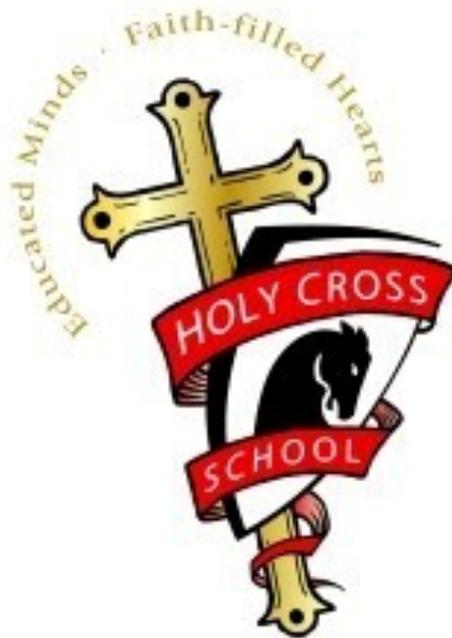


Holy Cross School



Home of the Crusaders

**Parent–Student Handbook
2020-2021**



Catholic Schools of the Diocese of Syracuse Mission Statement

The Catholic Schools in the Diocese of Syracuse carry out the mission of Jesus Christ, bearing witness while proclaiming the Gospel message. Together with families and parishes, our schools provide an education rooted in the Gospel that is “living, conscious, and active” including values and ideals that are in accordance with the teachings of the Roman Catholic Church. We empower our students to live their faith with compassion, integrity and respect for all life and the diversity of our world.

Our schools are faith-centered communities focused on promoting academic excellence while developing a strong moral conscience and embracing Catholic principles to enable students to meet lifelong challenges and demands in our rapidly changing world.

Approved, August 21, 2013
Most Rev. Robert J. Cunningham
Bishop of Syracuse



Holy Cross School Mission Statement

Holy Cross School's mission is to provide each of its students the opportunity to grow spiritually, intellectually, and socially in an inviting, safe, and caring environment. Each child is unique in the eyes of God and has special talents and gifts. It is our job to identify those gifts, and then guide students in their educational journey to become contributing members of our Catholic community. Holy Cross school follows the teachings of Jesus, and aims to instruct His children as He taught His disciples. Our students are the leaders of tomorrow, and they will be well grounded in the Catholic faith to serve our community.

HOLY CROSS SCHOOL

Rev. John Kurgan, Pastor

Mr. Robert McCrone, Principal

Ms. Joanne Markert, Administrative Assistant

Mrs. Nina Walters, School Nurse

CATHOLIC SCHOOLS OFFICE

Mr. William Crist, Superintendent

Mr. Donald Mills, Assistant Superintendent

**Ms. Barbara Messina
Internal Coordinator, Accreditation**

Dear Parents:

I am so blessed and honored to be here at Holy Cross School. It has long been my desire to lead a Catholic School, and Holy Cross is the place that I have wanted to be. Thank you for joining me on my journey as I start my first year as your child's principal.

Yes, this is a very unusual year as we make our way through a world-wide pandemic. Our students and staff join us wearing masks and keeping six-feet of distance from each other. They return to us -- either in person or on line -- for the first time since last March. I am hopeful that this paragraph is gone as I write future versions of this opening letter, but for now, in September of 2020, it is our truth and our reality.

With that being said, however, these are my hopes for your children: that they love school, that they tell you about their amazing day, that they learn beyond expectations, that they enjoy their teachers and their friends, and that they feel the love of God in their lives. I hope they can't wait to come back to school each day, and that their experiences here are filled with joy and wonder. That is my wish, and this pandemic does not change that even a little.

Parents, thank you for the commitment to Catholic education that you are making, and for the strong message about faith and education that you are sending to your child each and every day. What a beautiful gift that is!

We are partners on this journey, and we could not do it without you. Please review this handbook with your child, and discuss the expectations about behavior, hard work, and cooperation. All are very important to us, and I hope they are to you as well. Please check the backpacks at night, ask about school, attend all the events that you can (even if events are virtual this year), and show your child in all you say and do that you value school and what happens here. Your child will reap the benefits of that for a lifetime.

I am excited for this school year. I love it here at Holy Cross and have truly enjoyed getting to know so many of you already. What a privilege this is for

me to be the principal, and I look forward to an amazing year. I am truly blessed!

Thank you, and never hesitate to contact me if you have any questions or concerns.

Bob McCrone
Principal

TEACHING STAFF

Pre-Kindergarten	Mrs. Linda Cadaret
Kindergarten	Ms. Jeanne Hudson
Grade 1	Ms. Helen Knapp
Grade 2	Mr. Danial Rys
Grade 3	Mrs. Mary Jo DiMento
Grade 4	Mrs. Kathy Laurenzo
Grade 5	Mrs. Wendee White
Grade 6	Ms. Monica Kolinski
Academic Resource	Mrs. Leslie Poppe
Art	Mrs. Kim Henty/Mrs. Diane Doby
Library Media/Technology Specialist	Mrs. Judy DeLorenzo
Music	Ms. Lisa Zippi
Physical Education	Mr. P. J. Herron
Spanish	Mrs. Natalia Kang

TEACHING AIDES

Mrs. Anna Watkins
Mrs. Kathy Brown
Ms. Valerie Gibbons
Mrs. Amy Klobus

CUSTODIAL STAFF

Maintenance	Mr. Matt Stano
School Custodian	Mr. Jamie Johnson

DAILY SCHEDULE

Many aspects of our arrival and dismissal have changed since last year. The updates can be found in our “Reopening Plan” on our website.

7:30a.m. - 8:15a.m. Before School Program is in session, \$5.00 per day charge to parents paid weekly.

8:30 Students being dropped off stay in cars and go to “dismissal doors” for temperature checks. Students arriving on buses will enter the main doors after their temperature checks.

8:50a.m. Morning Announcements, Pledge, and Prayer over the loud speaker

11:35 - 12:05 Pre-k – 3rd Grade lunch

12:10 - 12:40 4th – 6th Grade lunch

2:30 Dismissal for PreK, K, 1st grade, and 2nd

2:40 Dismissal for 3 and 4th grades

2:50 Dismissal for 5th and 6th grades

Older siblings will be released with their younger siblings.

Busers will go to the gym to wait for their buses.

Please send a note or email to the classroom teacher, nwalters@syrdiocese.org and jmarkert@syrdiocese.org regarding any early dismissals or changes in daily routine. Notes will be sent down to the office and shared with the nurse.

All parents should call the office by 1:00 PM if they have a change in your child’s plans.

Holy Cross School Uniform Code

Girls

Khaki pants

Khaki skirt (top of the knee)

Khaki skirt (top of the knee)

Khaki shorts (warm weather after April 15 and before October 15)

Navy blue Polo w/ Holy Cross logo

Hunter/Classic navy plaid uniform

Uniform skirt with white blouse or Navy blue polo

Navy blue Polo A line dress (Land's End)

Navy blue Cardigan sweater

Brown or black Oxford shoes (dark soles)

- All uniforms can be purchased through Land's End
- Shirts must be tucked in at all times
- Headbands and other hair paraphernalia should be conservative and dark in color (black/navy). Bleached or dyed hair is unacceptable. Boys' hair should be no longer than their collar, with no designs, Mohawks, dreadlocks, etc.
- The Holy Cross logo is required on all navy blue Polo shirts and dresses.
- Logo items need to be purchased from Land's End (Holy Cross School, #9000-6586-3).
- PE (gym) days: khaki shorts (during warm weather) or grey sweatpants (no leggings) with navy Polo and navy non-hooded sweatshirt (during cold weather). Any color sneakers acceptable.

Boys

Khaki pants (no cargo pants)

Khaki shorts (warm weather after April 15 and before October 15)

Dark fabric or leather belt

Navy blue Polo w/Holy Cross logo

Light blue or white Oxford with navy sweater vest/navy tie optional

Brown or black Oxford shoes (dark soles, laces or velcro)

Brown or black loafers (dark soles)

No sports brand logo socks

SAFETY

Walking

Walking between parked school buses is prohibited. Please talk to your child about crossing behind the line of buses after checking for traffic.

Dropping off and picking up your children

At dismissal and arrival parents are asked to stay in their vehicles and wait in line. Your child will be delivered to your vehicle at dismissal.

Late arrivals and early dismissals

If you are dropping off your child late or picking up your child early, please park your car and come into the foyer, where you will sign the attendance book. Parents will not be allowed past the foyer due to COVID-19 restrictions.

REMEMBER IT IS ILLEGAL AND DANGEROUS TO PASS A PARKED SCHOOL BUS WHEN THE RED LIGHTS ARE FLASHING AND THE STOP SIGN IS VISIBLE.

School Bus

Many Holy Cross children ride the bus to school. Students riding buses, to and from school, must clearly understand their responsibility to conduct themselves in an orderly and cooperative manner to ensure the safety of all.

STUDENTS NEED TO KNOW THAT THE BUS IS AN EXTENSION OF SCHOOL.

To help accomplish a safe busing program, students are expected to adhere to the following rules:

- **OBEY AND GIVE RESPECT TO THE DRIVER.**
- **REMAIN SEATED AT ALL TIMES.**
- **DO NOT FIGHT OR BOTHER OTHERS**
- **DO NOT EAT OR DRINK ON THE BUS**
- **USE POLITE AND APPROPRIATE LANGUAGE.**
- **KEEP FEET OUT OF THE AISLE.**
- **KEEP HEAD AND HANDS INSIDE THE BUS.**
- **DO NOT TOUCH EMERGENCY EXITS.**
- **DO NOT THROW OBJECTS INSIDE THE BUS OR OUT THE WINDOWS.**

If your child is a bus rider, he/she must take the bus home in the afternoon unless we have a note or a phone call from the parent/guardian advising us that the child will be picked up by someone. We cannot take the word of a child that he/she is not to ride the bus home. Please do not send notes requesting that your child ride a bus other than his/her own for social reasons. If your child needs to ride a different bus for **babysitting reasons**, a note must be sent to Mr. McCrone for approval.

Bus consequences

When a student fails to follow bus rules, the driver will discuss the situation with the student. The driver could also complete a bus behavior referral and forward it to the principal. Consequences will be given depending on the severity, frequency and age of the student. Consequences can range from a warning to a suspension from the bus.

If you have any questions regarding busing, please call your school district's transportation department.

- Syracuse City 435-4260
- First Student East 423-5385
- First Student West 448-1820
- East Syr. –Minoa 434-3460
- Fabius Pompey 683-5278
- Jamesville – Dewitt 445-8388
- Cicero – N. Syracuse 218-2107
- Fayetteville – Manlius 692-1218
- LaFayette 677-9700
- Onondaga Central 492-1734
- Westhill 426-3030
- Liverpool 453-0287
- Cazenovia 655-1326

GENERAL SCHOOL PROCEDURES

ATTENDANCE

Students are expected to arrive on time and prepared for every school day unless ill or excused. If your child will be absent or late, please make every attempt to call the school before 9:00AM so we know your child is safe. If you are calling before the office is open, please press ext. 12 for Nurse Walters and leave a message. A written excuse is required by NYS upon returning to school for absence or tardiness.

TELEPHONES

Students are not allowed to use cell phones during the school day. They may use classroom phones with permission from their teacher.

EMERGENCY FORMS

Parents will receive an emergency form in the packet sent home at the end of summer. Please return these to the main office on the first day of school. **Please make sure you list an alternate contact phone number in case you cannot be reached by phone.** If you should move or change your phone number, the school must be notified immediately, and will update your child's emergency form. It is **IMPERATIVE** that we keep telephone numbers and addresses current due to emergency situations that may occur.

EMERGENCY CLOSING OF SCHOOL

When it becomes necessary to have an emergency school closing, the school will notify the television stations and they will broadcast the closing as Holy Cross School Dewitt. You will also receive a text message and email.

PARENTS, VISITORS, and VOLUNTEERS

Unfortunately, this year, we cannot allow visitors or volunteers in the school or to the classroom. We are sorry about this, but we know that people understand. We look forward to eventually have visitors return to the school.

SCHOOL NURSE - MRS. WALTERS

Please call the school at (315) 446-4890 ext. 211 if your child is going to be absent or tardy. Please give the name of the student, grade and the reason for the absence for safety reasons. It is very important that we know why a child is not in school. Please leave a message if you are calling before 8:30.

The position of the school nurse is to provide comprehensive health services to students in the educational setting. The intent of this service is to keep communicable diseases in the schools at a minimum and provide a climate that will be conducive to optimal health for the student body. The services are basically preventative through screenings that include hearing, color perception, vision testing, scoliosis and health record keeping. Through these screenings, any health problems are referred to parents for evaluation by their private physician. Basic First – Aid is provided for illness and school injuries.

The school nurse also serves as a consultant to both teachers and parents and assists them in dealing with health problems of their children, both in the classroom and at home.

Please note that the state law does not permit the school nurse (or any other staff member) to give medication to students unless there is a note from the doctor stating the medication and the time it is to be administered. This includes over the counter medicine, such as Tylenol, cough drops etc... A parent note must also accompany the doctor's note. The medication must be delivered by a parent in a labeled container from the pharmacy.

LUNCH PROGRAM

Holy Cross does not have a hot lunch program. Please send your child to school with a packed lunch. We **DO** offer milk, which is paid for in September for the entire school year. The forms to order milk and pizza are enclosed in your packet. Please return the form with a check on the first day of school.

In the past, we also offered a Pizza Lunch on Mondays. At this time, we are not offering the pizza lunch, but will let you know when we can re-instate this.

In the event that your child forgets their lunch, we can provide a Lunchable and we ask for a \$3.00 reimbursement.

BIRTHDAY PARTIES

Students/parents are asked not to bring birthday invitations to school unless the entire class is included. However, students may bring in birthday treats to share with classmates during their lunch period. Due to the number of allergies in classes, please contact the nurse regarding your snack choice. Please remember that at this point, parents cannot come into school, so please keep any birthday treats very simple (a bag of "Smarties" or a package of Oreo's, etc.). Remember to send in napkins, if needed, too!

SCHOOL PICTURES

School pictures are taken in September. Parents may purchase picture packages if they wish.

SPORTS AND CLUBS

At this point, there are no sports or clubs. When they resume, students in clubs and sports should have a valid physical on file with the school health office as well as a parent permission form.

SPECIAL AREA

ART

This year, your child will enjoy “Art in the Classroom” (instead of the art room). Students in grades K-6 will have art on Fridays. Pre-K will have art on Thursdays.

PHYSICAL EDUCATION

Students in grades K - 6 have Physical Education on Mondays and Wednesdays. Pre-K students have PE on Fridays. Please have your child/children properly prepared for gym class, (sneakers, gray sweat pants and navy polo). They should wear their gym clothes to school on those days.

MUSIC CLASS

This year, music will take place in our gym. Students in grades K-6 will have music on Thursdays. Pre-K will have music on Wednesdays.

CHORUS

Chorus, unfortunately, is “on hold” for this year. We look forward to when it can return.

BAND

Band, unfortunately, is also “on hold” for this year.

LIBRARY MEDIA

Students will not attend formal “library” classes this year, but library will be a part of the classroom experience, with research and technology skills being taught to the students directly.

Students can still choose books to borrow, and will be sent to the library in small groups to do so. Borrowed books will be sanitized before they are put back in circulation. Pre-K students will have the library teacher visit their room on Mondays.

SPANISH

Holy Cross is proud to offer Spanish to all students in grades K-6. Your child has Spanish (in the classroom) on Tuesdays.

HOMEWORK POLICY

Definition Homework is an assignment, or a portion of an assignment, which is to be completed or prepared outside of the classroom. Homework will reinforce daily lessons.

Role of Teacher If homework is not completed on a consistent basis, the teacher will inform the parents. Teachers will not be able to give homework in advance to children going on vacation while school is in session because they will be missing the daily lessons.

Role of Parents Parents should help their child develop independence and responsibility by:

- Providing a quiet, well lit place to do homework.
- Scheduling a specific time for homework to be done.
- Asking to see completed homework.
- Checking to see that your child brings his/her homework and books to school each morning.
- Informing the teacher if your child does not understand the assignment, or cannot do the work.

Role of the students The student's responsibility is to gather the correct assignment and materials, bring assignments home, and complete assignment with supervision, and return the assignment to school the next day.

HOLY CROSS CAFETERIA/LUNCH EXPECTATIONS

Whether your child eats lunch in the cafeteria (Pre K and K) or in the classroom (Grades 1-6), your help is needed. In an effort to provide our students with the best possible dining experience, we are asking that you **PLEASE REVIEW THE FOLLOWING EXPECTATIONS WITH YOUR CHILD.**

Rule #1 Keep your voice under control. No one can enjoy their lunch when it becomes so loud that you cannot talk to a friend. Talk in a quiet inside table voice.

Rule #2 Stay seated until dismissed. In order to keep lunch moving smoothly, please stay in your seat until your lunch leader dismisses you.

Rule #3 Use good table (desk) manners. You should always use your best manners wherever you are. You should use and model the same good behavior at school as you would at home.

Rule #4 Pick up after yourself. When finished eating, clean up the area around you.

PLEASE REMEMBER:

- Sharing food is not permitted

PLAYGROUND

During the school day, students will be held to the Code of Conduct (see district webpage). Expectations and penalties are included in the Code of Conduct. Please know that after school, the that the playground is off limits to students that are not in the BASCOL after-school program.

PARENT – TEACHER ASSOCIATION

Many activities and services are provided by the Holy Cross School Parent – Teacher Association (PTA). This active group of parents, staff and administrators works together throughout the school year to support all students. All parents are encouraged to actively participate. Many fun-filled and beneficial events are planned for the school year. This year, with the challenge of COVID-19, some events may need to be postponed or altered, but we still hope that we can provide an array of activities for all to enjoy.

The Holy Cross PTA meets the second Tuesday of every month at 7:00 PM. For now, these meetings will be “Zoom” (virtual) meetings, but we will communicate if and when we hold in-person meetings. No matter what format, all are welcome to attend.

During typical school years, the PTA sponsors many activities for the students, parents, and staff. The PTA also gives financial support for instructional materials and staff appreciation days. Dates and times of each activity will be listed in the school newsletter. The PTA is looking forward to another exciting year.

2020 – 2021 HC PTA OFFICERS

PresidentKelly Shetsky
Vice-PresidentSamantha Herron
SecretaryKathryn Eberline
Treasurer.....Leigh Marquis
Assistant Treasurer.....Rick Difusco

Terms of Enrollment

The following sets forth the nature, dynamics and character of the relationship between Holy Cross School and its students and their parents. This summary will allow both students and parents to clearly understand their rights and obligations while attending Holy Cross School, and it will minimize any potential misunderstandings in this regard. It is understood that by seeking enrollment in and attending the school, the applicants, students and their parents understand and agree to this statement of rights and obligations. It is part of your agreement with the school.

The school warmly welcomes all of the students accepted for the coming school year and will work hard to provide them with a Catholic academic education in a supportive learning environment. It is understood and agreed by the school's students, and their parents, that students shall obey the School's Code of Conduct (see the Holy Cross website at <https://hcschooldewitt.org>), observe the rules and regulations of the school and perform the academic work required so as to result sufficient success while attending the school. It is also understood and agreed that the school's students attend the School at the School's invitation, and not pursuant to any right that a student or parent may possess. The admission to and continued attendance at the School require students to behave consistent with the Code of Conduct, all other rules and regulations of the school and in a manner befitting a student of a Catholic institution. These responsibilities exist both inside and outside of the classroom and during all functions, whether on campus or located elsewhere.

In order to protect its standards of academics, discipline and character, the School reserves the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the School and its administrators. Through their application enrollment into the School, all students and their parents and/or legal guardians, concede and acknowledge that the School has the right. By a student's attendance at the school he or she, and his or her parents or guardians, acknowledge the further important obligations and restrictions contained in the Student Handbook, and agree to be bound by its terms.

Students attending Holy Cross understand that they do not possess the same rights they might possess if attending a public school. For example, a student's freedom of speech is limited to many important aspects of the school. Any speech, written or oral, that is contrary to the Roman Catholic faith, the teachings of the Church, the directives of the Bishop or Ordinary of the Diocese of Syracuse or contrary to the School's Code of Conduct are prohibited. Participating in prohibited speech at the School may be the basis for disciplinary action, up to and including suspension or expulsion.

Likewise, while students may have a constitutional right to be free from unreasonable searches or seizures while attending a public school, they understand and agree that the School has the right to search their person or property, if the School's instructors or staff reasonably believe that the search will produce evidence of a violation of the school rule, the School's Code of Conduct or the law. The School's students and their parents

understand and agree that it is with the sole discretion of the School's administrators to determine whether such a reasonable belief exists. They further understand and agree that the School has the unfettered right to examine, search or inventory a student's desk, locker or other space provided to the student for use at the School. It is further understood and agreed that these areas may be searched by the School at any time and for any reason. Moreover, if the school permits on-campus parking, students and their parents understand and agree that the school has the unfettered right to search any automobile parked upon its premises. Students have no reasonable expectation of privacy relative to any of these areas (e.g. desks, hallway lockers, lockers room lockers, automobiles parked on School grounds etc...)

Additionally, it is understood and agreed by students and/or their parents or guardians that they waive and relinquish any right they may have to sue the School, any parish or the Diocese, such as administrators, teachers, staff, volunteers or any of their agents relative to any matter directly or indirectly concerning academic or disciplinary decisions or matters covered within their Student Handbook.

Each student and his or her parents or guardians, by their acceptance of enrollment at the School, agree they may not bring any civil action in any local state or federal court or any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and their parents or guardians agree that the challenge to any school academic or disciplinary action, any enrollment decision, any suspension or expulsion, or any decision relating to the rules, regulations, procedures or programs covered in the Student Handbook may only be challenged or appealed within the hierarchy of the school and/or Diocese, subject to the limitations and processes contained within the Student Handbook.

While any students or parents or guardian of any student may consult with legal counsel relative to any decision made by the School or Diocese concerning the student, the School emphasizes and reiterates that students and parents or guardians are not permitted to have legal counsel present during any meetings or hearings or to otherwise participate in any disciplinary process or any other proceeding or process administered by the school or Diocese. It is understood and agreed that the school administrators are not obligated to meet with attorneys or advocates of any sort, at any time.

The Student Handbook contains the School's Code of Conduct and the parameters of student discipline. However, it should be noted that any listing of prohibited conduct in the Handbook is only by way of illustration and example, and it is not intended or expected to be an exhaustive or exclusive list of prohibited conduct in the Handbook that may result in disciplinary action.

The School is pleased to welcome you to the Holy Cross School Community and looks forward to your participation in its academics and activities.