy Cross School Fee Structure 2018-2019

- All families will be required to pay Tuition and Fees electronically through FACTS/RenWeb School Management system using the financial information they provide (credit card or bank account)

Tier 1 - Tuition Fee (See Schedule)

- PreK and K-8 Tuition Rates are listed on fee schedule
- 4 payment plans:
  - 10 Month: begins August 2018, ends May 2019
  - 11 Month: begins August 2018, ends June 2019
  - Biannual: ½ Payment due on first day of school; ½ Payment due on January 10, 2019
  - Annual: Full Payment due on or before first day of school
- Beginning 2018-2019, scrip fundraising rebates will only be applied to tuition fees

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Tier 2- Education Fee - $325 (per student, K-8)

- ½ payment collected by FACTS/RenWeb on July 15, 2018
- The remaining ½ payment collected by FACTS/RenWeb on January 10, 2019
- Families may elect to pay the Education Fee in full through FACTS/RenWeb on July 15
- Education Fee includes: textbooks, workbooks, fingerprinting, art/music/PE supplies, online enrollment, technology, copyrights, testing materials
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Tier 3 - School Fees (See Schedule)

- Aftercare and Lunch Fees
  - Statements will be sent on the 15th and 30th of each month. Payments are due within 7 days.
- Incidental Fees
  - These charges will be added to family accounts throughout the school year
  - Payments are due December 15, 2018 (Fall Semester) and May 15, 2019 (Spring Semester)
- Organizational Fees
  - Preschool Registration (mandatory, PreK). Payment due with application.
  - PTC Membership Dues (mandatory K-8). Payment due July 15, 2018.
  - Booster Club Family Pass (optional). Payment due July 15, 2018.

- All charges to your account must be paid by their established due dates. If payment is not made within 7 days, a $10 late fee will be assessed. This fee applies to each individual tier. If the due date falls on a weekend or holiday, the effective due date is the next business day.
- Special arrangements may be made by individuals unable or unwilling to pay electronically. Approval to pay by cash or check must be granted in writing by the principal.

- Families are encouraged to log into ParentsWeb frequently to check their accounts.

Tuition Fee Schedule 2018-2019

Tuition Payment Plans:

- 10 Month: begins August 2018, ends May 2019
- 11 Month: begins August 2018, ends June 2019
- Biannual: ½ payment due on first day of school; ½ payment due on January 10, 2019
- Annual: Full payment due on or before first day of school

Rates for K-8:

Holy Cross Parishioners # of Children	**10 month**	**11 month**	**Biannual**	**Annual**
1	$458	$416.36	$2,290	$4,580
2	$824.40	$749.45	$4,122	$8,244
3	$1,099.20	$999.27	$5,496	$10,992
4 or more	$1282.40	$1165.81	$6412	$12,824
Other Catholic (per child)	$542.50	$493.18	$2712.50	$5,425
*Please contact your parish office to see if you are eligible for any assistance				
Non-Catholic (per child)	$625	$568.18	$3125	$6,250

St. Patrick and St. Mary parishioners pay tuition at the "Other Catholic" rate. Each parish will decide, on a yearly basis, the amount they are willing to subsidize each family.

Rates for Pre-School:

Little Crusaders Program *Lambs*			**PreK Program** *Shepherds*	
Tues & Thurs	**Mon/Wed/Fri**	**Mon - Fri**	**Mon/Wed/Fri**	**Mon -Fri**
Half Day 8-11am			**Half Day 8-11am**	
$1,200	$1,800	$2,750	$1,800	$2,750
Full Day 8am-2:30pm			**Full Day 8am-2:30pm**	
$2,400	$3,600	$5,500	$3,600	$5,500
Aftercare available 2:30-5:30pm for no additional charge. This program, offered and run by the Pre-School, is not connected to with the K-8 Aftercare Program.				

Incidental Fee Schedule 2018-2019

1. Aftercare Program – Grades K-8 (Pre-School is a separate program)

No registration fee, however, please indicate via online enrollment how often you will be using the Aftercare Program.

After School (2:30p-5:30p)

$10 - 1 child $15 - 2 children $20 - 3+ children

½ Day Rates (11:30a-5:30p)

$20 - 1 child $30 - 2 children $40 - 3+ children

All Day Rates (8a-5:30p)

$40 - 1 child $60 - 2 children $80 - 3+ children

2. Lunch Program

a. HCS participates in the National School Lunch Program. Parents are encouraged to apply for free or reduced lunches at the beginning of the school year. All information about eligibility is kept. confidential.

b. Student Lunch (includes milk): $3.00; Adult Lunch: $3.50; Milk $0.35

3. Gym Uniforms - Grades 5-8

a. Please place order by end of July for gym shorts and shirts (pdf form available in Online Enrollment or

b. $5/shirt; $10/short

4. Athletic Participation - Grades 5-8 only

a Fees are per student

b $50 for first sport; $20 for each additional sport

c. $20 unreturned or damaged uniform fee

5. Sacraments

a Confirmation - $50 - 8th grade; charged in fall semester

b First Reconciliation & First Communion - $50 - 2nd grade; charged in spring semester

6. Graduation - $20 - 8th grade; charged in spring semester

7. Field Trips

a. Any field trip fees will be added to your family account the day after the field trip occurs so as to accurately reflect attendance

8. Other

a Any additional charges may be added throughout the school year. The School Office will notify parents via e-mail or paper note about any additional charges.

9. Preschool Registration - $50

a. Due when applying to the Preschool program. Registration fee will be applied to tuition payment upon

b full enrollment in the Preschool program

10. Booster Club Family Pass - $50; Booster Club Extended Family Pass $70

a Regular family pass allows all immediate family members entrance to all regular season home games

b Extended family pass allows grandparents, aunts, uncles, etc. entrance to all regular season home games.

11. Parent Teacher Club Dues - $25

a. Annual membership dues per family for all K-8 families

Tuition Assistance

It has been a long standing practice at Holy Cross School that no Catholic family *in good standing* from Holy Cross parish will be denied a Catholic education for their children solely for financial reasons. A family is *in good standing* if they worship every Sunday at Mass, and contribute to the Catholic life of the parish through their time, talent, and treasure.

There are three categories of families regarding tuition assistance:

Category One Participants are Holy Cross parishioners. The family is registered for at least one year, and is *in good standing* by practicing their Catholic faith, and contributing to the support of the parish.

Category Two Participants are Catholic families registered at any of the surrounding parishes in the Peoria Diocese. Families pay tuition at the Other Catholic rate and seek financial support from their respective parish. All tuition is paid directly to Holy Cross School/Parish via the FACTS Program.

Category Three Participants are Non-Catholic families. Families pay a flat, per student, tuition rate for K-8.

All families in Categories One and Two seeking tuition assistance must fill out the FACTS (Financial Aid) Application, apply for the John Lancaster Spalding Scholarship (JLSS), and Empower Illinois Scholarship. FACTS and Empower Illinois applications are only available on-line. When you fill out FACTS, and submit it, you have also applied for, and submitted, the John Lancaster Spalding Scholarship application. Please remember, if you are applying for the John Lancaster Spalding Scholarship, you must contact your parish office to request a "letter in good standing". FACTS will forward the necessary information to the Diocese of Peoria. After the FACTS, the John Lancaster Spalding Scholarship, and Empower Illinois results are received, a suggested tuition amount will be determined, and the family will be notified. Category Two families must meet with the pastor of their parish to determine assistance and the amount of tuition they will pay to Holy Cross School., and Empower Illinois results are received, a suggested tuition amount will be determined, and the family will be notified.

Category Two families must meet with the pastor of their parish to determine assistance and the amount of tuition they will pay to Holy Cross School

Outstanding Balances

Enrollment of a student at Holy Cross School includes a financial obligation for tuition, educational fees, lunch charges, Aftercare charges and all other incidental fees. Tuition is payable monthly according to the payment plan you chose via the Facts Tuition Program. Half of the educational fee is due on July 15, 2018 and the balance is due on January 10, 2019. All fees and tuition can be paid any time on or before the due date. Lunch and Aftercare charges are to be paid twice a month, no later than 7 days after you receive your statement via e-mail. After 7 days, unpaid accounts will be charged a $10.00 late fee. All Incidental Fees must be paid in full on or before December 15, 2018 and May 15, 2019. If your account is not current at the end of a semester, you are required to meet with the administration regarding your outstanding balance. In addition, your student's report card will be withheld until such an appointment has taken place.

Any family with an outstanding balance at the end of the second semester will not be permitted to begin the subsequent school year at Holy Cross School without the authorization of the pastor and administration. Any family with an outstanding balance at the time of graduation will not receive a letter of good standing for high school enrollment and will receive an unsigned diploma.

If families are unable to pay an outstanding balance due to hardship, they need to schedule an appointment with the principal to discuss adjustments to their payment plan. Holy Cross School and Parish realize that circumstances for families can change suddenly due to an illness or change in employment. The pastor and principal are committed to working with any family experiencing difficulties.

Discipline Procedures

Jesus is the center of our lives, and His teachings are the prime reason Catholic schools exist. Our students, through their personal conduct, should reflect this Christ-centeredness. On those occasions when this attitude is not evident, the following discipline policy will be used to guide students toward positive, Christian behavior. Students will be held accountable for their behavior. Both the severity of the misbehavior and the age of the child will be given consideration in deciding the consequences of the action.

Precepts to the Discipline Policy

1. Each child's behavior will be dealt with individually. Group punishments/consequences because of the actions of a few are discouraged.

2. Consequences which relate to the misbehavior will ordinarily be used.

3. All faculty, staff, cafeteria workers, parent helpers, clergy, and students will be respected by Holy Cross students.

4. Any students who engage in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

K-5 Grades Discipline Guidelines

Each K-5 classroom has a behavior plan using rewards and consequences for appropriate and inappropriate behavior. A copy of the plan will be provided to parents at the beginning of the school year. The last consequence for inappropriate behavior is being sent to the Principal. The following procedure will be followed for students that continually display inappropriate behavior and are sent to the Principal's office.

- first trip – conference with student, Principal
- second trip – conference with student, Principal, teacher, and parent.

A primary grade student that exhibits chronic, incorrigible, or disruptive behavior will be in conference with the teachers, parents, and administration to address the issue and seek further assistance.

6-8 Grades Discipline Guidelines

The 6-8 teaching team has a behavior plan in place using rewards and consequences for appropriate and inappropriate behavior. A copy of the plan will be provided to parents at the

beginning of the school year. Students are recognized and provided tickets for exceptional behavior. Tickets are drawn frequently for rewards, as well as counted toward "house points" for monthly rewards.

If the school rules are not observed, the following steps will be taken depending on the infraction:

1) Warning

2) Mini-Meeting: Conference with the student, target teacher, and preferred team teacher during lunch recess or after school.

   Immediate consequence
   - Demerit issued, recorded in RenWeb

3) Third Demerit - Team-Talk: Conference with student, all members of the 6-8 teaching team and parent after school:

   Immediate consequence
   - Detention issued, recorded in RenWeb
   - No practice, game or student activity that evening

4) **Second Detention** - Behavior Meeting: Conference with student, all members of the 6-8 teaching team, principal and parent after school:

   Immediate consequence
   - Detention issued, recorded in RenWeb
   - No practice, game or student activity for one week

Demerits are a form of discipline for non-malicious behavior to be handled at the discretion of the teacher. Demerits will be given for, but not limited to, the following infractions:
Disruptive or inappropriate behavior
Disrespect toward faculty members, staff members, volunteers, other students, etc.
Talking excessively/disruptive comments
Using inappropriate language (verbal or written) or gestures
Possession of any electronic devices

Detention is a form of discipline which is a consequence for unusual, repeated, excessive or extreme behavior. Detention or further disciplinary action will be given for, but not limited to, the following infractions:
Accumulating 3 demerits
"Bullying" or intimidation (*physical, sexual, racial*)
Lying, stealing, cheating, or forgery of parent's signature
Damaging school property or that of another student
Bringing potentially dangerous objects to school
Fighting
Serious behavioral offenses

Demerit and detention notification will be logged on RenWeb

The student given a detention will receive a form on which the student will fully identify the misbehavior and have the form signed by the teacher giving the detention and the principal. The student's parents will sign and

return the form and, by their signature, acknowledge that their child will serve a detention on the date specified on the form. Note the eligibility requirements for extra-curricular activities as they pertain to detentions.

5) Subsequent Infractions: **Suspension (In-School or Out-of-School)**

Immediate consequence

- Permanent removal from team or school activity

Suspension (In-school or Out-of-School): Occasionally situations will arise in which a detention may not be effective. In such instances of gross or extreme misbehavior, the student will meet with the teacher, parents, and principal for the purpose of discussing the offense. Students being suspended from school will serve their suspension in the building during the school day. The following may be grounds for automatic suspension from school: smoking or using tobacco in school or at school sponsored activities, theft, or use of alcohol or illegal substances. Further in-building suspensions may result in expulsion from Holy Cross School.

6) Subsequent Infractions: **Permanent Dismissal**

Permanent Dismissal of Students: The permanent dismissal of a student from Holy Cross is a serious matter, a measure that should be rarely taken. The following reasons may be cause for permanent dismissal from Holy Cross School:

a. Possession of prescribed or illegal drugs and/or alcohol on school or parish property or at school- sponsored events.

b. Physical or threatened violence to self or others and/or willful destruction of school or parish property.

c. Continuous and disruptive behavior, unlawful behavior, and/or negligence of the school discipline code. This behavior undermines the beliefs, purposes and learning atmosphere of Holy Cross School.

d. Situations where the programs of the school do not adequately provide for the student.

e. Any act which may bring danger to self or others on the school or parish property or at school sponsored activities.

f. Bringing anything to school that can be used as a weapon, i.e. gun, knife, lighter, or anything that has the potential to cause bodily harm.

g. Cyber bullying by means of texting, social networks, or other online methods.

h. Any other disciplinary aspects which are in strict violation of the philosophy of the school.

The Principal is the final recourse in all disciplinary situations and may waive a disciplinary rule for just cause at his or her discretion.

Corporal punishment is an unacceptable form of punishment at Holy Cross School.

Dress Code

Pants for Boys and Girls

Long pants in khaki or navy: solid twill, cotton blend or corduroy, straight legs, worn at the waist.

Shorts in khaki or navy: solid twill or cotton blend, no shorter than 2 inches above the knee, worn at the waist. Shorts may not be worn November 1 to March 31.

Belts must be worn by students in grades 3-8.

Shirts for Boys and Girls

Blouses and Shirts with plain collars, Polo shirts with collars and without insignias, knit turtlenecks.

Sweater vests, pull over or cardigan sweaters over a uniform shirt.

Uniform sweatshirts, over a uniform shirt, either plain purchased from any store, or ordered through the PTC Apparel Sale, are considered acceptable uniform sweatshirts. Hooded Holy Cross sweatshirts are not allowed to be worn during the school day. Gray HCS fleece jackets and pullovers, sold by the PTC, may also be worn during the school day.

Shirts must be tucked in.

Acceptable colors for shirts: white, pale yellow, pale blue, hunter green, navy.

Acceptable colors for sweaters and sweatshirts: white, ash gray, navy, hunter green.

Footwear

Tennis shoes or regular shoes.

No shoes with lights; sandals; shoes with high heels or platform soles; shoes without backs or without enclosed toes.

No boots, of any style, may be worn during the school day.

Shoes with laces must be tied.

Socks: must be worn and may not be distracting (teacher discretion).

Tights and leggings: navy, white, gray or black. Must be to the ankle.

Additional Components for Girls

Blackwatch plaid pleated skirt, jumper, or culottes with wrap around panel

Skirts may not be shorter than 2 inches above the knee.

These items can be purchased at C&A Inspirations or Land's End on-line school store. (search by school name)

Additional Guidelines

All clothing must be appropriately sized and fitted.

Holy Cross Athletic apparel may be worn on game/meet days at the discretion of the Athletic Director and the Principal. If you have a sleeveless jersey, you must wear a shirt with sleeves under it.

Hooded sweatshirts, including Holy Cross hooded sweatshirts, may only be worn at arrival, recess, and dismissal.

ALL uniform clothing should be labeled with the student's name.

Hats and sunglasses may not be worn in the school building during the school day.

No cargo pants or cargo shorts may be worn.

Only conservative hairstyles of one natural color are permitted. Conservative length required for boys.

Girls may wear one stud earring in each ear with no other visible body piercing.

Boys may not wear earrings and may not have visible body piercing.

Girls may not wear make-up at school.

Students may not write on their bodies or have real or simulated tattoos.

Girls may not wear pajama pants under their school uniform skirts.

The final decision regarding the dress code rests with the principal.

PE Uniforms

Grades K-4: white t-shirt to wear over uniform with first name printed on the front in 2" lettering

Grades 5-8: purple shorts, plain gray t-shirt, purchased from Holy Cross.

Grades K-8: tennis shoes specifically for PE and kept in their classroom or school locker

General Information

Absence/tardiness/release

It is essential that students be in school as often as physically possible. Good attendance is important at all grade levels to ensure students' continuous academic progress. It is equally important that students be on time for school. It I s disruptive when students come into the classroom late.

The school day begins at 7:55 a.m. on the east blacktop. During inclement weather students may enter through the front doors of the school and wait inside following the directions of the teacher on duty.

Tardiness: Students who are not in line with their class, either on the blacktop or in the school building in the case of inclement weather will be marked tardy. Students coming in late must stop by the school office to get a late pass before going to their classroom.

Absence: When a child is absent, parents must notify the school office between 7:30 a.m. and 8:00 a.m. Homework assignments can be collected if a request is received from the parent no later than 8:30 a.m. Before requesting homework, please consider whether the child is likely well enough to do the work before the next school day.

Release during the school day: No child will be released to a person who is not known to the teacher, principal or secretary. If it is necessary for parents to take their child out of school for any reason once the school day begins, the following procedure should be followed:

1. Send a written note to the teacher and school office, in advance, outlining the time frame for leaving class.

2. **Parents must come to the school office to check their child out of school**. The office staff will call the student to the office after you arrive.

3. If the child returns to school, he/she must check in at the office and obtain a late entry pass before going back to the classroom.

Administration

The Principal of Holy Cross is the final recourse in all school matters and reserves the right to amend this handbook.

Admission to Holy Cross School

Holy Cross School shares a vision that Catholic education is a thirteen year plus process of education and formation extending from pre-school through high school. Admission to Holy Cross shall be limited to children of families who have affirmed to the Pastor or his designate a strong commitment to the community of Christian faith which the school represents and to the highest ideals of morality that sustain that community and the vision of Catholic education and formation.

Priority of admission to the school shall be in the following order:

1. Children of families who are registered members of Holy Cross Parish and who actively participate in the Parish community, spiritually by conscientiously attending Mass and participating in the sacramental life of the Church, and financially by contributing to the support of the parish to the best of their ability through annual sacrificial giving and having a commitment of their time and talent.

2. Children of families of Other Catholic parishes in the community provided those families and parishes support the financial needs of Holy Cross School to the best of their abilities.

3. Children of families who are not members of the Champaign-Urbana Catholic community but who have one or more children already enrolled in Holy Cross School. Such families will be required to support the financial needs of Holy Cross School to the best of their ability.

4. Children of families who are members of the Champaign-Urbana Catholic community and who do not have children who previously attended the school provided those families support the financial needs of Holy Cross School.

D101-D116

Aftercare Program

Holy Cross Aftercare program is a service to parents who need to have their children remain at school after 2:30 p.m. dismissal. The program begins when regular school is dismissed, closes at 5:30 p.m., and includes early dismissal days. Some full day sessions are also held on non-school days. The program allows for regular, weekly attendance or drop-in service. Parents need to notify the school office as early as possible if drop-in service is needed on that day. All regular school rules regarding behavior, discipline, playground usage and care of school property apply at Aftercare as well.

Aftercare pick-up: parents must come into the school building via the east entrance, go to the cafeteria and sign their children out before they leave.

Arrival/Dismissal/School Hours

School hours are 7:55 a.m. to 2:30 p.m. on regular school days. Students will be supervised on the playground before school starting at 7:45 a.m.

Drop off: Parents should pull up to the curb on White Street (heading west) so that children will exit the car on the school side of the street. Do not leave your car parked on the north side of White Street. If you need to park in order to drop off your children, please use the Parish Center (Clark & Elm) or Holy Cross (Elm & White) parking lots. Do not drop off children on Prairie Street or at the corner of White and Elm Streets.

Pick up: All children riding home in cars will be picked up on White Street, the parish parking lot on the corner of Elm and Clark Streets, or on the blacktop on the east side of school. When picking up children on the blacktop east of the school, drivers should pull in facing north toward the church and leave by way of the driveway to the east. Drivers should be alert for students walking to their cars. White Street becomes a one way street facing east between Prairie and Elm Streets one half hour before and after dismissal time. Do not park blocking crosswalks.

The blacktop should only be used for picking up students after school. All cars must be moved off the playground as soon as possible after pick-up so that students in the Aftercare Program can use the blacktop after dismissal. If your students want to play on the playground after school, please move your car to the street or another parking lot. Parents must remain with their students while they are using the playground equipment.

Students crossing White and Elm Streets or Elm and Clark Streets must cross only at the corners with the patrol guards. Students will be walked out of school to the pick-up areas at 2:30 p.m. Students should be promptly picked up or should immediately walk home. A teacher will remain on duty in front of the school on White Street until 2:45 p.m. All students not picked up by 2:45 p.m. will be sent to Aftercare. In the event that parents will be late in picking up their children parents should notify the school office. No students may remain outdoors unattended after school hours.

Parents are further cautioned to drive cautiously on the streets bordering the school/parish complex and in the parking lots when picking up or dropping off. Students will be regularly reminded of safety measures as well.

Asbestos Notification

The Holy Cross School building at 410 W. White Street in Champaign, IL, has been inspected for asbestos containing building materials by a licensed inspector. In addition, an asbestos management plan has been prepared by a licensed management planner. The inspection report and management plan are on file in the school office and are available for public review during school hours.

The reports indicate that asbestos containing material is present in the building. The types of asbestos materials, their conditions, and their locations are shown in the reports. Evaluation of potential hazards associated with

these materials and appropriate response actions are also included. Copies of these reports are available upon notification of the facility administrator and payment of a fee to cover copying costs.

Athletic Philosophy

Holy Cross School is dedicated to the growth of the whole child. Realizing that parents are the first teachers in the area of faith development, the school assumes the responsibility to continue and enhance this development as well as mutually develop the intellectual, physical, social and emotional dimensions of each individual.

The athletic program hopes to

- reinforce Gospel values based on Scripture and on Catholic, Christian traditions
- encourage each child to show interest, concern and respect for one another
- emphasize and give witness to the true meaning of Christian community
- develop those character qualities and the command of social skills and courtesies needed in society
- encourage shared responsibility for the actions of the group
- provide curriculum which emphasizes the need for balanced physical activity in one's living

Holy Cross School is a member of the Illinois Elementary School Association (IESA) and abides by its regulations.

Teams at the 5th and 6th grade levels are considered learning years when fundamentals are taught. All team members who have demonstrated their commitment to the team play as equally as possible. Teams at the 7th and 8th grade levels or at the varsity level are more competitive. Athletes who have a higher skill level and show a commitment to the Holy Cross athletic program will play more than those who do not. All individuals who desire to be on a team and fulfill the requirements may do so. Students will not be cut from a team except to comply with IESA tournament member limits at the end of a season.

Athletic Program

The following sports programs are offered depending upon student interest and coaching availability.

- Soccer girls and boys in grades 5-8
- Cross Country girls and boys in grades 5-8
- Baseball boys in grades 5-8
- Golf girls and boys in grades 5-8
- Volleyball girls in grades 5-8
- Basketball girls and boys in grades 5-8
- Track girls and boys in grades 5-8
- Cheerleading girls and boys in grades 5-8

The Athletic Director, under the direction of the Principal, is responsible for organizing and overseeing all aspects of the athletic program. Parents are expected to volunteer their services in many ways and to sign an athletic agreement and medical concussion form. All students must have a sports physical every year before they can participate.

Athletic eligibility will be checked weekly by the Athletic Director. Parents will be notified, via e-mail, if their student is ineligible to participate in practices and games. Students may not attend practice or play in a game unless they have been at school at least 4 hours that school day. Decisions regarding irregular circumstances pertaining to these rules will rest with the principal.

Holy Cross student behavior at home and away games must be above reproach. Because athletic events and other extra-curricular programs are school sponsored, students will be held responsible for the way in which they conduct themselves at such events.

Athletic Booster Club

A booster club organizes activities that enhance the athletic program such as fundraising, monitoring games by parent volunteers, and selling concessions at games.

Bicycles/Etc.

Students in grades 1-8 may ride their bicycles to school with the permission of their parents. All bicycles must be placed in the rack provided at the Northwest corner of the school building. Bicycles are to be walked across streets and playgrounds. Locks are mandatory. Students in grades 5-8 may ride roller blades, non-motorized scooters, and skateboards to school with the permission of their parents. These items must be stored in the student's locker and may not be ridden on school property.

Bullying

All elementary and secondary schools of the diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusation and/or social isolation. Bullying behavior shall not be tolerated in any form including via social media.

All elementary and secondary schools of the diocese shall develop anti-bullying procedures according to the following guidelines:

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.

2. When appropriate, a parent information meeting on dealing with bullying issues will be offered.

3. All faculty and staff shall treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss bullying and review reporting and investigation procedures, prevention strategies, and disciplinary approaches.

4. Faculty and staff members shall listen carefully to the student(s) reporting bullying, and make sufficient inquiries to clarify exactly what has been happening.

5. Student(s) should be assured that they have acted correctly in reporting bullying.

6. The faculty or staff member who receives a report of bullying behavior shall make a written summary of the information and pass it on to the dean and/or principal, who will take appropriate action.

7. The school administration shall thoroughly investigate all reports of bullying. This may include interviews with students, parents, and faculty and staff members as well as a review of school records. The victim(s), accused student(s), and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or repeated incidents of bullying.

8. Emphasis must be placed on changing the behavior of the bullying student(s), while providing care and support for the student who has been bullied.

9. Whenever bullying has been reported, the principal or his/her designee (assistant principal, counselor, dean, etc.) shall give advice to the student(s) who have been bullied on how to deal with any repeat incidents of bullying that may happen.

10. The principal or designee shall arrange follow-up discussion with the student(s) at periodic intervals to find out if the bullying has stopped.

11. Whenever incidents of bullying are reported, the school shall contact the parents of all the students who are involved.

12. Any student who retaliates against another student for reporting bullying behavior shall be reprimanded and penalized in accordance with the school's disciplinary code.

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Bus Transportation

Unit 4 provides bus service for some Champaign students living on designated routes. For further information, call the Unit 4 bus garage at 351-3993. The Champaign-Urbana Mass Transit District is also available to students. For further information, call 384-8188.

Cafeteria/Lunch Program

Hot lunches ($3.00/each, includes milk) are provided on every full day of school. A hot lunch menu is published each month and found on the school website and in ParentsWeb. Additional copies are available at the school office. Milk may be purchased (0.35 cents/carton) by those bringing lunches from home. We request that parents not bring fast food or soda for their children's lunches. Nut free tables are available in the cafeteria. The classroom teachers will remind students of the proper procedures and behavior for the lunchroom.

Holy Cross School participates in the National School Lunch and National School Breakfast Programs. Free or reduced price meals are available to children if the family qualifies under the government income guidelines. Information and forms for applying for free and reduced meal status will be e-mailed or sent via USPS in July.

Care of Books and Supplies

School books should be covered at all times, and care should be taken in handling them. Fines will be assessed in the event textbooks are damaged beyond regular wear.

Catholic Schools Week

Catholic Schools Week is celebrated at Holy Cross during the last week of January. Religious, academic, and artistic activities will be planned.

Communication to Faculty

Parents who need to communicate with teachers should e-mail them or call the school office requesting that calls be returned when the teachers become available. Respecting the teachers' private lives at the end of the school day, parents are asked to call the teachers at home only for crucial matters. Parents wishing to talk with the principal are asked to call the school office to speak with them or to set up an appointment.

Communication Home to School

Children should be given clear instructions about their day, before they leave home, especially regarding after school plans. Students should not need to call parents during, or at the end of, the school day to find out who is picking them up, how they are getting home, or if they are going to Aftercare. Parents wishing to give their children a message during the school day should call the school office; messages will then be given to the students at the end of the school day.

Communication School to Home

Important information will be e-mailed home on the school website and RenWeb, and occasionally, sent home with the students.

Communication Students/Parents

It is should generally be unnecessary for students to make phone calls during the school day. If, however, an emergency should arise, a phone call may be made by the student at the discretion of the principal, teacher, or secretary. Permission will not be given for students to call to arrange after school visits, or a change in plans, with other students.

We strongly discourage the carrying and use of cell phones at school by students. For the safety of the students, it is important for the school office staff to monitor calls that students make or receive, and to know what is going on during the school day. Students may not text their parents during the school day. A phone is available in the school office and at all school sponsored events. Inappropriate use of cell phones or other electronic devices may result in confiscation.

Computer Software Use

Diocesan policy regarding the illegal duplication and use of pirated software requires all diocesan employees to comply with federal law. Anyone who purchases a copy of software has the right to load that copy of software onto a single computer and make another copy for archival (backup) purposes only. It is illegal to use computer software on more than one computer without multiple licenses or to make or distribute copies of software for any other purposes unless specific written permission has been obtained from the institution holding the copyright.

Anyone who illegally copies and/or distributes a software program may face a civil suit for damages, criminal liability, fines, and/or imprisonment as defined by federal statutes. Employees of the diocese who are found copying, or have copied, computer software for other than backup purposes without permission of the owner of the copyright of the software shall be subject to disciplinary action and/or termination.

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Conflict Resolution

Diocesan Appeal and Review Policy

Complaints should be handled at the lowest possible level. Parents with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should the administrator be contacted.

Appeal and Review

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with an applicable diocesan policy, or
- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
- The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

The individual or group desiring the appeal or the review of a decision must make that request known to the pastor/canonical pastor responsible for the school in the form of a written letter. As a matter of record, a copy of the letter is to be forwarded to the Superintendent of Schools.

This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it.
- The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in the policy statement above, and
- The proposed resolution.

The pastor/canonical pastor, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of this response letter is to be forwarded to the Superintendent of Schools.

In most cases, the decision of the pastor/canonical pastor is final. However, those who have requested the appeal or review may further appeal the decision of the pastor/canonical pastor to the Superintendent of Schools within thirty (30) days. The Superintendent of Schools has the authority to summarily dismiss the appeal. If the individual or group requests a further appeal or review of the Superintendent's decision, they may forward the appeal to the Vicar General of the Catholic Diocese of Peoria. The Vicar General shall make a final decision on the appeal in such cases.

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Custody

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child**. If there is a court order**

specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

Parents should settle their differences outside of school. Holy Cross School will not become involved in disagreements between separated parents. If problems arise, divorced or separated parents may be required to file a court certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court mandated custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody on any given day.

Electronic Devices

Electronic devices such as cell phones, I-pads, electronic devices, MP3 players, and handheld game systems may not be used at Holy Cross School during the school day. We strongly discourage the use of cell phones at school by students. For the safety of the students, it is important for the school office staff to monitor calls that students make or receive and to know what they are doing or where they are going. A phone is available at all school sponsored events. Inappropriate use of cell phones or other electronic devices may result in confiscation. Holy Cross School is not responsible for the loss, theft, or breakage of any electronic devices on school grounds during the school day.

E-Mail

The school office and teachers use e-mail as a primary method of communication with the school families. Families need to give the school at least one e-mail address that will be checked daily. Changes in e-mail addresses can be called into the school office as often as needed,

Emergency Closing of School

Weather conditions may make it necessary to close school. Prior to the school day, announcements will be made on local radio and television stations (WDWS/WHMS, WLRW, WILL, and Channels 3 and 15). School closing information will also be posted on the school website (www.holycrosselem.org). Additionally, parents will be contacted by a phone call, email, via ParentsWeb and the Parent Alert System.

General school policy is that school will not dismiss early. However, you are free to pick up your child at any time during the school day.

In the event a crisis requires evacuation of the school building, students will be taken to a place of safety, usually inside Holy Cross Church. If evacuation of the entire parish property is necessary, students will be taken to Central High School. Additionally, information will be announced on the above mentioned radio and television stations, on the school website, and by phone call, email, ParentsWeb and the Parent Alert System.

Emergency Information

All emergency information is now collected through online enrollment and kept within the RenWeb database. After all the information is entered there will be a paper set of emergency information in the school office. A current address and phone number for each school family must be in the school files at all times. It is important for parents to be generous in giving information on the emergency cards and on the health information form. The information is used only by the principal, teachers, school secretaries, and necessary support staff.

Extra-Curricular Activities

Extra-curricular activities may include Council of House Captains, Scholastic Bowl, Girl Scouts, Boy Scouts, drama and other related activities. The following activities have eligibility requirements: athletics, drama, and academic teams.

Students may participate in the above named activities whose grade average are passing in each curriculum area and who have at least an S- in work habits and conduct. Grades will be reviewed on a scheduled basis by the Principal and the Athletic Director. Ineligibility status will be e-mailed to parents weekly.

In the event that the academic requirements are not met and/or the student receives an N or U in work habits and/or conduct from more than one teacher, he or she will be ineligible for the activity from the day following the scheduled review until the next scheduled review. An Incomplete grade on the quarterly report card must be made up within 10 days or the student becomes ineligible. Individual abilities will be considered in all instances. The following curriculum areas are included in the review: religion, reading, math, social studies, science, English, spelling, physical education, art, Spanish, library, computer, band, music, and any elective.

Ineligibility will occur when a student receives a detention. It will begin on the day after the detention is given, lasting for a period of one week. Parents, coaches, student participants, and moderators will be notified about ineligibility. Ineligible students may not attend practice or participate in games. The final decision regarding eligibility rests with the principal and the Athletic Director.

Students must be present the last four hours of the school day to participate in extra-curricular activities. *Last 4 hours or a total of 4 hours of the school day?*

Field Trips

Official school permission slips must be signed by parents. Students without a signed permission slip will be kept at school on the day of the field trip. While faxed permission can be accepted, telephone calls cannot be accepted in lieu of written permission.

Diocesan guidelines require that all field trip drivers and chaperones have completed the required background checks and have attended a Safe Environment training session or completed an online training session. (https://peoria.cmgconnect.org/) A certificate of completion must be submitted to the school office. Diocesan guidelines also require all field trip drivers to submit a signed liability statement, proof of valid car insurance and driver's license to the school office. In addition, in advance of the field trip, proof of having taken the on-line Diocesan Safe Driving Modules must be submitted to the school office. These modules can be found on the Catholic Mutual website.

It will be at the discretion of the teacher to allow students to attend field trips based on their behavior and/or the completeness of their school work during the school days preceding the field trip.

Grades

Any request for grade changes due to error must be made in writing or e-mail to the teacher within one week of receipt of the grade.

Third-Eighth Grading Scale

A+	100	O	Outstanding
A	95	G	Good
A-	94	S+	Progressing
B+	93	S	Satisfactory
B	87	S-	

B-	86	N	Needs Improvement
C+	85	U	Unsatisfactory
C	77		
C-	76		
D+	75		
D	69		
D-	68		
F	67		

Kindergarten-Second Grading Scale

S+	Exceeds basic requirements	E	Excellent
S	Meets basic requirements	S	Satisfactory
S-	Difficulty meeting basic requirements	P	Progressing
		N	Needs Development
NI	Needs modified instruction & assignments		
(Blank)	Does not apply this quarter		

Harassment Policy

POLICY

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of Diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual harassment. It sets forth the Diocesan response to victims.

DEFINITION

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy.

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims.

The term “harassment” includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual’s race, color, sex, religion, national

origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;(2) submissions to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy.

C401 – Procedures outlined within policies of Catholic Diocese of Peoria

Homework

The amount of homework will be appropriate to the grade level of the child. Parents should speak directly with the teacher if concerns arise about length or difficulty of the homework. If a parent wishes to pick up homework at 2:30 p.m. for a sick child, the request must be made by 8:30 a.m. when the parent calls in the morning.

Honors Recognition

Students earning honors will be recognized on a quarterly basis. Honor Roll is determined in the following manner:

Highest Honors:
No grades lower than an A-
No N's or U's in conduct or effort

High Honors:
At least 75% of grades are A- or above,
No grades lower than a B-
No N's or U's in conduct or effort

Honors:
B- or better in all grades
No N's or U's in conduct or effort

Illness Guidelines

Parents should notify the school office of any health problems concerning their child. The school office will notify parents of students in those classes if the condition is contagious, such as, but not limited to, chicken pox, strep throat, lice, pink eye, impetigo, ring worm, etc.

The following guidelines should be followed to keep our school a healthy and safe environment.

- No child should be sent to school with a fever. If the child has been sick, he/she should not return to school until they have been free of fever for 24 hours.
- A child with diarrhea should be kept at home.
- If vomiting occurs, keep the child at home until he/she can eat and keep food down. If a child vomits at school, he or she will be sent home.

- If your child develops a body rash or skin lesions, a doctor should diagnose the problem. Please inform the school of the doctor's recommendations. There may be times when a note from the doctor is required.
- If your child has strep throat, scarlet fever, conjunctivitis, pinworms, ringworm or impetigo, etc. the child needs to be on prescription medicine, from your doctor, for 24 hours before returning to school.
- If your child has head lice, the child may not return to school until appropriate treatment has been obtained and all the nits (eggs) are removed. If nits are visible in the hair, the child will be sent home. Manual removal of all lice and nits is often the best option to assure total lice treatment of the hair.
- If your child has to stay home from school for any medical reason, please notify the school office between 7:30 a.m. and 8:30 a.m.

Liturgy/Para liturgical Services

Liturgical and para liturgical services play a major role in the spiritual life of Holy Cross School. All students are expected to attend and participate in these services, including daily prayer. Parents are always welcome to join our students at the religious celebrations during the school year.

Lockers and Desks

Students are allowed the use of a desk, locker or a coat/backpack hook. Students will be held accountable for any damage beyond normal wear and tear. The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

Lost and Found

Students and parents should check the lost and found area regularly. Parents are strongly encouraged to label all school uniform items and other clothing items to aid in identifying and returning lost items. Lost items are periodically donated to local charities if unclaimed. School uniform items are washed and given to the Uniform Exchange Closet.

Make Up Work

Students may have one day for each missed day to submit school work. Teachers will make their policies on make-up work known at the beginning of the school year. Students who do not complete make-up work before the end of a grading period will receive an "I" (incomplete). Incomplete work must be made up within 10 days, or as arranged with the teachers and principal. The "I" will be changed to a grade when the make-up work is submitted, graded and approved. This applies only to those who have incomplete work due to illness.

Medication

The personnel at Holy Cross cannot distribute medication without the written permission of the parents. Provision can be made to refrigerate medicines and to aid in the process of helping with the dosage. Exceptions to this must be approved by the principal.

- The Holy Cross staff is unable to dispense over-the-counter medication to students on the basis of a phone call. If a student needs over-the-counter medication including cough drops or headache medication at school, parents must follow one of these options:
- Parents can bring a bottle of the over-the-counter medication from home, labeled with the student's name. We must have a signed authorization form which allows the school staff to dispense as directed; or
- A parent can bring over-the-counter medication to their child at school on an as-needed basis.

Permission slips for medication are available in the school office. All medicine will be held in the school office. Students who need to self-medicate during the school day must have permission from the principal. The school office must have a permission slip from the parent or physician on file giving the student permission

to self-medicate. All prescription medication must be sent to school in a current prescription bottle with the student's name, dosage and drug name. If the dosage or medication changes, a new bottle must be sent to school. When a child no longer needs to medicate, parents should notify the school office and pick up any unused medication. The school office will let your child know when their medication is getting low and send the bottle home, with your child, when it is empty.

Non-Discrimination in Admission

No student shall be refused admission to Catholic schools on the basis of race, color, gender, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

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Holy Cross admits qualified students to its programs. It does not discriminate on the basis of sex, race, color, national or ethnic origin, or disability, if with reasonable accommodations, the applicant can meet the program requirements. This school does not discriminate on the basis of race, color, national and ethnic origin, or disability in administration of its educational policies, admission policies, athletic programs, and other programs.

Non-Discrimination/Employment

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria are equal employment opportunity employers and do not discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

The Catholic Diocese of Peoria, the Office of Catholic Schools, and the Catholic schools of the Catholic Diocese of Peoria will:

1. Recruit, hire, train, and promote persons in all job titles without regard to race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

2. Insure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

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Parent Cooperation

As a Condition of Enrollment

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparably broken.

Parent Teacher Club

Holy Cross School has an active PTC which helps in volunteering and fundraising in cooperation with the pastor, principal, and teachers.

ParentsWeb

ParentsWeb is the parent portion of the RenWeb on-line school system that Holy Cross School utilizes. It can

be accessed at www.renweb.com and by choosing ParentsWeb under the log-in drop down menu. ParentsWeb gives families access to the HCS family directory, grades, report cards, announcements, school lunch menus, school calendar, attendance records, library book check out history, family billing/account statements, and on-line re-enrollment in the spring semester.

Parents are encouraged to log in often. Parents may also make use of the RenWeb Home app available from the Google Play store (android) and iTunes (I phone).

Parties

Parties may be planned by the teachers and room parents for any or all of the following holidays: Halloween, Christmas, and Valentine's Day. Children may bring store bought, prepackaged birthday treats with no peanuts or tree nuts to share with their class. Home baked goods are not allowed. Simple, nutritious treats or non-food treats are recommended.

Patrol

In conjunction with a teachers, students who are assigned to the safety patrol have the authority and responsibility for the safe crossing of other children before and after school. The 6th grade students will report at 7:45 a.m. for morning crossing duty and the 5th graders will do afternoon crossing duty until about 2:45 p.m.

Physicals and Immunizations

The Illinois State Code requires health examinations for all students entering an Illinois school for the first time and those entering Pre-School, Kindergarten and grades 6 and 9. Vision examinations are required for students entering an Illinois school for the first time and Kindergarten by the first day of school. Dental examinations are required for all students entering Illinois schools for the first time and Kindergarten by the first day of school and for students in grades 2 and 6 by April 15th. All students entering grade 6 must have the Meningococcal vaccination.

Physicals and immunization records must be current prior to the first day of the school year. Students without proper health and immunization forms will not be permitted to attend school. In all cases, follow the advice of your doctor.

Due to the 365+1 insurance guideline regarding when a yearly physical can be scheduled, please contact the school office if this affects scheduling a physical before the school year begins.

Playground

Teachers will explain the playground rules every school year and remind students as necessary throughout the year. Students are expected to be respectful to the playground parent volunteers.

Poor and Failing Work

Students who fail two or more subjects in the core curriculum may not be promoted to the next grade or graduate from Holy Cross School (they will receive an unsigned diploma). An F average in any subject for the school year constitutes failure of that subject for the year. Failure of two or more core curriculum subjects will result in retention or recommendation that the student attend a school other than Holy Cross School the following year. Further, if the student fails two subjects by the end of the first semester, the principal may recommend that another school be found for the second semester. .

Core curriculum subjects for this regulation are: Religion, Reading, English, Math, Social Studies, and Science.

Individual abilities will be considered in all instances of the above regulation.

In the event that absences of a student appear to affect the academic school work, a conference will be held with the parents to determine if the program of the school is meeting the needs of the student. This situation pertains to those who miss school excessively and without apparent, good reason.

RenWeb/FACTS

RenWeb is the on-line database system used by Holy Cross School to track our students through their years at Holy Cross. Besides student enrollment, all of the teachers and staff use RenWeb to store and calculate grades, attendance, records, all accounting within the school, behavior, class assignments, etc.

FACTS is the program we use to process all of the tuition, educational fees, and incidental fees. The school/ parish uses the FACTS Grant and Aid portion of the program to help determine a fair amount of tuition assistance for families that apply. When you fill out the FACTS application, you have also applied for the John Lancaster Spalding Scholarship through the Diocese of Peoria. FACTS will submit the necessary information to the Diocese for consideration of the scholarship. There is a $30.00 fee to fill out the FACTS application.

Report Cards

Report cards are distributed generally one week after the quarter closes via e-mail and are also accessible through ParentsWeb. Quarter dates are published on the website and in ParentsWeb.

The school reserves the right to withhold a student's report card due to non-payment of delinquent tuition, education fees and all Incidental Fees (see pages 9 & 10). Additionally, report cards can be withheld for non-return of textbooks, library books, sports uniforms, and other materials. Report cards will be released upon payment or return of missing items.

Retention of Students

When considering retention, the emotional, social, physical, and academic development of the child will be taken into consideration. The final decision regarding retention will rest with the Principal.

Retreats

It is customary for students in grade 8 to attend a Confirmation Retreat and a Graduation Retreat.

Sacrament Preparation

Parents will be informed about the preparation program for the reception of the sacraments of First Reconciliation, First Communion, and Confirmation. Parents need to be actively involved in their child's preparation for the celebration of these sacraments.

For First Reconciliation and First Communion, a child must be baptized, in the second grade or older, have completed first grade religious studies or received special permission from the parish. First Reconciliation and First Communion are usually celebrated in the spring of 2nd grade year. Fees for these Sacraments will be assessed via RenWeb/FACTS for these families.

For Confirmation, the young adult must have received the Sacraments of Baptism, Reconciliation, and Eucharist prior to receiving the Sacrament of Confirmation. One year of religious studies, *beginning the second semester of the 7th grade and ending during the 1st semester of 8th grade, immediately prior* to this sacramental preparation process is required or special permission from the parish must be received. The Confirmation date is set by the Bishop. Confirmation fees will be assessed via RenWeb /FACTS for these families.

Safety Drills

The faculty and staff of Holy Cross School take their responsibility for the safety of the students very seriously. Students will be instructed about the procedures to follow in case of fire, tornado, or other crises. The school will conduct drills in these procedures several times during the year according to state regulation.

School Hours

Our school day starts at 7:55 a.m. on the playground east of the school. Students who are not in line with their class at the time of the Pledge of Allegiance are considered tardy. The school day ends at 2:30 p.m. On early dismissal days, school is dismissed at 11:30 a.m. The school office is open from 7:30 a.m. until 3:30 p.m. on full days and 7:30 until 12:30 on half days.

Service

An important aspect of Holy Cross School's mission is to help develop students into persons for others. To this end, opportunities for service within the school community, the local community, and on the national world front are provided throughout the school year.

Sexual Abuse Allegations

Involving the Laity, Religious and Non-diocesan Clergy

This policy and its accompanying administrative regulation set forth procedural guidelines which apply to laity, religious, and non-diocesan clergy employed by or in the diocese against whom sexual abuse is suspected or reported. It is intended to clarify the roles and responsibilities of diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual abuse. It sets forth the diocesan response to victims. It is intended to inform parties who may wish to report such misconduct. "Sexual abuse" should be interpreted broadly to insure that any possible misconduct is investigated and terminated at the earliest possible time. This policy applies to abuse of minors and/or adults.

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Smoke-free School

No smoking will be allowed within the school buildings or anywhere else on school grounds.

Student Directory

The Holy Cross School directory can be found in ParentsWeb and is for the sole use of Holy Cross School students and parents.

Student Records

Parents wishing to review their children's records in the cumulative files should make an appointment with the principal. The cumulative file contains academic transcripts, academic testing, and health records. Only these records will be forwarded to a new school.

Testing, Academic/Psychological

Parents and/or teachers may request that students receive academic and/or psychological testing through Unit 4. This testing is initiated by the school principal and is paid for by Unit 4.

Testing, Achievement

According to Diocese of Peoria requirement, Holy Cross students are tested several times per academic year. Students in grades 3-8 take the Iowa Tests of Basic Skills in September. Students in grades 5 and 8 take the National Catholic Education Association Assessment of Catechesis Religious Education Test (ACRE) in January. The results of these tests are used by teachers to direct the curriculum so as to meet the needs of the students. The individual results from the Iowa Test of Basic Skills are given to parents at the end of the 1st quarter.

Students' academic progress in Kindergarten through grade 2 is also monitored by the AimsWeb Program.

Trips/Vacations

If plans for family trips conflict with the school calendar, parents should notify the principal, teachers, and school office as soon as possible. It will remain the responsibility of the student to secure work assignments for the period in which he or she will be gone from school and to see that all work is made up in the time frame designated by the teachers. *Work may be assigned before or after the absence at the teachers' discretion.*

Tuition Refunds

In the event that a tuition family withdraws their children from Holy Cross School because of moving from the area, tuition refunds will be prorated based on the number of months left in the school year. There is no refund for book fees after the beginning of the school year.

Use of Student Pictures

The school reserves the right to use student pictures in publications and on the school website. Any parent who does not wish his/her child's picture to be used must notify the principal and school office in writing via the Publicity Form found in the on-line registration materials.

Visitors

Parents are always welcome to observe the classrooms and are asked to notify the office one day in advance of such visits. Everyone entering the school building must register at the school office and obtain and wear an official badge. Students, coming in late or returning from an appointment, must stop by the office to get a late pass to return to class. Please enter through the main entrance on White Street by buzzing the office for admittance. For safety reasons, all doors to the school are kept locked.

Walkers

Students who walk home from school must leave the school grounds promptly at 2:30 p.m.

Weapons Policy

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor/canonical pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school.

In cases where there are substantial mitigating circumstances, the pastor/canonical pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with

students in grades K-3). In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at any time whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

In the event that a student is in possession of and/or uses a weapon or look alike weapon, the following procedures shall be implemented:

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call 911 and wait for law enforcement officers to disarm the student.

2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.

3. The student shall be immediately suspended pending the completion of an administrative review of the events.

4. The student's parents or guardians will be notified of the incident and asked to come to the school to remove their student from the building.

5. The police will be contacted, and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed.

6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.

7. A meeting will be held with the principal, pastor/canonical pastor, student, and parents. If the principal's investigation verified that the student possessed and/or used a weapon or look alike weapon, the student shall be expelled from school.

8. In the event of mitigating circumstances, the pastor/canonical pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor/canonical pastor may consider circumstances such as:

    - Is the violation merely technical in nature (e.g. squirt guns)?

    - Was the weapon displayed or used in a threatening manner?

    - Has the weapon caused any harm, injury, destruction, or damage?

    - Is the weapon commonly used by people for purposes other than use as a weapon (e.g. table knife)?

    - Did verbal threats precede the possession of the weapon?

- Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?

9. The decision of the pastor/canonical pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.

10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.

11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.

12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:

    - Possession and/or use is required as part of an authorized class or course
    - Possession is part of an authorized school and/or class display or presentation
    - Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
    - Possession is authorized as a stage prop
    - Possession and/or use is part of an authorized interscholastic sports activity.

Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

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Withdrawals/Transfers

Parents should notify the office at least one week prior to the date that a child is being withdrawn from Holy Cross. A release of school records form is usually signed at the new school and then forwarded to Holy Cross for the request of the transfer of both academic and health records. Records may be withheld if tuition, educational fees, incidental fees, fines, and/or materials are not current.

Holy Cross School Wellness Policy

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**Please note: there are hyperlinks contained within this document that can be used for further information and ideas.

Holy Cross School Wellness Policy

Preamble

Holy Cross Catholic Elementary School (herein referred to as Holy Cross) is committed to the optimal development of every student. Holy Cross believes that for students to have the opportunity to achieve personal, academic, developmental, spiritual and social success, we need to create positive, safe, health-promoting, and Christ centered learning environments at every level, in every setting, throughout the school year.

Research shows that two particular components, good nutrition and physical activity before, during and after the school are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of

Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks.[1,2,3,4,5,6,7] Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students.[8,9,10] In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically.[11,12,13,14]. Finally, there is evidence that adequate hydration is associated with better cognitive performance. [15,16,17]

This policy outlines Holy Cross's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in Holy Cross have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of Holy Cross in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- Holy Cross establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff and schools in Holy Cross. Specific measurable goals and outcomes are identified within each section below.

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I. School Wellness Team

Team Role and Membership

Holy Cross will convene a representative School Wellness Team (hereto referred to as the SWT) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred as "wellness policy").

The SWT membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers) and mental health and social services staff (e.g., psychologists or social workers); school administrators (e.g.., principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. To the extent possible, the SWT will reflect the diversity of our school community.

Leadership

The School Nutrition Director and School Principal will convene the SWT and facilitate development of and updates to the wellness policy, and will ensure the school's compliance with the policy.

The designated officials for oversight are:

Mr. Joe McDaniel, Interim Principal

Mrs. Peggy Loftus, School Nutrition Director

Designate Officials & Team Members are listed below:

Name	**Title / Relationship to the School or District**	**Email address**	**Role on Committee**
Mr. Joe McDaniel	Interim Principal	jmcdaniel@holycrosselem.org	Assists in the evaluation & implementation of the wellness policy
Mrs. Peggy Loftus	School Nutrition Director	ploftus@holycrosselem.org	Coordinator of SWT & Policies
Mrs. Judy Crull	Middle School Teacher; Health Teacher	jcrull@holycrosselem.org	Assists in the evaluation & implementation of the wellness policy
Ms. Meghan Henwood	5th grade Teacher; Health Teacher	mhenwood@holycrosselem.org	Assists in the evaluation & implementation of the wellness policy
Mr. Richie Nelson	PE Teacher	rnelson@holycrosselem.org	Assists in the evaluation & implementation of the wellness policy
Mrs. Justine Karduck	Parent Member, Asst. Prof. Food Science & Human Nutrition	karduck@illinois.edu	Assists in the evaluation & implementation of the wellness policy
Colleen Hege	Student Member		Feedback & assistance with wellness policy & goals
Brooke Hasenstab	Student Member		Feedback & assistance with

			wellness policy & goals
Bailey McMahon	Student Member		Feedback & assistance with wellness policy & goals

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

Holy Cross will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to Holy Cross; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at: http://www.holycrosselem.org.

Recordkeeping

Holy Cross will retain records to document compliance with the requirements of the wellness policy in the School Office and/or on the School Nutrition Director's computer files. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods Holy Cross uses to make stakeholders aware of their ability to participate on the SWT;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

Holy Cross will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. Holy Cross will make this information available via the school website and/or school-wide communications. Holy Cross will provide as much information as possible about the school nutrition environment. This will include a summary of Holy Cross's events or activities related to wellness policy implementation. Annually, Holy Cross will also publicize the name and contact information of Holy Cross/school officials leading and coordinating the committee, as well as information on how the public can get involved with the SWT.

Triennial Progress Assessments

At least once every three years, Holy Cross will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the schools is in compliance with the wellness policy;
- The extent to which Holy Cross's wellness policy compares to the Alliance for a Healthier Generation model wellness policy; and
- A description of the progress made in attaining the goals of Holy Cross's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the School Nutrition Director.

The SWT will monitor compliance with this wellness policy.

Holy Cross will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The SWT will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

Community Involvement, Outreach and Communications

Holy Cross is committed to being responsive to community input, which begins with awareness of the wellness policy. Holy Cross will actively communicate ways in which representatives of the SWT and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for our school. Holy Cross will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. Holy Cross will use electronic mechanisms, such as email or displaying notices on Holy Cross's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. Holy Cross will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that Holy Cross and individual schools are communicating important school information with parents.

Holy Cross will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. Holy Cross will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

I. Nutrition

School Meals

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (per nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

Our school does participate in USDA child nutrition programs, including the National School Lunch Program (NSLP). In the future, Holy Cross may also operates additional nutrition-related programs and activities including the National School Breakfast Program or Special Milk Program. Our school is committed to offering school meals through the NSLP and SBP (School Breakfast Program) programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (Holy Cross offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable or fruit options with their meal.
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.
  - Menus will be posted on the school website, and will include nutrient content and ingredients.
  - Menus will be created/reviewed by a certified nutrition professional.
  - School meals are administered by a team of child nutrition professionals.
  - Holy Cross child nutrition program will accommodate students with special dietary needs.
  - Students are served lunch at a reasonable and appropriate time of day.
  - Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.

- In the future, Holy Cross will strive to meet the following goals:
  - Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated (meets Healthy Schools Program Gold-level criteria).
  - Holy Cross will implement at least four of the following five Farm to School activities (meets Healthy Schools Program Gold-level criteria; mark/circle the four activities Holy Cross plans to do):
    - Local and/or regional products are incorporated into the school meal program;
    - Messages about agriculture and nutrition are reinforced throughout the learning environment;
    - School hosts a school garden;
    - School hosts field trips to local farms; and
    - School utilizes promotions or special events, such as tastings, that highlight the local/ regional products.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* ("school campus" and "school day" are defined in the glossary). Holy Cross will make drinking water available where school meals are served during meal times.

Water cups/jugs will be available in the cafeteria if a drinking fountain is not present.

All water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets and other methods for delivering drinking water.

Students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day or kept in their locker.

Competitive Foods and Beverages

Holy Cross is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, snack or food carts and fundraisers.

Celebrations and Rewards

All foods offered on the school campus will be encouraged to meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. Holy Cross will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the Alliance for a Healthier Generation and from the USDA.
2. Classroom snacks brought by parents. Holy Cross will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. Holy Cross will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*. Holy Cross will make available to parents and teachers a list of healthy fundraising ideas from the Alliance for a Healthier Generation and the USDA.

Schools will actively support and promote non-food fundraisers, and encourage those promoting physical activity (such as walk-a-thons, Jump Rope for Heart, fun runs, etc.).

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

Holy Cross will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that Holy Cross and individual schools may use are available at http://www.foodplanner.healthiergeneration.org/.

Nutrition Education

Holy Cross will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

Holy Cross will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

Holy Cross is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Holy Cross strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information Holy Cross is imparting through nutrition education and health promotion efforts. It is the intent of Holy Cross to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with Holy Cross's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.[15] This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by Holy Cross.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As Holy Cross/School Nutrition Services/Athletics/PTC reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by Holy Cross wellness policy.

II. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and Holy Cross is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection).
Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason. This does not include participation on sports teams that have specific academic requirements. Holy Cross will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.
To the extent practicable, Holy Cross will ensure that its grounds and facilities are safe and that equipment is available to students to be active. Holy Cross will conduct necessary inspections and repairs.

Physical Education

Holy Cross will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well

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as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.
All students will be provided equal opportunity to participate in physical education classes. Holy Cross will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.
All District **elementary students** (Kindergarten through 8th) in each grade will receive physical education for at least 60-100 minutes per week throughout the school year.
Holy Cross physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all elementary grades and Holy Cross will require middle school students to take and pass at least one health education course. Holy Cross will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout, and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia, and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

Holy Cross will offer at least **20 minutes of recess** on all days during the school year. This policy may be waived on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/time frame before students enter the cafeteria.
Outdoor recess will be offered when weather is feasible for outdoor play. Students will be allowed outside for recess except when outdoor temperature is above/below District-set temperature, inclusive of wind chill factors, during storms with lightning or thunder, or at the discretion of the building administrator based on his/her best judgment of safety conditions.
In the event that the school or district must conduct **indoor recess,** teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.
Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks (Elementary and Secondary)

Holy Cross recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered **periodic opportunities** to be active or to stretch throughout the day on all or most days during a typical school week. Holy Cross recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.
Holy Cross will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through USDA and the Alliance for a Healthier Generation.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.
Holy Cross will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.
Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

Holy Cross offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. Holy Cross will encourage students to be physically active before and after school by: creation and promotion of physical activity clubs, physical activity in aftercare, intramurals or interscholastic sports, and will remain open to other possible programming.

Active Transport

Holy Cross will support active transport to and from school, such as walking or biking. Holy Cross will encourage this behavior by engaging in *six or more* of the activities below; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

III. Other Activities that Promote Student Wellness

Holy Cross will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. Holy Cross will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.
Holy Cross will encourage coordination of content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or Holy Cross’s curriculum experts.
All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the SWT.
All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

Holy Cross will seek out and continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

Holy Cross will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.
As described in the “Community Involvement, Outreach, and Communications” subsection**,** Holy Cross will use electronic mechanisms (e.g., email or displaying notices on Holy Cross’s website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

In the future, the SWT will strive to have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Holy Cross will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Holy Cross promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, Holy Cross will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Glossary:

Extended School Day – the time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

School Campus - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day – the time between midnight the night before to 30 minutes after the end of the instructional day.

SWT - School Wellness Team

Triennial – recurring every three years.

Appendices

Acceptable Use of the Internet Policy

Acceptable use policies developed and adopted by the elementary and secondary schools of the Diocese of Peoria should include, at a minimum, the standards contained in the following sample policy statement.

Purpose

Catholic schools use technology such as computer hardware and software, presentation tools, and online materials in their instructional programs to facilitate research, collaborative learning, and interpersonal communications and to provide access to information. The use of such technology shall be consistent with Catholic moral principles and reflect the varied instructional needs and learning styles of students.

Authority

Electronic information available to students and staff does not imply endorsement of the content by the school nor the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged, or unavailable when using its computers or for any information that is retrieved via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. It reserves the right to log network use and to monitor fileserver space utilization by computer users. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility
The school shall make every effort to ensure that students and staff use technology responsibly. Teachers have a professional responsibility to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, identify appropriate information, and evaluate and use information to meet their educational needs.

Guidelines
School network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the school network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions
Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. The following uses of computer hardware & software, the Internet, e-mail, and/or the school computer network are strictly prohibited:

- Chat rooms.
- Using e-mail for other than educational purposes.
- Transmitting material likely to be offensive or objectionable to recipients.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Accessing or sending obscene or pornographic material, including language, sound, or images.
- Disrupting the work of other users.
- Intentionally obtaining or modifying files, passwords, and data belonging to other users.
- Commercial and/or for-profit purposes.
- Non-work or non-school related work.
- Product advertisement.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, disruption, or abuse of hardware and/or software.

- Quoting personal communications in a public forum without the author's prior consent.
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activity.

Security
System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the network, the following guidelines must be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in with another's name.
3. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.

Safety
To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Users shall not reveal personal addresses or telephone numbers to other users on the network or the Internet.

Consequences for Inappropriate Use
The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Actions such as illegal use of the network, intentional deletion or damage to files belonging to others, and/or theft of services will be reported to appropriate authorities for possible prosecution.

General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

Copyright
The illegal use of copyrighted software by students and staff is strictly prohibited. Anything uploaded to or downloaded from the network shall be subject to "fair use" guidelines and copyright law.

Social Media
The school recognizes the importance of the Internet in forming public opinion. Therefore, it is essential that administration, faculty/staff, parents, students and volunteers join together and help shape the way the school is perceived in the community via interaction in social media. The following guidelines will help everyone make appropriate decisions about utilizing various social media.

- Parents, students, employees and volunteers are personally responsible for the content that they post, share and respond to online.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Never discuss sensitive school matters using social media outlets.

- Under no circumstances should offensive comments be made about students, parents or staff nor the school in general.
- Social media sites using the school name may not be created without permission.
- Do not use any school logo or image without permission.
- Public postings on social media should not be used to challenge or ridicule Church teachings.

The school reserves the right to require parents, students, employees or volunteers to remove content or comments posted on social media for any reason, including but not limited to the administration's opinion that the comments violate this policy. The core values of the school apply to behavior both on and off campus including the online environment. Failure to comply with any of the provisions of this policy may be grounds for disciplinary action, including dismissal from the school and/or termination of employment and/or volunteer activities.

Harassment (Administrative Regulation for P-CDOP, C-401)

See the Diocese of Peoria website (www.cdop.org) for the most current administrative regulation on Harassment.

Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons, or by Lay Employees or Volunteers

See the Diocese of Peoria website (www.cdop.org) for the most current policy regarding allegations of Sexual Abuse of Minors by Priests or Deacons, or by Lay Employees or Volunteers.

Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff, and Volunteers

See the Diocese of Peoria website (www.cdop.org) for the most current policy regarding the Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers.

Annual Safe Environment Update

See the Diocese of Peoria website (www.cdop.org) for the most current Annual Safe Environment Update.