

# Holy Cross Lutheran School Handbook



*“Seeking academic excellence in a  
Christ-centered setting”*

**Updated August 2018**

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## **Statement of Faith and Purpose**

*“For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life.”*

*John 3:16*

Our Faith is one that is centered on the Word of God. The Bible, our ultimate source of truth, tells us that we are all sinners in need of a Savior. God has given us that Savior, Jesus Christ. Jesus Christ came to earth, lived, and died on the cross for our sins. Three days later He rose from the dead and is now in heaven where we believers will join Him one day. The Holy Spirit leads us to believe that Jesus has died for our sins and that we will one day be with Him in paradise.

*But Jesus said, “Let the little children come to Me, and do not forbid them; for of such is the kingdom of heaven.”*

*Matthew 19:14*

Holy Cross Lutheran School exists to provide a Christ-centered environment for our students. Our primary purpose is to tell our students about their Lord and Savior, Jesus Christ all while providing quality education, taught through the lens of Scripture.



## **Uniform Policy**

### **Pants / Shorts / Skorts**

- Uniform-style pants
- Uniform-style shorts
- Shorts
- Girls: skorts
- Girls: jumpers over uniform shirts

### **Shirts**

- Uniform-style polo shirts (long or short sleeved)
- Collared dress shirt
- Holy Cross T-shirt/Polo

### **Shoes**

- Socks are required with shoes.
- Sandals should be comfortable and durable for recess activities.
- All shoes should be clean and in good condition.
- Tennis shoes are required for PE.

### **Additional Standards**

- All clothing must be within one size (larger or smaller) of the student's natural size.
- All pants must fit at the natural waist and be without holes or ragged edges.
- Skorts should follow the same guidelines as pants in addition to having a minimum length of mid-thigh.
- Hairstyles should be conservative and of a natural color.
- Earrings are to be conservatively worn by girls.
- Girls in grades 6-8 may use makeup modestly.
- Hats are not permitted.

## **Physical Education Clothing Requirements**

*Students may wear athletic clothes for Physical Education class that fall into the following guidelines.*

- Solid colored tee shirt with no wording or designs (Athletic logos such as Nike, Adidas, etc . . . are permitted.)
- Exception: Holy Cross tee shirts
- Athletic shorts no shorter than just above the knees.
- Tennis shoes

## **Visiting Student Policy**

Holy Cross Lutheran School welcomes prospective students and guests of current students to join us for the school day. Due to safety concerns and the desire to provide an educational experience for our visitors, a parent or legal guardian of the visiting student must fill out a form and submit it at least 24 hours before the visiting student will be attending Holy Cross. The form will be made readily available.

## **Homework Policy**

- All homework must be handed in by 8:15am the day it is due.
- If an assignment is not turned in by 8:15am the day it was due:
  - The assignment's final grade will be reduced by 15%.
  - The student will receive a note home to be signed by the parents.

- If an assignment is not turned in by the second day:
  - The assignment's grade will be reduced by 40%.
  - The student will receive a second note home to be signed by the parents.
- If the assignment is not turned in by the 3<sup>rd</sup> day:
  - The assignment will receive 0%
  - The student will receive a third note home to be signed by the parents.
- If a student receives 3 notes home due to missing assignments, the student may serve a detention or receive extra assignments.
  - This is per quarter.
  - Notes home will be kept track of over the quarter.
  - At the beginning of each quarter the note total will be reset to 0.
- In the case of an excused absence, a student has 1 day per absence to complete their homework. For example, if Monday is missed, the student's homework that is due on Tuesday will be due on Wednesday. This is in addition to the homework assigned on Tuesday.
- All assignments will be posted each day on an assignment board. Students are responsible for copying down their own assignments.
- Grade updates will be made available throughout the year and upon request.

## **Attendance and Punctuality**

- Daily attendance and punctuality is imperative in developing a strong foundation for future successes in life.
- Fifteen (15) absences or four (4) unexcused absences during the school year are considered excessive. This will be reflected in the students' grades. Loss of credit and unenrollment may result.
- If a student incurs ten (10) excused or two (2) unexcused absences, the family must meet with the faculty to work out an attendance contract.

### **Excused Absences**

The following are the only reasons for excused absences:

- Illness of the student, bereavement, dental, or medical appointments.
- Other family emergencies
- Prearranged absences approved by the teacher and school board with arrangements made for doing work before or during the absence.

### **Unexcused Absences**

There may be times that families choose to take their children out of school and incur an unexcused absence.

The following are examples of unexcused absences:

- Vacations, personal family business, hunting, visiting relatives, babysitting
- Any other reason not listed as an excused absence.

When a student is absent for any reason, the school must receive a call from a parent or guardian the morning of the absence. A written reason for the absence must be received before the child can be readmitted to class. According to Arizona statute, children between the ages of six (6) and sixteen (16) must attend school. School attendance is ultimately the responsibility of the student and his/her family.

## **Child Pick Up Policy**

- All children must be picked up between 3:15pm and 3:30pm each day.
- Children may be picked up after 3:30pm if arrangements are made and approved by the principal.
- A \$1.00 per minute fee will be charged for late pickups, starting at 3:31pm.
- Parents and legal guardians are responsible for picking up their child(ren).
  - If someone one else will be picking up your child(ren) you must notify the principal in a timely manner.



## **Child Protection Policy**

### **Mission Statement**

Children, “fearfully and wonderfully made” by our Father in heaven, are our sacred trust from our loving God. Holy Cross Lutheran School seeks to provide a Christian, nurturing, and safe learning environment for our students. We do not tolerate bullying or abuse in any form. Using the Bible as our source for truth and direction, along with Christ’s example for loving and caring for others, this policy outlines our strategy for providing a safe learning environment and our steps for identifying and addressing instances of bullying or abuse.

*Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”*

*Matthew 19:14*

### **Student’s Bill of Rights**

Each student at Holy Cross Lutheran School has a right to:

- Learn in a safe and friendly place.
- Be treated with respect.
- Receive the help of caring adults.
- Forgiveness from our Father in heaven.

*“Be devoted to one another in love. Honor one another above yourselves.”*

*Romans 12:10*

### **Staff and Volunteer Fingerprinting**

Holy Cross Lutheran School requires that all staff and volunteers who have unsupervised contact with our students be fingerprinted and issued a State of Arizona Department of Public Safety Level One Fingerprint Clearance Card. This is in accord with Arizona law.

### **Definition of Bullying**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

## **Types of Bullying**

There are three types of bullying.

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - a. Teasing
  - b. Name-calling
  - c. Inappropriate sexual comments
  - d. Taunting
  - e. Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - a. Leaving someone out on purpose
  - b. Telling other children not to be friends with someone
  - c. Spreading rumors about someone
  - d. Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
  - a. Hitting/kicking/pinching
  - b. Spitting
  - c. Tripping/pushing
  - d. Taking or breaking someone's things
  - e. Making mean or rude hand gestures

## **Where and When Bullying Happens**

Bullying can occur during or after school hours. While most reported bullying happens in the school building, a significant percentage also happens during recess. Bullying can also occur on the internet.

## **Disciplinary Actions for Bullying at School**

If bullying occurs at Holy Cross, the principal will use the following actions to administer the proper consequence. These actions are created out of Christian love to ensure the safety of our students.

- **Verbal/Social Bullying**
  - If a pattern of verbal or social bullying is established, the following actions will happen in succession until the bullying ceases.
    1. **Note Home:** A note will be sent home outlining what happened. The principal will also contact the parents directly.
    2. **Meeting with Parents and Principal:** If the same student continues his or her pattern of verbal or social bullying, the principal will set up a meeting with that child's parents to discuss the situation and identify further disciplinary actions.
    3. **Suspension:** If the same student continues his or her pattern of verbal or social bullying after actions 1 and 2 have been taken, that child will be suspended. The length of the suspension will be at the discretion of the Board of Education.
- **Physical bullying**
  - **Suspension:** If a child physically bullies another child, a suspension will be immediately given. The length of the suspension will be at the discretion of the Board of Education.

## **Responding to Bullying/Abuse**

If a student at Holy Cross witnesses bullying or abuse towards another student, they can use the following tools to help.

- **Don't give an audience.** Walk away. Find an adult and tell them what is going on.
- **Set a good example.** Don't laugh or join in. Show others that you know bullying is wrong by the way you act.
- **Be their friend.** Children can help someone who's been bullied by simply being nice to them at another time. Being friendly can go a long way toward letting them know that they're not alone.
- **Tell a trusted adult.** No child ever needs to feel that will "be in trouble" if they report what they believe is bullying. The staff at Holy Cross will protect them.

If a parent suspects that their child is being abused at school, they should immediately contact the principal, pastor, or a member of the Board of Education.

*(Jesus said) "A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another."*

*John 13:34-35*

## **Tuition and Fees**

	<b>Monthly</b>	<b>Total</b>
Member	\$250	\$2500
Non-member	\$350	\$3500

- Tuition is divided into 10 months (Aug – May).
- Payments are due on the 1<sup>st</sup> of every month.
- Accounts not paid by the 11<sup>th</sup> of each month are considered delinquent.
- If still unpaid by the last day of the month, the child shall not be admitted to school until the account is made current.
- Special arrangements may be made in advance (not after account becomes delinquent) by contacting the Board of Education chairman.
- We participate in various Arizona tuition tax credit programs. The programs we are currently partners with are ACSTO, HELP, APESF, and TOPS. If you would like more information about how these programs can work to help cover tuition costs, please talk to the principal, pastor, or the Board of Education chairman.

## **Contact and Information**

1420 W Thunderbird Rd  
Phoenix, AZ 85023

Phoenixlutheran.org

(602) 866-2341

### **Staff**

Principal Ross Kok  
Pastor Michael Gurath

### **Board of Education**

Chairman Ben Meyer  
Peter DeLeon  
Bob Doriot



Holy Cross Lutheran Church and School is a member of the Church of the Lutheran Confession (CLC). For more information about the CLC visit [clclutheran.org](http://clclutheran.org)