



DR. MARK DEMAREO,
PRINCIPAL

40 Rumson Road
Rumson, NJ 07760

Parent – Student Handbook/Technology Handbook 2021-2022

Mission Statement

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

Holy Cross Academy

Dear Parents/Guardians,

Welcome to Holy Cross Academy, a vibrant community where students have been able to grow both educationally and spiritually. We sincerely hope that the light of Jesus shines in and through each and every one of us. We hope to fulfill our mission by providing a strong understanding and practice of our Catholic faith, emphasizing the importance of being people of character, and employing the very best strategies and materials to develop our children's minds to the fullest. Be assured the faculty of Holy Cross Academy will do everything possible to make your child's learning experiences beneficial to his/her growth and development. Together we can help your child discover ways to develop his/her potential.

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

Holy Cross Academy is an extension of the education that begins in the home. We, the faculty, need your help and cooperation if we are to be effective.

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

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

Please feel free to contact Holy Cross Academy if you have any questions or concerns. May you and your child experience God's peace and presence as the coming year unfolds.

Holy Cross Academy Philosophy

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

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

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

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

Religious Education

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

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

It is essential that parents attend these meetings.

Holy Cross Academy Hours

Regular Academy Day:

8:00 a.m. – 2:30 p.m.

Early Dismissal:

8:00 a.m. – 12:00 Noon

Arrival / Tardiness / Attendance Policies

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

LATENESS:

All children should arrive no later than 7:55 a.m. A child is considered late if he/she arrives after the bell rings at 8:00 a.m. **Students who arrive after 8:00 a.m. will need to have a parent bring them into the building to sign them in.** Homeroom ends at 8:05 a.m., so arrival time will be particularly important in having the children begin their day properly.

ABSENCE:

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

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

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

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

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

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

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

Family Vacations

Family vacations are expected to be taken only at the time of already scheduled school holidays. Diocesan policy indicates that students who vacation during the Academy time are responsible for such options. Teachers are not responsible or required to prepare work for a student to take with him/her while on vacation.

Make-up work, however, will be required from the student upon his/her return to school.

Admission Policy

Registrations are held during Catholic Schools Week usually in late January or early February. The exact date and other information are made known through *Parent Square* and letters sent home from Holy Cross Academy. The following are necessary when registering a child:

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

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

All students registering will receive an acceptance letter shortly after applying. This will confirm the commitment to Holy Cross Academy. A \$200.00 registration fee is collected at time of application along with a \$350 per child (\$500 max per family) student academy fee. **These fees are non-refundable.**

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

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

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

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

Health Services

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

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

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



Medication:

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

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

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

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

Student Accident Insurance:

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

2021-2022 Holy Cross Academy Dress Code

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

GIRLS: Fall & Spring – Grades K-8

*Khaki Skort or Khaki Girls Slacks

Navy Blue Short Sleeve Golf Shirt

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

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

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

BOYS: Fall & Spring – Grades K-8

Khaki Walking Shorts with belt

Navy Blue Short Sleeve Golf Shirt

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

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

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

GIRLS: Winter – Grades K-3

Hunter Green & Navy Plaid Jumper with:

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

Navy Blue Cardigan Sweater

OR

Navy Blue Long Sleeve Golf Shirt with Khaki Pants only

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

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

GIRLS: Winter – Grades 4-8

Plaid Skirt or Girls Khaki Slacks

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

Navy Blue Vest or Sweater

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

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

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

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

BOYS: Winter – Grades K-5

Khaki Dress Slacks with Belt

Mock White Turtleneck Shirt (Lands End) or

Navy Blue Long Sleeve Golf Shirt

Navy Vest or Sweater

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

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

BOYS: Winter – Grades 6-8

Khaki Slacks with Belt

Mock White Turtleneck Shirt (Lands End) or

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

Navy Vest or Sweater or Blazer

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

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

***Shirt must be tucked in.**

** 8th grade boys privilege – any dress tie

Physical Education Dress Code

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

Physical Education Uniform to be worn on gym days and self-defense days (for grades 6-8):

Spring & Summer Uniform – Boys & Girls

Gray Holy Cross Tee Shirt

Navy Holy Cross Mesh Shorts

Any color sneaker may be worn on gym day only

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

Winter Uniform – Boys & Girls

Gray Holy Cross Tee Shirt

Navy Holy Cross Sweatshirt, Spirit Wear or team sweatshirt

Navy Holy Cross Sweatpants

Any color sneaker may be worn on gym day only

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

Reminders About Uniforms and General Appearance

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

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

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

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

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

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

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

Transportation

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

Emergency Closing

In the event that school should be canceled due to inclement weather or another reason, an announcement will be made sent to you on *ParentSquare*. **Each family is entered into the system upon registration; however, all should update their information, especially cell numbers and e-mail addresses. This will enable you to receive such announcements in multiple ways.**

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

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

Visits To Holy Cross Academy During The School Day

Parents and other visitors are to report directly to the main office. Teachers are not permitted to leave classrooms while classes are in session, either to answer the telephone or to confer with parents/guardians. **Accordingly, no one is permitted to go to a classroom without the permission of the office.**

If it is necessary to bring articles of clothing, lunches, etc. to school during the day, they should be left in the bins outside the main office. Students will be instructed to check the bins if they have forgotten something.

Vandalism

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

Volunteers

Parents are welcome to assist at school in a variety of ways. Information is sent home asking for help, when needed. If you have questions about the work that volunteering entails, please contact your child's teacher.

Lost and Found

Parents/Guardians are requested to mark all of their children's belongings very carefully to prevent loss. Any articles that are found are kept in a bin for a suitable period of time. Students should check this box periodically to look for lost clothing, lunch boxes, etc. Periodically these items are donated to *Goodwill*.

Care of Books / Academy Supplies / Computers

All textbooks and workbooks are to be covered and protected. **No drawing or disfiguring of books is permitted.** Students will be fined for loss of books or destruction of books and computers. Students should come to school with needed supplies, pens, pencils, copybooks, etc. All children are responsible for supplies necessary for class activities each day.

Class Trips

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

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

Student Council Participation

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

Telephone



Cell Phone Policy for Grades 6, 7 and 8

Cell phones will be collected each morning in homeroom and held by the homeroom teacher. They will stay there for the remainder of the school day. At dismissal time, students may collect their cell phones and bring them home.

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

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

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

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

Academy Calendar / Newsletter

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

Address / Phone Change

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

Divorce / Custody Situations

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

Parent Teacher Association (P.T.A.)

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

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

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

Holy Cross Academy Board of Delegated Responsibility

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



Lunch Program

Children may either bring lunches from home or take part in the school lunch program. **Except in emergencies lunches may not be delivered to Academy. Because we have a contracted lunch program with Dishes2U, lunches purchased by outside vendors may not be delivered to the school.**

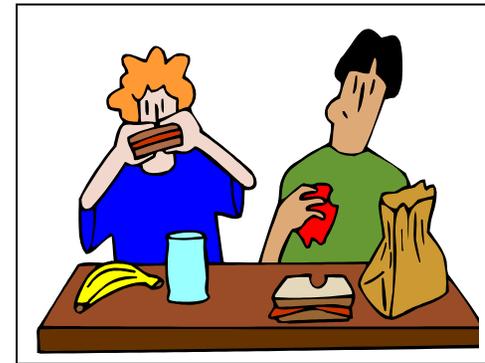
As part of our lunch program, menus are sent home monthly for ordering. **Students are not permitted to bring soda or glass bottle drinks to school.**

In the lunchroom, children are expected to:

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

On the playground, children are expected to:

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



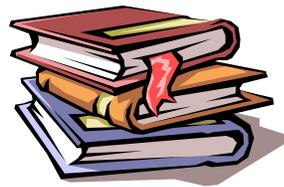
Students who do not follow the standards of behavior as set forth in the general rules of conduct will be subject to consequences as written in the Academy discipline section of this handbook.

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

Curriculum / Instruction / Assessment

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

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



Homework:

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

Please Note:

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

Students in Grades 5-8 may hand in an assignment the next day, should they forget to complete it. After the second day the assignment will not be accepted, and the student will receive a zero. Parents will be notified when a child has not fulfilled his/her responsibility and has received a zero.

Cooperative Learning:

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

Physical Education:

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

Grade Reporting System

Report Cards / Progress Reports:

Report cards are issued on a **tri-semester basis** for all grades K-8. The first report card is distributed in November, a second report in early March and the final report at the close of school in June. Report Cards are available on Genesis.

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

Marking Code:

Grades 1-2

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

Grades 3-5

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

Grades 6-8

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

expectations

Parent-Teacher Conferences:

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

Retention Policy:

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

Testing Process:

Evaluation is an everyday process. Formal assessments using the Renaissance Star Testing are administered three times per year. Parent reports are sent home at the conclusion of the year. It is strongly advised that parents remember that tests are only one indication of a child’s educational growth.

Requirements for Advanced Math Program – Grades 5-8

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

Requirements:

Students must have a 90% average in:

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



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

Eighth Grade Algebra:

All of the above would apply to these students. Advanced Math students are given an Algebra readiness test and a basic skills test to determine eligibility in the spring of 7th grade . This course is taught as a High School Algebra I course of study. The student is totally responsible for his/her work. Parents are not notified of poor grades or failure to complete assignments should the student choose not to tell his/her parents or show them tests or graded assignments. Algebra students MUST participate in the CBA Math Contest.

New Students:

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

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

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

Academic Excellence for Grades 6-8

The criteria for making *Academic Excellence* is as follows for each trimester:

1. Final average of 93% or better in ALL number graded subject areas
2. 3's or 4's in Special Subject areas
3. "S" (Satisfactory) rating for Conduct

If a student receives an "N" rating for a Conduct grade anytime during the marking period, he/she will be permanently removed from the Ambassador program and/or as a class officer/representative.

Special Needs Students

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

Students diagnosed with a specific disability are expected to:

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

Guidance Counselor

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

Athletics

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



1. Students are to exhibit appropriate conduct and sportsmanship at all times.
2. Using any drug or alcohol is forbidden.
3. Student's academic work is to always reflect his/her best effort. If this is not the case, suspension from the sport can result. The final decision for suspension rests with the principal in consultation with the coach and teachers.
4. Students absent from school for the day may not play in any game or participate in practice.

Sports for boys:

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

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

Sports for girls:

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

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

Eligibility for Team Sports / Try Outs:

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

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

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

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

Sportsmanship:

When attending athletic contests at home or away, Holy Cross students are expected to conduct themselves according to the conduct rules of the school and the rules of good sportsmanship. This applies to both players on the field and to spectators in the stands.

Sport Attendance / Activities:

Students who attend any sports activity must display appropriate behavior. They are expected to follow the rules and regulations.

Absences:

Communication from the parent should occur when an athlete will be absent from a game(s) or practice(s). An unexcused absence may affect student-athlete’s team standing.

Student Pick-Up:

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

Transportation:

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

Uniforms:

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

Alcohol / Drugs: (Diocesan Policy #5114.7)

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

Holy Cross Academy Discipline Code

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

1.0 Student Expectations Students should:

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

2.0 Disciplinary Consequences

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

2.1 Explanation of Consequences

Violation of Holy Cross Academy Discipline Code may result in:

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

2.2 Detentions

Each teacher is responsible for the discipline of the students in his/her classroom and for enforcing discipline throughout the Academy. A teacher may assign detention to a student for any infraction listed in this section. Parent concerns or questions are to be addressed with the teacher. If additional consultation is necessary, the administration may become involved in the resolution. A conference to reiterate expectations may be necessary to further behavioral improvement.

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

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

Types of Detention are as follows:

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

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

2.3 Suspension

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

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

2.4 Disciplinary Probation

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

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

2.5 Behavioral Plan Disciplinary Contract

A behavioral plan is developed jointly between student, teacher and parent consisting of expectation of performance and provisions for periodic evaluation by all parties. The contract is positive-image affirming and includes an expiration clause. In extreme cases, the school retains the right to

require third party professional intervention (counseling, etc.) as a provision for continued enrollment. This consists of a formal behavior contract arrived at between the school administration, parents and the student. When a student is placed on disciplinary probation contract, any infraction becomes more serious.

2.6 Expulsion

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

3.0 Zero Tolerance Policy

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

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

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

3.2 Social Cruelty

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

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

- a. Conference and/or Detention
- b. Parent Conference
- c. Out-of-School Suspension; Disciplinary Probation
- d. Student may be removed from school after due process.

3.3 Student to Student Threat

The following will apply:

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

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

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

4.0 School Bus Behavior and Violations

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

4.1 Infractions

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

4.2 Consequences

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

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

SUSPENSION AND EXPULSION

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

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

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

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

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

APPENDIX 5050.6

HARASSMENT, INTIMIDATION AND BULLYING

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

Definition of Harassment, Intimidation and Bullying

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

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

Retaliation

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

Reporting Incidents of Harassment, Intimidation and Bullying

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

Dr. Mark DeMareo, Principal, mdemareo@hcarumson.org, 732-708-3113

Resolving Complaints of Harassment, Intimidation and Bullying

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

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

Technology Policy

The following technology policy must be signed off electronically on Parent Square before the student will be issued a Chromebook.

Holy Cross Academy Student Chromebook Loan Agreement

A school laptop is being loaned to the student named above under the following conditions:

- The student laptop loan agreement, which is signed by the parent/guardian and student will be kept on file at the school. This agreement may be rescinded at any time at the discretion of the Principal.
- Use of this equipment for any purpose other than educational use may result in loss of privileges.

- Holy Cross Academy does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of laptop loan privileges and disciplinary action by the school.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the computer, or installed on the computer under any circumstances.
- Parents/guardians accept financial responsibility for repair costs related to damage due to purposeful action or negligence. Damage to the laptop should be reported to Holy Cross Academy administration within 24 hours. Holy Cross Academy will proceed with legal action, should financial obligation be ignored. A replacement laptop costs \$400. A replacement case costs \$50.
- Parents/guardians accept financial responsibility for replacement costs related to theft or loss of laptop. Theft or loss of laptop should be reported to Holy Cross Academy administration within 24 hours. Holy Cross Academy will proceed with legal action, should financial obligation be ignored. A replacement laptop costs \$400. A replacement case costs \$50.
- The student and parent agree to indemnify Holy Cross Academy against any claim, suit, or damage that results from the student's possession or use of the computer equipment, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights, personal injury or property damage, including costs, expenses and reasonable attorneys' fees.
- The laptop, which is the property of Holy Cross Academy, must be returned prior to the end of the school year, or in the event of school change or early withdrawal.

Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to use your Chromebook daily, you must be willing to accept the following responsibilities.

- When using the Chromebook, I will follow the technology policies of Holy Cross Academy. As outlined in the Parent-Student Handbook.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an unsecure location, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone. It will stay in my possession at all times.
- I will not load any software on the Chromebook.
- I will not remove programs or files from the Chromebook.
- I will honor my Catholic values when using the Chromebook.
- I will not give out personal information when using the Chromebook.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to clean or repair the Chromebook.
- I will recharge the Chromebook battery each night before leaving the school.
- I will place my Chromebook in a secure location when not in use.

By the signatures, the student and his/her parent or guardian indicates intent to use this equipment for purposes of facilitation of the educational program of Holy Cross Academy. The undersigned agree that this property will be treated with care, with the understanding that the parent or guardian will be fully responsible for any costs associated with damage, loss, or theft.

Addendum:

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

Any action or comment that are viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.

Request for Withdrawal

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

Tuition Obligation

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