



Holy Cross School

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South Portland, ME
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Student Handbook

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MISSION STATEMENT

Holy Cross School consists of creative and dedicated students, educators, parents and community members who are centered o Gospel values. We are dedicated to nurturing the spiritual, moral, intellectual and social development of each child.

We deliver a quality Catholic education focusing on academic excellence, self-discipline, and respect for one another in a caring, affirming community. Our students develop into productive, ethical and socially responsible citizens.

PHILOSOPHY

Convinced that each student's growth is enhanced in an environment where structure, affirmation, consistency and self-worth are valued, Holy Cross School seeks to create an atmosphere and provide opportunities that will foster the implementation of these values. We believe each child is assisted in reaching his/her God-given potential when participating in a Christian-centered program of education and formation. Holy Cross School does not discriminate on the basis of race, religious beliefs, color, sex, national or ethnic origin in its admission policies, its treatment of students or its employment practices.

ADMINISTRATION

PASTOR

The *Pastor* is the Chief Administrative Officer of the Cluster educational program. In this capacity, the Pastor is director of Holy Cross School. Working in collaboration with the Principal and School Board, he is responsible for defining, promulgating and implementing school policies. The Pastor delegates the day-to-day operational management of the school to the Principal.

PRINCIPAL

The *Principal* is the Catholic leader and administrative head of the school. The Principal oversees all of the school staff/faculty and is responsible for the effective operation of the school as an educational institution within the total Cluster education program.

SCHOOL BOARD

The *School Board* is an advisory board. Elected members of the board aid and support the Pastor and Principal in implementing Diocesan, State and local educational policies, assist in the development of the annual budget, and assist in establishing school policies that guide the educational programs at Holy Cross School. The School Board works in

partnership with the Home and School Association to promote a better understanding of Catholic education in the Cluster and provides support and guidance to the HSA's fundraising efforts.

The School Board is made up of a group of volunteer parents and cluster parishioners. Board members are selected to serve a three-year term, with a maximum of two consecutive three-year terms. The officers of the Board shall consist of the Chair, Vice-Chair, and Secretary, all of whom shall be elected annually by the Board membership at the first regular scheduled meeting of the school year in August/September.

HOME SCHOOL ASSOCIATION

The *Home and School Association* (HSA) is directed by a board made up of parent volunteers. Board members are selected to serve a two-year term. The officers of the Board shall consist of the President, 2 Vice-Presidents, Secretary and Treasurer. As a parent with a student at Holy Cross, you are automatically a member of our Home and School Association (HSA). Its goal is to maintain a strong Holy Cross School family community and build a well-organized and successful volunteer base. One branch of this group creates, supports and carries out all of our school fundraising in an effort to help offset the cost of operating the school. The other branch of the Home and School Association is responsible for fostering spiritual programs within the school. The achievements of the Home and School Association are based entirely on volunteerism.

“Home and School Association Mission Statement”:

The Home and School Association is dedicated to the support of Catholic Education and Ministry in Holy Cross School, the Family and Greater Community. Our commitment is to provide financial resources, exercise Christian Stewardship and undertake all endeavors in one “Spirit” with faith, home, love and kindness.

VOLUNTEERISM

The achievements of the H&SA are supported by the volunteer efforts of its members. Each Holy Cross School family is **required** to contribute at least 25 hours each year to school activities and fundraising events.

Some of the ways you can become involved include:

- Becoming a room parent and assisting teachers with projects
- Chairing or serving on an HSA committee
- Chaperoning a class field trip
- Coaching a team
- Working on fundraising and/or spiritual events
- Serving the Cluster Parishes

ADMISSION AND REGISTRATION

Holy Cross School will not discriminate on the basis of race, gender, national or ethnic origin in the administration of educational policies, programs, and athletic or other school administered programs.

The admission requirements for Holy Cross School are as follows:

For admission to Pre-Kindergarten and Kindergarten:

- Complete an application form
- Submit a Pastoral Agreement if Catholic and wishing to obtain a tuition subsidy from a Catholic community
- Parent(s) and student shall attend a personal interview with the Principal
- Submit birth certificate, health and immunization records

For admission to Grades 1 through 5:

- Complete an application form
- Submit a Pastoral Agreement if Catholic and wishing to obtain a tuition subsidy from a Catholic community
- Submit school records from the previous school attended
- Parent(s) and student shall attend a personal interview with the Principal
- Submit birth certificate, health and immunization records

For admission to Grades 6 through 8:

- Complete an application form
- Submit a Pastoral Agreement if Catholic and wishing to obtain a tuition subsidy from a Catholic community
- Submit school records from the previous school attended
- Parent(s) and student shall attend a personal interview with the Principal
- Submit a letter of recommendation from past Principal or Teacher
- Submit birth certificate, health and immunization records

When enrollment is full, students are admitted based on the following guidelines:

- Families who have children currently enrolled are given first priority.
- Families who are registered members and active participants of Holy Cross or St. John's Church are given next priority followed by families who are registered members and active participants of St. Bartholomew's and St. Maximilian Kolbe Parishes. Followed by registered members of other Catholic Parishes.
- Beyond these specifications, students will be enrolled at the discretion of the administration in consideration of the academic and social welfare of the students.

ACADEMICS

CURRICULUM

Classes at Holy Cross School are designed to meet the student's fundamental academic needs. The major subjects included in the curriculum are Religious Studies, Reading and Language Arts, Mathematics, Social Studies, Science, Spanish, Computer Technology, Art, Music, Drama and Physical Education. Our strong curriculum is enhanced by providing both advanced and remedial programs. Our students develop self-confidence, self respect, acquire strong academic skills and are very well prepared for high school.

Our Faculty's goal is to create the best possible atmosphere for learning using a variety of techniques to meet each student's learning styles and needs. Each student is expected to participate in all class activities, projects and assignments. We incorporate the South Portland Library facilities, located across the street, as an additional resource for learning.

FACULTY

The Faculty at Holy Cross School is made up of highly experienced and dedicated State of Maine Certified Professionals. They continue their professional growth with recertification programs and are members of the National Catholic Teachers Association. Their faith, enthusiasm and commitment to excellence are truly outstanding.

GRADING / PROGRESS REPORTS

Students in Grades 5-8 receive a written Progress Report midway through each quarter. Parents are asked to sign the Progress Report and return it to school as soon as possible. Parents are encouraged to contact the appropriate teacher if they have a question about the Progress Report.

REPORT CARDS

Report cards are given out each quarter, in November, January/February, April and June. Report cards are a means of evaluating not only the academic growth, but also the social and personal growth of each child. Report cards are to be signed by the parents and returned to the school within 1 week of school

THE GRADING SYSTEM AND HONOR ROLL

Grading System and Honor Roll: The marking system consists of letter grades for fourth through eighth grades and a learning key for Grades Pre-Kindergarten through Grade 3:

Grade Scale Grades 4-8:

A = 95-100

B+ = 90-94

B = 85-89

C+ = 80-84

C = 75-79

D = 70-74

F = Below 70

Honor Roll = A's and B's or 85 and above for students in grades 5 - 8.

High Honors= All A's

Students must maintain an effort grade of 1-2 in all subjects and a grade of Satisfactory in all areas of "Work Study and Personal Development" to achieve honor roll status.

Learning Key

Grades 1-3:

VG - Very Good, G - Good, S - Satisfactory, P - Progressing, N - Needs Improvement.

Pre-Kindergarten, Kindergarten

S - Strength Demonstrated, P - Progressing Successfully, N - Needs Improvement,
U - Unevaluated At This Time

EXTRA-CURRICULAR INELIGIBILITY

Any student who receives a failing grade in any class is subject to a review by that teacher and the Principal at which time a plan will be implemented for further participation in any extra-curricular activity. Students determined to be ineligible, will be excluded from any and all participation in these activities until cleared.

HOMEWORK

Classwork & Homework: Teachers must establish and enforce standards for work that encourage students to put forth their best effort. A student's attitude is reflected in the appearance of his/her work. Neatness is expected!

The following are approximate guidelines for homework times:

- Grades 6 through 8: 1.5 - 2 hours per night (*Combined subjects*)
- Grades 4 and 5: 60 - 75 minutes per night
- Grades 2 and 3: 30 - 45 minutes per night
- Grade 1: 20 - 30 minutes per night
- Grades PreK and K: "Reading to or with parents weekly is encouraged!"

Homework is generally not assigned over weekends or school vacations except for long-range assignments, make-up work, or studying for exams.

RETENTION

Parents will be notified of any serious difficulty that their child may be having. Some factors which may make it necessary for a child to repeat a grade are:

- Failure to achieve academic potential at grade level
- Frequent absenteeism and/or tardiness
- Lack of social, emotional or physical development which affects learning performance

In order for retention to be effective, parents, teachers and administration, should be in agreement that this is the appropriate action for the student.

ATTENDANCE

Regular attendance is essential for the success of each student in the school. Daily attendance is the responsibility of the parents as well as the student. Students are expected to be in school each day unless they have a legitimate and sufficient reason. If a student has been absent or has missed a class for any reason, it is the student's responsibility to determine what assignments were missed and to make up all work. The State of Maine cites in excess of 20 missed days of school as adequate reason for retention.

ABSENCES

When a student is absent, parents are asked to phone the school before 9:00 AM. A written excuse must accompany the student upon returning to school. The note is to be given to the classroom teacher stating the child's name, date, number of days absent and the reason for the absence(s).

LATE ARRIVAL/EARLY DISMISSAL

If a student arrives late (after 8:45 am) or must leave early, the parent's signature is required in the school office. Excessive tardiness may result in detention for the student. If early dismissal is necessary, a note from the parent should be sent in to the classroom teacher on that day.

DISMISSAL DUE TO ILLNESS DURING SCHOOL HOURS

If a child becomes ill while at school, the parents will be notified.

CANCELLATION OR EARLY DISMISSAL DUE TO EXTREME WEATHER

In case of heavy snow or other extreme weather conditions, parents are asked to listen to the radio for school closing notices. If the South Portland Public Schools are closed, then Holy Cross School is also closed. Once the announcement is public, we will also call in and have our school cancellation announced since it is an opportunity for "free advertising. Please be sure that your child knows how to reach you or who to call in case of early dismissal.

DAILY ROUTINES

School is in session from 8:45 AM to 3:00 PM for all grades, PreK through Gr. 8. At no time should children be dropped off prior to 8:30 AM unless they are registered for Before Care.

When the 8:45AM bell rings, all students are to observe silence and enter the building in an orderly fashion. Students need to be in their classrooms at the beginning and closing of school in order to hear daily prayers and special announcements.

DISCIPLINE

PHILOSOPHY ON DISCIPLINE:

The integration of religious truth and values with the rest of life is brought about in the Catholic school not only by its unique curriculum but, more importantly, by the presence of teachers who express an integrated approach to learning and living in their private and professional lives.

(To Teach As Jesus Did)

Teachers, administrators and students in a Catholic School are guided in their behavior by the teachings of Jesus, Who summarized all of the law in His Two Great Commandments of Love: "To love God with your whole heart, mind and soul; and, love your neighbor as yourself." The maintenance of proper discipline in a Catholic School, therefore, will mean not merely external conformity to behavior patterns imposed by others, but wholehearted internal assent to The Christian Ideal of Love!

(Diocesan Educational Policy Book)

Guided by the philosophy cited above, in routine cases of discipline problems, the classroom teacher or adult supervisor who encounters the problem will ordinarily be the person responsible for handling the problem. When necessary, the teacher/adult supervisor assigns a discipline action for which they take the responsibility to notify the parents of both the violation and the solution.

Holy Cross School's Life-Line for Learning: The major focus of and guideline for relating with one another at Holy Cross School is our "Life-Line for Learning:

At Holy Cross School, we all have the right to learn.

No one has the right to interrupt or waste our time.

At Holy Cross School, we all have the right to be ourselves.

No one has the right to laugh at us or hurt our feelings.

At Holy Cross School, we all have the right to hear and be heard.

No one has the right to keep us from being heard when it is our turn to speak.

At Holy Cross School, we have the right to be safe, and to have our belongings be safe.

No one has the right to make us feel afraid, or to damage or take our belongings.

In the case of serious or repeated violations of school regulations, the infringement of the rights of others, and the destruction of school or parish property, referrals must be made to the principal who will in turn inform the pastor if the case warrants. In-school

suspensions may be assigned by the Principal with notification to the parents and teachers of the offender. A student's parent/guardian is immediately contacted in the case of any serious or repeated violation; and, in the very rare circumstances where an out-of-school suspension or expulsion is considered, the parent(s) / guardian(s), teacher(s), and principal meet to discuss and process the action to be taken.

RULES OF STUDENT BEHAVIOR:

ALCOHOL AND DRUG ABUSE: Cigarettes, matches, alcohol and drugs are absolutely forbidden on school property.

WEAPONS: Weapons are absolutely forbidden on school property.

GENERAL CONDUCT:

- Follow directions
- Act in a Christ-like manner at all times
- Never use profanity, foul or abusive language
- Stealing, lying, fighting or name calling are never appropriate
- No gambling or betting at any time
- Keep hands, feet, objects and derogatory comments to yourself
- Harassment, intimidation or meanness is not allowed at any time
- Act in a way that your conduct will bring pride to yourself, your parents and Holy Cross School on and off the school grounds.

BUILDING PASSAGE

PREK-5

- Students shall move from class to class accompanied by their teachers.
- All students will pass on the right side of the hallways
- Talking shall be limited to the discretion of the teacher in charge.

GRADES 6-8

- Students shall move from class to class in a respectful peer group.
- All students will pass on the right side of the hallways.
- Talking shall be allowed using appropriate indoor volume.

CARE OF BUILDING AND SCHOOL PROPERTY (PREK-8)

- Lockers/Cubbies should be kept clean and orderly.
- Locker doors should not be slammed but closed appropriately. They should never be forced closed or kicked.
- No backpacks or items should be left on the hall floors during school hours.
- Trash should be appropriately disposed of at all times and food should not be left in the lockers after lunch.

- Soda cans and juice bottles shall be placed in the proper containers **after** the content is properly disposed of in a sink or designated container.
- Schoolbooks shall be assigned to specific students, labeled for condition, and checked for condition at the end of the school year or when the student leaves.
- Desks, chairs, computers, statues, and all school supplies and property shall be treated with care and all damages will be promptly reported to the office to allow for repairs.

LUNCH ROOM BEHAVIORS (PRE-K – 8)

- Students will select a table and remain seated at that table throughout the lunch period.
- Students will keep their table area clean.
- Indoor voices will be required at all time
- Students will request permission to leave their seats if a need requires.
- Teachers will escort all their (PK – 4) students to the cafeteria or to the playground at the beginning of the lunch period.

PLAYGROUND RULES PRE-K-5

- Students shall not fight or use inappropriate language with one another.
- Students will listen to all adults on duty respecting their authority.
- Students receiving disciplinary action will maintain a respectful demeanor.
- Students should always be allowed to present their case and feelings to those in charge without fear of reprisals.
- Students will be disciplined immediately for infractions to the playground rules by standing against the building for a time out, reporting to the cafeteria for silent reflection, or seeing the Principal when further action is necessary.

“BREAK” RULES 6 – 8

- Students will be allowed to appropriately socialize in designated areas of the school for “break periods”.
- Indoor voices will be required.
- The persons on duty will monitor the use of bathrooms.
- Middle School students will respect the fact that there are classes in session during their “break times”.

CONSEQUENCES FOR MISCONDUCT

DETENTION

Any member of the faculty may assign detention. Detention will be assigned because of misconduct, tardiness, uniform non-compliance, attendance problems, incomplete academic work or any disruptive behavior that affects the classroom or student. Detention will be handled by the teacher who has assigned the detention. Parents will sign a detention notice, which will be kept in the student's file for the school year.

SUSPENSION

Students committing serious offenses will be subject to suspension by the Principal with notification of the action to the Pastor. Examples of behavior which will result in suspension include, but may not be limited to:

- Disrespect for staff and/or classmates
- Use of obscene language
- Possession of tobacco, alcohol, weapons and/or any illegal drugs on school property.
- Fighting which results in injury or harm to students or staff
- Defacing or destroying school property
- Continuing misbehavior, excessive detentions, or other serious misconduct
- A student may not participate in any extra-curricular activities, directly or indirectly, while under suspension

EXPULSION

Expulsion from school is considered only as a last resort for the good of the school as well as for the benefit of the individual student. Expulsion is determined by the Pastor in consultation with the Principal after other means of retaining the student in the school have been exhausted.

DROP OFF AND PICK UP

Like at any school, drop off and pick up are busy times at Holy Cross. There are a lot of students, a lot of parents and a fairly small amount of space. If parents follow these simple rules, drop off and pick up go reasonably quickly. Parents have two choices when dropping off/picking up their children. They can use the drive thru described below or they can park in the church lot and walk their child to school.

Using the drive-thru: Parents should use this option only if they are not planning to get out of their car for any reason. This option is appropriate for children old enough to walk to and from their parents' cars independently. Parents of younger students, who understandably like to walk them to and from the school, should not use this option. Instead, they should park in the church lot and walk over to the school. Please note that parents of Pre-Kindergarten and Kindergarten students are **REQUIRED** to walk their children to and from the school.

Drop Off: Enter the school parking lot off North Richland Street through the northern most entrance (closest to Broadway), drive through the lane adjacent to the blacktopped play area and drop off your children. Exit through the southern exit of the parking area (furthest from Broadway) back onto North Richland Street.

Pick Up: Children are dismissed at 3:00 PM. Again, if parents are not planning to get out of their car, they can use the drive thru as described above. Students usually spot their parent's car in the queue and walk to it. On very cold or rainy days, students wait inside the cafeteria for their parents. Students usually watch out the window and leave the cafeteria when they see their parent's car in the drive thru. In case of early dismissal for appointments, illness, etc., parents *must* come in to the school to sign the child out. Children will not under any circumstance be sent outside to wait to be picked up.

Parking cars in the drop off line, even for just a minute, disrupts the flow of traffic and creates a potentially hazardous situation in the parking lot. Please do not leave your car unattended in the drive through under any circumstances. Please take note that some children walk to school and need to cross North Richland Street. Also, children walk through the parking lot to and from their parents' cars. Please use extreme caution when driving in these areas.

EXTRA CURRICULAR ACTIVITIES

Extra curricular activities complement the school curriculum. They provide students with worthwhile leisure time activities, which foster the personal, physical and social growth of each individual. Activities may include: sports, yearbook staff, drama club, etc. . Our students are also offered the opportunity to participate in competitive athletics including track and field, basketball and baseball. Some of the athletics are sponsored by Holy Cross School and/or The Southern Maine Catholic Association while others are offered through the South Portland Recreation Department. Our Athletic Director is available for specific information.

Failing grades and/or discipline problems resulting in the presentation of “Academic” and/or “Behavioral Detention” will be cause for a conference with the student, parent(s), teacher(s) and principal. Possible consequences to be determined: probation, suspension or exclusion from the activity/team/club.

FIELD TRIPS

Field trips are considered to be of both educational and recreational value at Holy Cross School.

THE DIOCESAN-APPROVED PERMISSION FORM MUST be signed by a parent to ensure consent for taking the trip. Notices will be sent home by the teacher for specific trips.

Students are to be dressed in the school uniform unless otherwise directed. All school rules remain in effect during each trip.

MEDICATIONS

If your child has a prescription medication requirement, please send it to school in the original medicine container with the dosage instructions. All medications (over the counter or prescribed) must be given to the school office. You must fill out a *Medical Authorization Form* for any medication that your child requires. This form may be obtained from the office. No medications will be administered without parental consent. Parental consent must be given by phone to dispense medications such as a Tylenol. No student may carry medications of any kind with them during school. If necessary, minor first aid is provided by the Holy Cross staff.

PARENT – TEACHER RELATIONSHIP

PARENT SCHOOL COMMUNICATION

The education of each student is a joint effort between the school staff and the parents at home. It is essential that parents support the school's philosophy and rules. When the school staff and parents work together, the student's success is assured. If any misunderstanding arises, the parents should call for an appointment to meet with the teacher and discuss the situation. All teachers also have email addresses which can be found in the directory as well as on the school web site. Check with your child's teacher to see if email is a good form of communication to use with them. Ongoing communication is the key to our success.

PARENT TEACHER CONFERENCES

Parent teacher conferences are scheduled each year in the fall to discuss all aspects of your child's progress. However, parents are urged to contact their child's teacher whenever they have a concern to schedule a meeting. Remember, your child has *several* teachers. If you feel there are issues or circumstances affecting your child's behavior, welfare or learning, please address all of the teachers involved.

STUDENT FOLDERS

Once a week, usually on Friday, notices are sent home via the weekly student folders. One exception is the first day of school. These notices include the monthly calendars, menus, communication about fundraising events from the HSA, and a variety of other bulletin/news about school events. Students should return the folders to the Teachers the following school day.

SCHOOL CALENDAR

Each family is provided with a school year calendar that defines all holidays, school vacations and other important dates. There is also a monthly calendar provided at the beginning of each month to update you on specific events occurring during that month.

SCHOOL NEWSLETTER, "THE CRUSADER"

Holy Cross School has a monthly newsletter, which goes out in the first student folder of each month. The Newsletter highlights school events, in class happenings, pertinent information and Home & School Association activities. If you would like to write an article for the Crusader, feel free to contact one of the Crusader Newsletter chairs.

SCHOOL EXTENDED DAY CARE PROGRAM

Holy Cross School offers before and after school childcare. The program is open before school, from 7:00 AM to 8:30 AM and after school, from 3:00 PM until 5:30 PM. It is open on early release days and other selected holidays. It is NOT open on snow days. There is an hourly fee for the Extended Day Care Program. Time is billed in 30-minute intervals. Late fees apply if parents are late in picking up their child (after 5:30 PM).

Families will be billed on Monday for the previous week's attendance and payment is due on a weekly basis. Families more than 2 weeks behind in payment will not be allowed to participate in the program until all balances are current.

Students who need to be dropped off before 8:30 AM or picked up after 3:00 PM are asked to attend the Extended Day Care Center for safety purposes. If a child is not picked up at 3:00 PM, he or she will be asked to join the Extended Day program at the parents' expense. This is a safety net for all parents and children.

SCHOOL LUNCH PROGRAM

In collaboration with the South Portland Public Schools, we offer a school lunch program Monday through Friday in the cafeteria. Students may purchase hot lunch or bring a bagged lunch. Milk (chocolate and white) may be purchased for those students who bring their lunch. The daily cost of the meal is set by the state. Lunch can be purchased each day or lunch tickets can be bought in advance. Supplies for the hot lunch program are obtained through the South Portland Public Schools, and therefore, hot lunch is provided only when South Portland Schools are in session.

SCHOOL YARD SUPERVISION

Staff supervision on the schoolyard begins at 8:30 AM. Students should NOT be left in the schoolyard before that time. During morning recess and lunchtime, there is staff on supervisory duty in the schoolyard. If you need to drop your child off earlier than 8:30 AM, you may utilize the Extended Day Care Program, which is the only supervision after students are dismissed at 3:00 PM.

SPIRITUAL ACTIVITIES

The Holy Cross School community offers the students spiritual growth through Religious instruction, prayer, special Liturgies and activities. All students, Catholic and non-Catholic, are required to attend religion classes and participate in all religious activities. All Catholic students are expected to attend Sunday Mass in their own parishes and be active members of their church community.

The school Principal, staff and faculty are responsible for making clear the importance of religious instruction. The quality of the Catholic experience in the school and the emphasis on religious instruction strongly shapes the student's understanding of religion as an essential element of their education and day-to-day life.

TELEPHONE USAGE

The office telephone is for school business. Students will use the telephone only when absolutely necessary and must have office or teacher permission. Please be sure that your child leaves home with everything he/she needs for the day. Messages can be left at the school office by parents and will be delivered to the student immediately when possible. Student use of cell phones is restricted to before/after school hours or emergency situations with permission. Cell phones should be turned off during the school day.

TUITION AND FEES

Income for the School's operating budget comes from tuition paid by families, Parish subsidies (which may or may not apply to each student), and money raised through fundraising events sponsored by the Home and School Association. Parish subsidies are granted based on the requirements of each individual Parish, and it is the responsibility of each family to apply for the subsidy.

Families pay tuition through the FACTS Tuition Management Program. Families who wish to lower their monthly budgeted payments, may choose to pay one larger amount to the school before July 1 of the upcoming school year and budget the balance through FACTS.

Families who choose to budget payments must complete the FACTS Automatic Tuition Payment agreement and return it to the Business Office in a timely manner. Eleven monthly payments will be deducted from the specified bank account beginning July 5th or 20th. Please refer to the FACTS agreement for information regarding fees charged for returned payments.

It is the responsibility of each school family to keep the Pastor or Parish Business Manager informed of their need to make any changes to their preferred tuition payment plan, or adjustments to the amount of tuition expected to be paid.

In March, families who are current in their tuition payments will be sent a re-enrollment packet for the following school year along with instructions and dates for the re-enrollment process. Each re-enrollment form will require a registration fee per family (amount determined annually by the Pastor in consultation with the Principal and Holy Cross School Board). Families who are not current in their tuition payments will not be allowed to re-enroll until all accounts are paid in full.

UNIFORMS

We are very proud of our tradition of uniforms since research continues to show that students who wear uniforms tend to be more serious about their responsibilities as learners.

At Holy Cross School, we offer our traditional “formal dress uniforms”, “warm weather uniforms”, “cold weather uniforms” and “gym uniforms” for all students, Pre-Kindergarten through grade 8.

ALL STUDENTS:

- All uniforms are to be neat, clean, ironed and fit properly.
- Shirts and blouses are to be tucked in at all times during the school day.
- Shoes should be in good condition and fit properly. No flip-flops or open toe sandals are permitted.
- Earrings are permitted in the ears only. Distracting earrings are not permitted.
- Body piercing in other parts of the body is not acceptable.
- Jewelry shall be appropriate and not offensive or excessive.
- Unnatural or non-traditional hair coloring is not permitted.

PRE-KINDERGARTEN:

- All Pre-K students are encouraged to wear the gym uniform as a daily uniform. Dress uniforms may be purchased if desired.

GIRLS (K – 4):

- Blue plaid Jumper: “V” style, tunic or new dropped waist style
- Light blue blouse: short or long sleeved
- Solid Navy Blue Sweater. Students will not be allowed to wear other outer attire in the classroom, i.e., sweatshirts of any kind, vests or fleeces.
- Tights and socks: Navy blue or gray tights or navy blue, gray, black, or white knee socks. Up until the Columbus School holiday weekend and after April school vacation, ankle socks of the same colors may be worn.
- No leggings or sweatpants may be worn under the uniform during class time.
- Uniform jumpers must touch the floor when the student is kneeling.

GIRLS (5 – 8):

- Blue plaid skirt: pleated, kilt or skirt with 4 kick pleats.
- Light blue blouse: short or long sleeve.
- Solid navy blue sweater or fleece vest with HC logo.
- Tights and socks: Navy blue or gray tights or navy blue, gray, black, or white knee socks. Up until Columbus Day and after April vacation, ankle socks of the same colors may be worn.
- No leggings or sweatpants may be worn under the uniform during class time.
- Uniform skirts must touch the floor when the student is kneeling.

BOYS (K – 8):

- Light blue oxford shirt
- Navy blue tie or gold/navy striped tie.
- Solid navy blue sweater. Students will not be allowed to wear other outer attire in the classroom. i.e. sweatshirts of any kind, vests or fleeces.
Exception: The fleece vest with HC logo may be worn by boys in grades 5 – 8.
- Khaki or navy blue pants (no elastic at the ankle)

Note: Simple cargo pants, only one patch pocket on each leg, are allowed for boys.

GYM UNIFORMS

- T-shirts: white, gray or navy t-shirt with HC logo only.
- Pants: solid navy blue sweatpants or wind pants (without any stripes down the side) or sweatpants or wind pants with the HC logo only.
- Shorts: solid navy blue shorts or ones with the HC logo only may be worn during gym class.
- Sweatpants or wind pants must be worn over the shorts in the classroom.
- Shoes: sneakers must be worn during gym class

WARM WEATHER UNIFORMS

- May be worn only from August thru Columbus Day and after April vacation for all students, except when the gym uniform is required
- Lt. Blue knit polo shirts with Holy Cross logo or plain. No other logo should be worn
- Navy or Khaki shorts of an appropriate length
- Inside-out shirts are not permitted at any time

COLD WEATHER UNIFORMS FOR GIRLS

- Navy or khaki pants may be worn Oct. 15 – May 1st, except on those days when a “dress” uniform is required, i.e. Mass days
- Navy sweaters or vests with HC logo must be worn with pants

UNIFORM NON-COMPLIANCE NOTIFICATION PROCESS:

If your child is not dressed in the appropriate school uniform, we will be using the following steps to help inform you and your child of our uniform requirements:

- First Warning: The first time a student is not in uniform, he/she will receive a verbal warning and we will explain what is needed to do to be in appropriate uniform.
- Second Warning: The second time a student is not in uniform, we will send a note home that will need to be signed by a parent and returned to school.
- The third time a student is not in uniform, he or she will receive a detention.

- After 3 violations, the student will not be allowed to wear his/her gym uniform on gym day and will lose gym privileges for that week.

DRESS DOWN DAYS

A few times a month, usually on Friday, the students have a “*Dress Down Day*” and are permitted to wear their casual clothes to school. *Dress Down Days* are usually indicated on the monthly calendar. If a *Dress Down Day* is not planned far enough in advance to be indicated on the monthly calendar, notices are usually sent home in the weekly folder. *Dress Down Days* are always included in the daily announcements at school.

Shorts higher than mid-thigh length, halter tops, tank tops, exposed or bare shoulders or midriffs, and shirts or hats with offensive logos cannot be worn. This includes advertisements for alcohol, tobacco, or other inappropriate products.

Each student pays \$1 for the privilege of dressing down. Proceeds from *Dress Down Days* go to a grade or cause selected for that month.

APPROPRIATE DRESS FOR SCHOOL SPONSORED EVENTS

The Holy Cross School dress code, either uniforms or dress down guidelines, is in effect at all school sponsored events (i.e. field trips, dances). The school will inform you whether uniforms or dress down guidelines apply to specific events.

NOTICE OF POLICY CHANGES

The administration of Holy Cross School reserves the right to change any of the policies contained in this handbook.

A copy of this handbook is made available to every family. A statement of agreement to adhere to these policies must be reviewed and signed by each student and parent and returned to school promptly.



HOLY CROSS SCHOOL

436 Broadway, South Portland, Maine 04106

Sr. Theresa Rand, RSM
Principal

Msgr. Michael Henschel
Pastor

HANDBOOK AGREEMENT

We have read and discussed the Holy Cross School Handbook.

We agree to support its provisions.

_____	_____
Family Name (Please Print)	Date

Parent Signature	

Student Signature	

Student Signature	

Student Signature	

Student Signature	

Telephone: (207) 799-6661 Fax: (207) 799-8345 Website: www.study.holycrossme.com