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### **MISSION**

The mission of Resurrection-St. Paul School is the total formation of its students. The school is dedicated to excellence in education in light of the teachings of Jesus Christ through the Catholic Church.

### **PHILOSOPHY**

Resurrection-St. Paul School is a fully accredited, Catholic interparish school, grades Pre-K through 8, serving the parish communities of the Church of the Resurrection and St. Paul's Church in Ellicott City, Maryland. Resurrection-St. Paul School is dedicated to excellence in education in light of the teachings of Jesus Christ through the Catholic Church. At the core of the school is a strong, Christ-centered, close-knit faith community where pastors, parish councils, school board, parents, faculty and students work together to attain common goals. The school celebrates the uniqueness and dignity of each student and encourages every child to discover and develop their special talents, sense of self-appreciation, decision making skills, and personal values guided by our Catholic Christian traditions. Each student is thus enabled to witness to his or her faith, to reach out to others in love and compassion, and to work toward solutions of human problems.

Resurrection-St. Paul School seeks to develop within each student a curiosity, love of, and responsibility for learning. Through a strong academic program, student learning is facilitated from its most fundamental stages to the complex level of mature, intellectual thinking where students analyze, synthesize, and critique subject matter of increased difficulty. The school's educational process promotes the development of the total person by encouraging spiritual, intellectual, physical, social and emotional growth. A variety of faith experiences, curricular and co-curricular opportunities, and activities round out the total development of our students.

This unique approach prepares our students to assume responsible, creative roles in an ever challenging and changing world, with the realization that Christ continues his work through them, empowering each of them to become committed and fully functioning members of the Catholic Church and the world of the 21<sup>st</sup> century.

## **HISTORY**

Resurrection-St. Paul School is an elementary school, grades Pre-K4 through 8. It is located on 22 acres of land owned by the Church of the Resurrection at Paulskirk Drive in Ellicott City, Howard County, Maryland. The school shares the property and is adjoined to the Church of the Resurrection.

Resurrection-St. Paul School had its beginning in the town of Ellicott City in 1922. The school started as St. Paul School and opened with six grades staffed by the School Sisters of Notre Dame. A seventh grade was added in 1923 and an eighth grade was added in 1924. In the fall of 2009 a PreK program for 4 year olds was added. Due to the outgrowth of St. Paul School in Ellicott City, a new school was built on the Paulskirk Drive property and its doors opened to students in September 1966. The school name was changed to St. Paul the Apostle School and remained such until 1974 when the Church of the Resurrection was incorporated. At this time, once again, the school name was changed to Resurrection School. During the mid to late 1980's, an intense study of all parochial elementary schools was conducted throughout the Archdiocese of Baltimore, spearheaded by the Division of Catholic Schools at the request of Archbishop William Borders. The study resulted in the Archbishop's Plan for the Future of Catholic Schools. In keeping with this plan, effective January 1990, the school became separately incorporated as an inter-parish school, entitled Resurrection-St. Paul School. Both St. Paul and the Church of the Resurrection parishes support it.

In 1983, Resurrection School underwent an in-depth self-study and school evaluation, which led to accreditation by the Middle States Association of Colleges and Schools. Again, after a yearlong self-study in 1993, the school was granted re-accreditation in 1994. During the 1997-1998 school year, Resurrection-St. Paul submitted its first report of progress to Middle States under the new format of a description of the school, which has been placed on the World Wide Web. Again in 2000-2001, we submitted a report of further progress to Middle States. We prepared for our re-accreditation during the 2003-2004 school year with another self-study. Our Middle States Visitation occurred in November 2004. The school received its re-accreditation in May 2005. In accordance with standards set by the Archdiocese of Baltimore, Resurrection-St. Paul School met the requirements established by the AdvancED Accreditation Commission and Board of Trustees and was thereby accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. This accreditation is valid through June 2015.

## **NATIONAL DEPARTMENT OF EDUCATION BLUE RIBBON AWARD**

On September 15, 2009, the United States Secretary of Education, Arne Duncan, recognized Resurrection-St. Paul School as a National Blue Ribbon School of Excellence.

The Blue Ribbon School Program honors public and private elementary, middle and high schools that are either academically superior or that demonstrate dramatic gains in student achievement. In order to qualify for the program, schools must meet one of two assessment criteria. National Blue Ribbon Schools recognizes schools having forty percent of their students from disadvantaged backgrounds that have dramatically improved student performance in accordance with assessment systems, and it rewards schools having scored in the top ten percent on assessments. Resurrection-St. Paul School's eligibility was earned by achieving the assessment scores in the top ten percent in the nation.

Our school received a plaque and flag at an awards ceremony in Washington, D.C. Honored schools serve as models of excellence for other schools throughout the nation.

## School Administration and Staff 2010-2011 School Year

Principal	Mrs. Karen Murphy
Assistant Principal	Mrs. Wendy Cottrell
Administrative Assistant	Mrs. Valerie Bateman
Administrative Assistant	Mrs. Karen O'Connell
Business Manager	Mrs. Sharon Tornatore
Director of Development and Public Relations	Mrs. Natalie Headley
STAND Coordinator	Mrs. Sue Gleichauf
School Counselor	Mrs. Denise Garman
School Nurse	Mrs. Kim Suarez
PreKA	Mrs. Mary Pat Andreas
PreKA- Aide	Mrs. Mary Olds
PreKB	Mrs. Barbara Mansfield
PreKB- Aide	Mrs. Christina Rose
Kindergarten A	Mrs. Stephanie Finamore
Kindergarten A - Teaching Asst.	Mrs. Teresa Farrell
Kindergarten B	Mrs. Karen Oltmanns
Kindergarten B - Teaching Asst.	Mrs. Mary Huggins
Kindergarten C	Mrs. Alaina Morgan
Kindergarten C- Teaching Asst.	Mrs. Karen Angelella
Grade 1A	Mrs. Julie Boston
Grade 1A- Teaching Asst.	Mrs. Helen Skorny
Grade 1B	Mrs. Cathy Zmijewski
Grade 1B- Teaching Asst.	Mrs. Susan Pajak
Grade 2A	Ms. Barbara Frederick
Grade 2A- Teaching Asst.	Ms. Jane Thomas
Grade 2B	Ms. Beth Hoeck
Grade 2B- Teaching Asst.	Mrs. Maureen Bodensteiner
Grade 3A	Mrs. Patricia Nugent
Grade 3B	Mr. Alexander Will
Grade 3- Teaching Asst.	Mrs. Leslie Luksic
Grade 4A	Mrs. Mary Destino
Grade 4B	Mrs. Lynsey Mullenholz
Grade 4 - Teaching Asst.	Ms. Tracey Wetzell
Grade 5A	Mrs. Sue Manion
Grade 5B	Mr. Graham Bateman
Grade 5- Part-time Teaching Asst.	Mrs. Gina Maclean
Grade 6A	Mrs. Patricia Clar/ Ms. Pam Riggin
Grade 6B	Ms. Bonnie Dowell/Mrs. Nancy McCloskey
Grade 7A	Mrs. Jessica Daffan/Mr. Pat Deegan
Grade 7B	Mr. Kevin Sokoloff/ Ms. Stacey Zychowka
Grade 8A	Mr. Nick Caputo
Grade 8B	Mrs. Angela Patton/Mr. Anthony Fiumara
Language Arts and Math – Grades 1 and 2	Mr. Rick Fanske
Language Arts and Math – Grades 3,4	Mrs. Leslie Fruscello
Language Arts – Grades 7 and 8	Mrs. Jessica Daffan
Speech Assistant	Ms. Megan McMahon
Resource	Mrs. Stacey Corrao

Part Time Middle School Teacher  
 Middle School Teacher  
 Middle School Teacher  
 Middle School Teacher  
 Spanish - Grades 4-8  
 Spanish - Grades PreK-3  
 Art - Grades K-8  
 Music - Grades PreK-8  
 Physical Education - Grades PreK-8  
 Technology - Grades K-8  
 Information Technology Specialist  
 Media Center - Grades PreK-8  
 Before and After Care Program  
 Cafeteria Monitor  
 Maintenance

Mrs. Pam Riggin  
 Mr. Anthony Fiumara  
 Mrs. Nancy McCloskey  
 Mrs. Michele Kinnear  
 Ms. Bonnie Dowell  
 Ms. Kristin Reel  
 Ms. Stacey Zychowka  
 Mrs. Jane Bowie  
 Mr. Kevin Sokoloff  
 Mrs. Tracy Carpenter  
 Mr. Bob Buchta  
 Mrs. Patsy Grue  
 Mr. Kevin Sokoloff  
 Mr. Dave Hoffman  
 Mr. Jim Emery

**Resurrection-St. Paul School Board Members  
 2010-2011 School Year**

Mr. Paul Evelius, Esq.  
 Mrs. Rozalia Case  
 Mrs. Frangiska Lewis  
 Mr. Sean Costello  
 Msgr. John Dietzenbach  
 Reverend Matthew Buening  
 Mrs. Karen Murphy  
 Mr. Barry Fitzpatrick  
 Mrs. Jennie McConagha  
 Mrs. Mary Miller  
 Mr. John Suit  
 Mr. Chuck Maggio  
 Mrs. Linda Lynch and Mrs. Pam Handel  
 Mr. Alex Will

Chair  
 Vice-Chair  
 Secretary  
 Finance Chair  
 Pastor, Church of the Resurrection  
 Pastor, St. Paul Parish  
 Principal  
 Member  
 Member  
 Member  
 Member  
 Member  
 H.S.A. Liaison  
 Faculty Liaison

**Resurrection-St. Paul Home and School Association Executive Committee  
 2010-2011 School Year**

Mrs. Linda Lynch, Mrs. Pam Handel  
 Mrs. Karen Frechette, Mr. Richard Lyons, Mrs. Kathleen O'Toole  
 Mrs. Laura Williams  
 Mrs. Martha Sapio  
 Mrs. Michelle Zalucki  
 Mrs. Sue Ellen Grove  
 Mrs. Karen Oltmanns  
 Mrs. Karen Murphy

Co-Presidents  
 Co-1<sup>st</sup> Vice-Presidents  
 2<sup>nd</sup> Vice President  
 Treasurer  
 Corresponding Secretary  
 Recording Secretary  
 Faculty Representative  
 Principal

## VALUES FIRST PROGRAM

Resurrection-St. Paul School has formed a partnership with *Values First* to develop an initiative that promotes thirteen basic universal values in Pre-school all the way through to grade 8. Utilizing systematic integration throughout the curriculum, teachers, staff, students and parents are encouraged to use the same vocabulary when discussing behaviors and consequences.

### VALUES CODE

<b>HONESTY</b>	I will be an honest person.
<b>RESPECT</b>	I am respectful of others.
<b>RESPONSIBILITY</b>	I take responsibility for what I am supposed to do.
<b>SELF-CONTROL</b>	I will control my actions and words.
<b>HARD WORK</b>	I take pride in being a hard worker.
<b>SELF-RESPECT</b>	I have self-respect.
<b>CONCERN FOR OTHERS</b>	I will show concern for all other people.
<b>TOLERANCE</b>	I am tolerant of others.
<b>COOPERATION</b>	I will cooperate with those around me.
<b>FAIRNESS</b>	I show fairness to those with whom I come in contact.
<b>FORGIVENESS</b>	I can forgive those who do me wrong.
<b>COURAGE</b>	I will be brave in facing life's challenges.
<b>SELF-KNOWLEDGE</b>	I will pursue knowledge of myself.

### SCHOOL OFFICE

The School Office is open for business from 8:45 a.m. to 4:00 p.m. All school business should be transacted during these hours. School faculty, staff and administration may be contacted through the school office, their voicemail extension or at their school email address. The Before and After Care Program school phone is answered until 6:00 p.m. when the Before and After Care is in session.

School Office	Telephone	410-461-9111 ext. 241
	FAX	410-461-8621
Absentee Line		410-461-9111 ext. 250
Principal	Mrs. Karen Murphy	410-461-9111 ext. 243
Assistant Principal	Mrs. Wendy Cottrell	410-461-9111 ext. 272
Administrative Assistant	Mrs. Valerie Bateman	410-461-9111 ext. 241
Administrative Assistant	Mrs. Karen O'Connell	410-461-9111 ext. 267
Business Manager	Mrs. Sharon Tornatore	410-461-9111 ext. 269
Director of Development and Public Relations	Mrs. Natalie Headley	410-461-9111 ext. 244
School Counselor	Mrs. Denise Garman	410-261-9111 ext. 268
School Nurse	Mrs. Kim Suarez	410-461-9111 ext. 261
School Address	Resurrection-St. Paul School 3155 Paulskirk Drive Ellicott City, MD 21042	
School Website	<a href="http://www.resstpaul.org">www.resstpaul.org</a>	

## SCHOOL HOURS

### School Day

PreK – Grade 8	9:00 a.m. – 3:35 p.m.
½ Day PreK	9:00 a.m. – 12:30 p.m.

Resurrection-St. Paul School admits students at 8:45 a.m. and dismisses students at 3:35 p.m. The school is not responsible for the supervision of students before or after the times stated above, unless the child is enrolled in the Before and After Care Program or a school sponsored club or organization. The school is not liable for any injuries or accidents that may occur to unsupervised children. Parents are advised therefore, for the safety of their children, to follow the times as stated above. In the event that the pick-up of a student is delayed by an unforeseen or emergency, parents must contact the school office, ext. 214, to alert them of their late arrival. The school administration will then convey whether or not the child(ren) will remain under the supervision of the school administration or if they will be sent to the Before and After Care program, where the program's drop in fee will be charged.

### Arrival and Dismissal

Students should not arrive on the school grounds before 8:45 a.m. There is no provision made for supervision of students before 8:45 a.m. Students may not enter the school building before 8:45 a.m. for any non-emergency reason. Forgotten study materials and test papers do not constitute an emergency.

The school day begins at 9:00 a.m. Students arriving after 9:10 a.m. will be considered tardy and should report to the school office. Students who are habitually late are subject to disciplinary referral.

Full day dismissal will begin at 3:35 p.m. Car riders are dismissed at 3:35 p.m. and bus riders at 3:40 p.m. All students should be picked up **OUTSIDE THE SCHOOL BUILDING**. Children may not be left unsupervised after school. Please support us in this policy. It exists for your child's safety and security.

### Tardiness

In the event that a child will be late for school, a parent/guardian must call the office before 9:10am. Upon entering the building, a student late for school must report first to the office for a late slip. The administration will make an exception to the tardiness policy for a child who is receiving school related services prior to our school day. Please contact the school office for the further information on this exception. Repeated and unexcused absences and tardiness can seriously affect a child's success and progress in school. Please be aware that tardiness is reflected on the child's permanent record. Repeated offenses will be addressed by the administration.

### Early Dismissal Days

Please check the school calendar and school website for early dismissal dates and times. If your child is normally a bus rider, and bus service is not available on an early dismissal day, it is the parent/guardian responsibility to make sure that the student has a ride home from school. Only students enrolled in the Educare program, or an activity pre-approved by the administration, are allowed to remain in the school building on early dismissal days.

### Early Pick-up

If parents need to pick up their child/children **prior to the 3:35 p.m.** dismissal a note, not a phone call, must be received in the school office by 9:30 a.m. on the day of the early pick-up. This note must contain the reason, time of dismissal, and the name of the person who will pick up the student.

The person named in the note must sign the student out in the departure book located in the school front office. The child must know the person who is responsible for picking him/her up, or the student will not be released.

Students who must leave school early should be picked up from the school office at 2:45 p.m. This is prior to the beginning of the last period and is done in order to limit instruction interruptions. **Please do not take students out between 2:45 pm and 3:40 pm.** If a doctor's appointment must be scheduled during the school day hours, it is preferred that arrangements be made to have your child leave school at 2:45 p.m. rather than leave earlier in the day and then return.

### **Delayed Openings /Weather Closures**

**Information regarding delayed openings, weather closures and emergency closings will be broadcasted over the local radio station – WBAL, on the local television stations and if possible on the school website, [www.resstpaul.org](http://www.resstpaul.org) and on [schoolsout.com](http://schoolsout.com).**

Resurrection-St. Paul School follows the **Howard County Public School System** regarding delayed opening or closure due to inclement weather. In the case of inclement weather, on days when Howard County Public Schools are closed, Resurrection-St. Paul School will make its own radio announcement concerning delays or closure and if possible, the information will be also be posted on the school website, and notification will be sent through the school email alert and through [schoolsout.com](http://schoolsout.com).

A **one-hour delay** means the Resurrection-St. Paul School day for all PreK-Grade 8 students will begin at 10:00 a.m. with Educare beginning at 8:30 am.

A **two-hour delay** means the Resurrection-St. Paul School day will begin at 11:00 a.m. with Educare starting at 9:30 a.m. **There will be no school for PreK ½ day program for 2 hr. delays, but there will be school for PreK all day program.**

### **Emergency Closure**

Once the children are already in school, if for reasons of weather or other unforeseen circumstances it seems advisable to close early, Resurrection-St. Paul School will follow the decision of the Howard County Public School System. In the case of an emergency closure, on days when Howard County Public Schools are closed, Resurrection-St. Paul School will make its own radio announcement and if possible, the information will be also be posted on the school website, and notification will be sent through the school email alert and through [schoolsout.com](http://schoolsout.com). **Parents, guardians and childcare providers must self-register by logging onto [schoolsout.com](http://schoolsout.com) and by accessing the mail notification bar on the school website.**

Please discuss with your child beforehand what he/she is to do in the event of any early dismissal (where he/she is to go, where to find a key, which babysitter to go to, transportation, carpool, etc.). Children must be picked up promptly on days when early closing is necessary. Should the school have an emergency closure the Educare Program will also close.

In order to keep the school phone lines available and open in the event of an emergency or inclement weather closure please check the afore mentioned sources for closure information. Your understanding in placing a call to the school, only when absolutely necessary, will allow the administration and staff to be attentive to the needs and concerns of the students.

## **ALERTNOW**

**In the event of an emergency that would impact the health safety and welfare of our students or a situation that compromises the safety of our school facility or grounds, the school will notify parents through the ALERTNOW system. Parents will simultaneously receive a text message, a phone call to their home, and an email alert to the phone numbers and email addresses that were submitted to our school on the ALERTNOW form. This system will only be used in the event of a true emergency. Weather closures will not be posted by this system.**

### **School Email Alerts**

The school newsletter is sent to our parents via email. Periodically the school will also send out email blasts to alert our parents to upcoming events, change of school calendar, etc. In order to receive email notifications parents must self-register by logging onto our school website, [www.resstpaul.org](http://www.resstpaul.org), and accessing the email notification bar on the main web page. We encourage our families to take advantage of this free service.

### **Emergency Plans**

Staff members are informed of procedures for emergency situations including injuries, fires, and tornadoes. Fire drills and emergency evacuation procedures are practiced during the school year. Fire exit notices are posted in every room. Students and adults are instructed to leave the building quickly and silently and to report to a pre-designated area. If there are extreme weather conditions at the time of a non-emergency dismissal, the students will remain in the building until it is safe to commence the dismissal procedure. If, during the course of the school day, the school building is rendered unsafe for the students, the children will be taken onto the church grounds or into the church. The students will re-enter when the building is declared safe. An Emergency Response Manual specific to Resurrection-St. Paul School is available for parent/guardian perusal. Please contact the administration.

### **AHERA Plan**

In October 1986, the U.S. Congress enacted Asbestos Hazard Emergency Response Act AHERA. Under this law, comprehensive regulations were developed to address asbestos concern(s) in public and private elementary and secondary school. These regulations required the AOB Schools to inspect their facilities for friable and non-friable asbestos hazard(s) and then to produce a comprehensive Management Plan for each of these locations detailing how the asbestos would be handled.

By regulations this Asbestos Management Plan should be kept at the school and a copy of this plan is maintained at the Catholic Center as well. Aerosol Monitoring & Analysis was recommended and hired by most schools to conduct all of the original inspections and this firm has also been involved in the three (3) year re-inspection requirement of AHERA.

The following are reminders with regard to AHERA regulations:

1. The SCHOOL'S MANAGEMENT PLAN is to be located in the Principal's office and available to the public, teachers, other school personnel and parents. Annually the school must notify the parents and teachers of availability of the Management Plan and record this notification in the plan itself.
2. The SCHOOL'S MANAGEMENT PLAN must be current. Any work done, which involved asbestos containing material (ACAM) removal, must be documented and included in this plan. The location and type of the ACAM that was affected, description and abatement performed and the name of the contractor who performed the removal of the ACAM must be in the plan as well.

A COPY OF THIS INFORMATION MUST ALSO BE SENT TO THE ARCHDIOCESE OF BALTIMORE AS WELL.

Please note that the Archdiocese of Baltimore maintains a list of AOB approved Asbestos/Lead removal and abatement contractors and a copy of these contractors can be sent to our school upon request.

To review the asbestos management plan or if you have any questions please contact the administration.

### **VISITORS/VOLUNTEERS**

All persons entering the school should enter through the main school foyer doors and report to the first floor school office. The staff will then direct the visitors. Individuals are **not** permitted to interrupt the classes with messages or deliveries. Parents and guardians of the students in Resurrection-St. Paul School are encouraged to become actively involved in the school by volunteering as room parents, lunch parents, library aides, nurses, etc. **All volunteers at school must be STAND trained and wear their ID cards on a lanyard whenever they are in the building with the children.**

In order to ensure the safety of the students and staff of the school, all visitors and volunteers must report to the school office upon entering the building and sign the visitor book. Visitors will be issued a visitor badge. STAND and visitor badges must be worn at all times while there are children in the building. Visitor badges must be returned upon leaving the school. No adults may enter a classroom without specific authorization of a teacher or staff member. Parents and guardians are welcome to meet with the teachers but must call or email in advance to make an appointment.

If volunteering, in addition to signing in, please remember to fill in your family's page in the volunteer logbook that is kept in the front office. This will ensure that you receive credit for your service hours. All families at Resurrection-St. Paul School are required to perform 30 service hours or pay \$15 per hour for volunteer hours not performed. Any family member over the age of 16 years, with STAND training, may volunteer their services for the many opportunities and events throughout the school year

### **STAND**

Beginning in August 2004, all volunteers at Resurrection-St. Paul School must show a Policy Compliance Verification card in order to volunteer anywhere on school premises. This card validates that the individual has completed the necessary steps in conformance with the Archdiocese of Baltimore's STAND on child and youth protection instituted September 2003. All new parents who wish to volunteer must complete a STAND training session online with the Archdiocese and submit all the necessary forms for approval. A screening process must be completed before anyone is permitted to serve as a volunteer. **A card will be issued and needs to be worn whenever at school volunteering.**

### **TRANSPORTATION**

#### **Car Riders**

Parents are responsible for transporting their children to and from school if they reside outside of the approved Howard County Board of Education bus transportation service area. Those who arrange transportation with companies do so on their own terms and the school is not liable in any way for mishaps, which may occur during such transportation.

### **Howard County School Bus Entitlement**

School bus transportation is available through the Howard County Department of Pupil Transportation Services. Boundary and bus routes are available from the school office.

If you have a bus route or bus stop concern please submit a written detailed explanation to the school office. Please call the school office with a safety concern, not the Howard County Department of Pupil Transportation. The Transportation Department has asked that matters be handled through the school office first. If necessary, the administration will contact the proper Howard County personnel.

**Students who are not routine bus riders may only ride the school bus with the approval of the school administration, which is usually only allowed in the event of an unforeseen emergency. Students who are routine bus riders may not ride a bus other than the one they have been assigned to without the authorization of the school administration.** This should only occur in the event of an unforeseen emergency. An alternate bus form should be submitted if this is to occur on a regular basis. Space availability busing may be requested. Forms for this request and alternate bus service are available from the school office. Please return completed forms to the school office. Once the forms are submitted they are considered approved until denied.

Bus stops, within the busing boundaries, are established using the criteria set by the Howard County Board of Education's Department of Transportation. They are set by the Howard County Department of Transportation, using their guidelines, not by the school office. Parents will need to check the bus route schedule to determine the safest, closest, bus stop location for their child.

### **School Bus Conduct**

Please join us in insisting on proper conduct at the bus stop and on the bus. It is unfair to allow pupils to annoy fellow passengers and the driver and to endanger the lives of others because of misconduct. Students are to abide by the student code of conduct at any time they are on a bus. Failure to cooperate may result in loss of riding privileges.

### **Safety Patrol**

Safety patrols are stationed to assist with the safety of the children on the bus at the car lines and at the school entrances during arrival and dismissal. Please encourage your children to be respectful of the patrols and explain to them their important responsibilities.

**Parents are asked to show respect to teachers, patrols and parent volunteers in the school parking lot, particularly after school. Disruptive, rude behavior and/or language may result in one's being barred from the property.**

## **COMMUNICATION**

### **Between Home and School**

Parents are afforded a variety of methods to communicate with the school administration and staff. All school personnel have access to email and voicemail. The listings can be found on the school website. Parents may also send in written notes that will be forwarded from the school office to the proper recipient(s). **Please be mindful that late arrivals, early departures or urgent or emergency messages should always be called into the school office, 410-461-9111 ext. 241.** If the line is busy please leave your message in voice mail and it will be retrieved promptly. Email and voice mail may be used as a backup to the phone call to school, but should always be a secondary means of

**notification.** We welcome your use of email and voicemail for communication between home and school that is not time sensitive.

### **Weekly Newsletter and Calendar**

Throughout the school year monthly calendars are issued to inform parents/guardians of updated information. A weekly newsletter, along with other pertinent information, is published each Wednesday. The newsletter will be sent via email to those who have registered for the school email notifications. The weekly Wednesday newsletter and monthly calendars are also available on the school's website [www.resstpaul.org](http://www.resstpaul.org). Please take the time to review the information that is sent home and periodically check the school website. If you do not have access to the website or clarification is needed the school office welcomes your call.

### **Change in Address/Change in Name/Change of Phone/email**

From time to time the school may need to mail information home or contact you by phone. If there is a change in the family status, a legal change of a child's name, change of family or parent address, home, cell, or work number phone number, or email address, it is important that the school be informed promptly.

### **School Phones**

School phones are to be used for school related matters by teachers, staff and administration only. Students will be allowed to place and receive calls, in an emergency, after receiving approval from a teacher, staff member or the administration. Only essential telephone messages will be delivered to the student during school hours. Please do not fax work to students.

### **Cell Phones and Electronic Devices**

Students are permitted to bring a cell phone to school, but it must be brought to the school office immediately upon the student's arrival at school and should then be retrieved from the school office at dismissal. At no time during the school day are students allowed to have access to their personal cell phone. If a student is found in possession of a cell phone during the school day, it will be confiscated and kept in the office until a parent, student and administrator meeting takes place. The student will receive consequences for not following the policy. Consequences will be determined by the administrator. The school will assume no responsibility for lost/damaged phones. Students should not bring any other type of electronic devices to school, such as, but not limited to hand held computer games, iPods, etc. The same policy regarding cell phone confiscation and responsibility for loss and damages will apply to electronic devices.

## **ATTENDANCE POLICIES**

Regular attendance has a marked influence upon scholastic achievement. In accordance with Maryland law, parents are responsible for their child's attendance and punctuality. If a student is consistently absent or tardy, the administration has the right to consider retention for the following academic year. Students are expected to be in their classrooms by 9:00 a.m. **If your child arrives at school after 9:00a.m., then a parent must accompany the child into the office to sign him/her in.** If your child is absent from school, or leaves early due to illness, they may not attend an after school club, activity or the Educare program.

Parents may monitor their child/ren's attendance records by using their parental access to Power School. An **A** in Power School indicates an absence from school. A **T** indicates a late arrival or early departure.

Vacations and sports are not considered legitimate reasons for missing school. This is strongly discouraged. A calendar outlining the major holidays, planned days off and early dismissal days can be found on the school website. Please consult this calendar when making vacation plans and appointments. **When possible, appointments, that cannot be considered emergencies, should be made for after school or when school is not in session.**

### **Absence**

**When a student is absent from school, the school should be notified by 9:00 a.m. each day the child is absent. Please call the school absentee line 410-461-9111 ext. 250, to report an absence. For your convenience absentee calls may be left on the absentee line at ext. 250 outside of school hours. Parents and guardians may notify their child's homeroom teacher as a courtesy, by email or note, but absences must still be reported by phone at ext. 250 each day the child is absent.**

On the day the student returns to school, a note signed by the parent or guardian must be presented to the homeroom teacher. A telephone call does not replace the written note. Maryland State Law requires that students absent for five (5) consecutive days must obtain a doctor's release and present it to their teacher upon return t school.

As soon as a student has been absent ten (10) days, either consecutively or non-consecutively, a parent or guardian will be contacted. A conference may be set by an administrator with the student and parent or guardian to discuss the effects of absence on the student's academic performance. A student may be denied promotion if absences are in excess of twenty-one (21) days unless homebound tutoring by a certified teacher has been received.

### **Make-up Work**

**In case of absence, it is the responsibility of the child to obtain, complete and submit missed work. All schoolwork and homework from the absence must be completed within a reasonable amount of time.** Your child's teacher(s) should be consulted for that time frame. **No assignments will be given to students ahead of time for unauthorized vacations during the school year.** Arrangements may be made for obtaining class assignments by contacting the school office before 9:00 a.m. Parents/guardians may request to have homework available to be picked up from the school office at dismissal, 3:35 p.m., or to have the homework sent home with a responsible fellow student or sibling.

### **High School Visitation Policy**

Students in the eighth grade are allowed two days (marked as excused absences) to visit the high schools they are interested in attending. A note from a parent or guardian needs to be given to the homeroom teacher at least a day before the scheduled visit and the school office should be called on the day of the absence. It is the responsibility of the student to obtain any missed assignments and complete them within a reasonable amount of time. Your child's teacher(s) should be consulted for that time frame.

## **LUNCH AND RECESS**

### **Lunch Time**

All students will eat with their class in the cafeteria and then, weather permitting; will proceed to the playground area where sufficient supervision (STAND trained parents are always encouraged to help out) is provided. There are two lunch/recess periods, 11:35-12:15 and 12:20-1:00.

Grades 5-8 eat and play during the first lunch shift. Grades K-4 eat and play during the second lunch shift. Pre-K eats in their classrooms from 12:00-12:30. **Check times and grades.** Students in grades K-8 may bring a lunch from home or pre-purchase one from the school's Hot Lunch Program.

Kindergarten students may only purchase a lunch on Wednesdays. Children are allowed to call home for a forgotten lunch. Classes will not be interrupted for the delivery of a forgotten lunch. The classroom messenger will retrieve lunches from the office prior to their homeroom's lunch period. A lunch will be provided if necessary and parents will receive a bill. Please be mindful of your child's lunch period if you must bring a lunch to school.

### **Hot Lunch**

Hot lunch is available every day of the week on all but a few school days. Please refer to the hot lunch calendar for those days. Students in grades 1-8 will have the opportunity to pre-order and pre-pay for their choices a month in advance. Hot lunch is available once a week for the Kindergarten students. It is not available for the PreK students. All orders must be placed on-line. The link to the on-line ordering system can be found on our school website under the "For Our Families" tab and Hot Lunch page. You will be given at least one week to place your order. Orders for the month will always close on the 19<sup>th</sup> of the previous month. September orders close on August 19<sup>th</sup>. Online payments are made through a credit card or PayPal account only. Deadlines for hot lunch orders are firm so please be mindful of placing Hot Lunch orders in a timely manner.

### **Lunch Bags and Boxes**

Please clearly mark your child's lunch bag or lunch box with their full name.

### **Milk**

Cartons of milk are available to students during their lunch period. Milk must be pre-paid using the yearly order form that is sent home during the first week of school. Milk is not available for daily purchase. Payments should be turned in to the homeroom teacher in an envelope marked: school office – school milk program. **Please do not include milk payments with any otherschool payments.Milk payment must be made under a separate check made payable to Resurrection-St. Paul School.**

The order form allows for payment for all children from the same household to be included on one check. Milk will be available to students who placed an order beginning the first week of September.

### **Recess**

Students in grades K-8 will have a lunch/recess break. Students in all day PreK4 program will eat lunch in their classrooms and will have a separate recess time. All students are expected to go out for recess. Students will not be allowed to stay inside for recess without an excusal signed by a doctor. Please do not ask that your child remain indoor during morning or lunch recess. If they are too sick to go outdoors, they should remain home. **NO CHILD WILL BE PERMITTED TO REMAIN INDOORS DURING THEIR RECESS TIME. THE ONLY EXCEPTION WILL BE FOR A CHILD WHO HAS A NOTE FROM THEIR PHYSICIAN.**

If outdoor recess is canceled due to weather conditions an announcement will be made prior to the first lunch shift. During the winter months, students should come to school properly clothed for outdoor recess.

### **Playground Rules**

The rules of the playground are governed by concern for safety and by respect for others.

- All playground equipment is to be used in a safe manner.
- Only faculty-approved games may be played on the playground.

- The school provides playground items such as balls, jump ropes, etc. Students may not bring items in from home for playground use.
- Students will stay in their designated play areas.
- Re-entry into the school building during recess will only be permitted for first-aid, or by permission of the playground supervisor.

## **FIELD DAY AND FIELD TRIPS**

### **Field Day**

Each year in May, the Physical Education instructor, with the assistance of parent volunteers, coordinates a day of track and field events. All students participate and compete in the events.

### **Field Trips**

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. Students are expected to stay until the end of the regular school day following the return from a field trip. **Early departures, with parents who have served as chaperones, will only be allowed under special circumstances and with advance permission gained from the school administration.**

In advance of the trip, a permission form, required by the Archdiocesan Division of Catholic Schools, is sent home. A student will be permitted to attend the trip **ONLY** if the permission slip is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. Faxed permission slips are acceptable, but verbal OK over the phone cannot be accepted as permission.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day. Fees must still be paid since the rate the school is quoted reflects total class participation. The teacher(s) will supply work, and the student will be assigned a classroom in which to work under the supervision of a staff member.

The teacher must be notified in advance if a child will not participate in a field trip experience.

As the need arises, we encourage parents or guardians to participate as field trip chaperones. **Parents must be STAND trained to attend field trips and must wear their STAND badge at all times while on school premises and on field trips.** However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. **Parents not selected as chaperones are not allowed to join the group at the trip destination. This creates confusion for the children.**

**Due to Archdiocesan regulations, parents are not permitted to transport students to or from school-sponsored field trips.** All students need to ride the bus both ways. Students can be denied participation if they fail to meet academic or behavioral requirements.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

### **Altar Serving**

Catholic students in grades 6-8 may become altar servers. Interested students are trained to assist at the liturgy for the school masses. All Catholic Students in grades 5-8 may choose to become an altar server in their respective parishes. Parents are encouraged to check with the parish offices for more specific details.

### **Band**

Resurrection-St. Paul School participates with the Archdiocesan Instrumental Music Program. Students in grades 4-8 are eligible to enroll each fall. Lessons are held during school hours, once a week, for one-half hour. Students are accountable for any missed schoolwork. Full band practice is held one afternoon a week from 3:45 p.m.-5:30 p.m.

### **It's Academic**

Students in grades 6-8 are invited to join the It's Academic Team starting the second trimester. The team meets 1-2 afternoons a week after school and participates in local competitions in late winter.

### **Liturgical/ Para-liturgical Celebrations**

The students participate in Liturgical Celebrations at least twice a month. Many opportunities for class prayer and faith celebrations take place in homerooms. Students in grades Pre-K-8 will have the opportunity to attend Eucharistic Adoration at least once a month during the school day.

### **National Junior Honor Society**

Academically qualified students in grades 7 and 8 are invited to apply to the National Junior Honor Society after the first trimester. In order to be offered Membership into the National Junior Honor Society students must first meet a 3.8 grade criteria for scholarship. Leadership, service, character and citizenship are then evaluated. The criteria may be obtained from the NJHS moderator.

### **Safety Patrols**

Safety patrols are stationed to assist with the safety of the children on the bus, in the car lines and at the school entrances during school arrival and dismissal. Please encourage your children to be respectful of the patrols and explain to them their important responsibilities.

### **Student Council**

This is a wonderful opportunity for students to develop their leadership skills. Students learn about and participate in the political process by involvement in the Student Council. The Student Council promotes service to others and earns money for charitable causes and school projects, while having fun. The officers are elected from the incoming grades 6, 7 and 8, while grades 4, 5, 6, 7 and 8 provide a class representative to the Student Council. The class representative's job is to relay information from the Student Council to the students in Pre- Kindergarten through grade 8.

### **Clubs**

A variety of clubs meet prior to the beginning of the school day and following school dismissal. Some clubs are free and some require a fee. Information regarding availability, dates, times and cost will be sent home in the weekly school newsletter.

**The club and after school moderator has the right to not allow a student to participate in their after school activity if a discipline issue arises. If a detention has been scheduled during a club/activity meeting time the detention will not be rescheduled.**

## **SCHOOL UNIFORM**

All students in grades PreK through 8 are required to be in the official full school uniform each school day. The school uniform supplier is Flynn and O'Hara. No substitutions may be made on the main articles of clothing. Socks, shoes and belts are the only items that may be purchased independent of Flynn and O'Hara.

In the spring of 2006 the uniform company began printing our clothing with the new approved RSPS logo. All student uniforms will need to be in compliance with the new logo. Please assist our faculty and administration in enforcing the Resurrection-St. Paul School uniform policy. If you have any questions regarding any part of the uniform, please call the school office.

Students who are consistently out of uniform compliance are subject to disciplinary referral. It is important that students wearing the Resurrection-St. Paul School uniform recognize that they are representing the school. The uniform should be neat, clean, and worn properly, even when students are not in school but are still in uniform.

The only exception to the wearing of the official school uniform would be on special no uniform days. Parents will receive prior notification.

### **Uniform Supplier**

School uniforms must be purchased from Flynn and O'Hara. They may be obtained by visiting their store, placing an order over the phone, or on their website.

Flynn and O'Hara Uniforms  
Burwood Village Shopping Center – Baltimore Annapolis Boulevard & W. Furnace Branch Road  
Glen Burnie, MD  
Telephone – 410-684-2816  
Website is [www.flynnohara.com](http://www.flynnohara.com)

## **DRESS CODE**

### **School Shoes –Grades 1-8**

Gym or tennis shoes are to be worn with the official school gym uniform on the day that students are scheduled for their physical education class. Lighted versions and skate shoes are prohibited.

Students are required to wear the style of dress shoe that is shown in the Van Dyke and Bacon school shoe flyer with their summer and winter uniform. Shoes do not have to be purchased at Van Dyke and Bacon but must be of like style and color. Skate shoes or clogs are prohibited. Please see a member of the administrative team if you have any questions or are unsure if the shoes are acceptable.

Final approval on the appropriateness of a school shoe, whether it is a dress shoe or gym shoe, lies with the school administration and their decision supercedes the handbook or shoe store flyer.

### **PreK and Kindergarten**

Pre K and Kindergarten students wear the official school gym uniform as their daily school uniform.

The gym uniform consists of:

Navy blue t-shirt with school name silkscreen

Navy blue micromesh shorts with school name silkscreen

November 1<sup>st</sup>- March 31<sup>st</sup>:

In addition to the gym t-shirt and shorts, the navy blue sweatshirt with school name silkscreen and Navy blue sweatpants with school name silkscreen must be added

White crew socks to be worn above the ankle NO LOGOS

Appropriate gym or tennis shoes (lighted versions and skate shoes are prohibited)

Velcro closures are preferred. Lace shoes must always be tied.

### **Boys Grades 1-5**

Navy blue slacks

**All slacks must be worn with a solid color black or brown belt.**

A white oxford cloth button down shirt (short or long sleeve) with RSPS monogram on front pocket.

**Shirts must be buttoned and tucked in at all times.**

Navy blue tie

Navy blue pullover sweater (optional) with school monogram

Boys must wear solid black, navy or white crew socks (all socks must be worn above the ankle) NO LOGOS

Brown or black flat non-athletic, rubber sole shoe - refer to prior shoe section

No hiking boots or tennis shoes may be worn with the regular uniform. Lace shoes must always be tied.

### **Boys Grade 6-8**

Navy blue slacks

**All slacks must be worn with a solid color black or brown belt.**

A white oxford cloth button down shirt (short or long sleeve) with RSPS monogram on front pocket.

**Shirts must be buttoned and tucked in at all times.**

Regimental stripe tie

Navy blue pullover sweater (optional) with school monogram

Boys must wear solid black, navy or white crew socks (all socks must be worn above the ankle)

Brown or black flat non-athletic, rubber sole shoe - refer to shoe prior shoe section. No skate type shoe.

No hiking boots or tennis shoes may be worn with the regular uniform. Lace shoes must always be tied.

### **Girls Grade 1-5**

Blue/gray plaid split front jumper (worn no shorter than 2 inches above the knee)

White short or long sleeve Peter Pan collar blouse with RSPS monogram on collar

White long sleeve turtleneck (optional) with RSPS monogram on the collar, may be worn in lieu of the blouse

Navy blue cardigan sweater (optional) with school RSPS monogram

Navy blue knee socks or white ankle socks (socks must be worn above the ankle) should be worn.

On colder days, navy blue tights may be worn.

Brown, black or saddle shoes with no higher than a 1" heel - refer to prior shoe section

No hiking boots or tennis shoes may be worn with the regular uniform. Lace shoes must always be tied.

### **Girls Grade 6-8**

Navy blue wrap around kilt (worn no shorter than 2 inches above the knee)

White short or long sleeve oxford cloth shirt with RSPS monogram on the collar

White long sleeve turtleneck (optional) with RSPS monogram on the collar, to be worn under the shirt.

Navy blue cardigan sweater (optional) with school name monogram

**Blouses must be tucked in at all times.**

Navy blue knee socks or white ankle socks (socks must be worn above the ankle) NO LOGOS

On colder days, navy blue tights may be worn.

Black, brown or saddle shoes with no higher than a 1" heel - refer to prior shoe section

No hiking boots or tennis shoes may be worn with the regular uniform. Lace shoes must always be tied.

### **Summer Uniform- Optional – Grades 1-8 - may be worn August through October 31<sup>st</sup> and April 1<sup>st</sup> through the end of the school year**

White short sleeve golf shirt with RSPS school monogram for boys and girls

Navy blue walking shorts or navy blue pants for boys

Navy blue walking shorts or uniform kilt for girls (grades 6-8)

**Walking shorts and pants must be worn with a solid color black or brown belt.**

Black or brown belt (when wearing shorts or pants)

Plain white crew socks (to be worn above the ankle at all times) NO LOGOS.

Brown, black or saddle shoes with no higher than a 1" heel for girls - refer to prior shoe section

Brown or black flat non-athletic, rubber sole shoes for boys

No hiking boots or tennis shoes may be worn with the regular uniform. Lace shoes must always be tied.

### **Gym Uniform**

Students in grades 1-8 are required to wear gym uniforms to and from school on their scheduled gym days. The gym uniform must be purchased through the Flynn & O'Hara Uniform Company.

The gym uniform consists of:

Navy blue t-shirt with school name silkscreen

Navy blue micromesh shorts with school name silkscreen

November 1<sup>st</sup>- March 31<sup>st</sup>:

In addition to the gym t-shirt and shorts, the navy blue sweatshirt with school name silkscreen and

Navy blue sweatpants with school name silkscreen must be added

Plain white crew socks to be worn above the ankle NO LOGOS

Athletic shoes (lighted versions and skate shoes are prohibited)

Appropriate gym or tennis shoes must always be tied.

### **Jewelry**

Girls and boys may wear a watch. Girls may wear one pair of post earrings. Boys may not wear earrings.

A cross or religious medal may be worn around the neck, and one ring. If a cross or religious medal is worn, it must be attached to a thin chain, not a neckband, etc. No other jewelry is permitted. No make-up or nail polish, including neutral colors or French tips, may be worn. No purses are to be carried.

### **Hairstyles**

Hairstyles for both boys and girls should be neat and appropriate to the spirit of the uniform code. No fad hairstyles are permitted. The administration will make the determination as to what constitutes fad hairstyles. Bangs must be above the eyebrows for boys and girls. Boys' hair must be above the ears and above the collar, and not in a ponytail.

Students' hair should not be dyed or highlighted during the school year. Girls may add a hair ribbon, hair band or barrettes. Ribbons may only be solid navy blue, solid white, or made from the official school uniform material. Barrettes may be solid navy blue, solid white, solid black, solid brown, solid gold or solid silver color. Headbands may be solid black, brown, blue, white or made from the plaid school jumper material. Ribbons, barrettes and headbands should be plain and should not be embellished with additional bows, jewels or decorative items. No hats are to be worn in the building, including non-uniform days.

### **Backpacks**

Backpacks should be non-rolling.

### **Non-Uniform Days**

Several times during the school year students are allowed to come to school not dressed in the official school uniform. Attire on these days should be appropriate for Resurrection-St. Paul School. Students will be asked to call home for a change of clothes if the administration or faculty deems that any article of non-uniform day clothing is suggestive or inappropriate. Shorts may not be worn on non-uniform days during the months of November-March. Pajama bottoms, flip-flops, crocs or sandals should never be worn to school. Students may only wear gym shoes, school shoes, or appropriate close toe, low heel dress shoes to school on non-uniform days.

## **ACADEMIC POLICIES**

### **Grading**

Grades are based on the degree of success the individual student has achieved in completing their program. Students shall be graded in accordance with their ability and achievement. Each teacher will provide to each student a copy of his/her method and procedures for grading. This will enable the student to be aware of the grading procedure of his/her teachers. A copy will also be provided to the parent/guardian in the beginning of the school year.

Parents/guardians of children in grades 3-8 may view their child's progress on line by accessing the Power School website. Parents/guardians must attend a parental access meeting, which will be offered at school, in order to obtain training and their individual password(s) to the website. Please check the school weekly newsletter and calendar for available dates. Issued passwords, if misplaced or forgotten, may be obtained by calling the main office.

### **Honor Roll**

At the end of each trimester, honor roll certificates will be distributed to the students in grades 4-8 who achieve the following:

- First Honors- Given to students who have grades of A and above in all academic areas and have at least a Satisfactory mark in all of their "Special" classes and at least an S in conduct and effort.
- Second Honors- Given to students who have grades of B and above in all academic areas and have at least a Satisfactory mark in all of their "Special" classes and at least an S in conduct and effort.

### **Work Habits**

- Written assignments must be neat, legible, and complete.
- All papers for students in grades 2-8 must display the proper school heading.
- Books, book bags, pencil cases and notebooks should be free of scribbling and graffiti inside and out.

- Notebooks, folders and other supplies must be replaced when worn or depleted.
- At all levels, students are required to do homework.
- Requirements for homework are determined by the staff annually and communicated to the parents via a letter or at the Back to School Night meeting.
- **Students must always have a book to read!**

### **Homework**

Homework will be given in grades K-8. Homework is intended to underscore and provide practice in the subject matter addressed during the school day. Completing homework in a timely manner is an important organizational skill for students to learn. Students are accountable for homework and will be given credit for their work. Understandably all assignments are not going to be of equal value. Friday night homework is given at the discretion of the teacher. Extended projects, library research and long-range assignments are part of each student's core curriculum. In the upper grades, homework will also provide an opportunity to master independent study and research skills. There will be homework in math and language arts almost every evening. On the average, homework will follow the time allotment below:

- Grades K through 2 20-30 minutes per evening
- Grades 3 and 4 30-45 minutes per evening
- Grades 5 and 6 45-60 minutes per evening
- Grades 7 and 8 60-90 minutes per evening

### **Middle school (grades 6-8) homework accountability should follow the following guidelines:**

- Daily or cyclical homework assignments, such as math/vocabulary, will be valued at a consistent amount. For example, 2 points for completing the assignment neatly and with the majority of problems correct, 1 point if many problems are incorrect due to carelessness/lack of effort or one day late, 0 point if not turned in within two days. Simply put, students will lose half of the points allotted for one day late, unless there is an extenuating circumstance, and will lose all points for two or more days late. Daily homework can be cumulative for a week at a time but must be recorded weekly. This allows teachers to enter a weekly grade in PowerGrade.
- Long-term assignments will usually carry more point value. Students are responsible for turning in work on time and will be penalized for lateness.
- If homework is to be counted as a quiz, it will be made clear to the students and also be made clear about when the work is to be collected. Students must remember that collaborations with other students are not acceptable and can be considered cheating in which consequences may result.
- If the Internet is to be used to research answers and/or complete assignments, students should use Work Cited references. See <http://www.wbais.org/~aislibrary/bibliographyes.html> for examples.
- Assignments will also be posted weekly on teacher created websites linked to the website.
- Students who have an excused absence for an extended length of time will be permitted a reasonable deadline.

At all grade levels, homework will be included in determining the subject area grade on the report card. When a teacher notices that a student is consistently missing assignments, it is his/her responsibility to notify the parents and offer appropriate suggestions. Please know that missing assignments will negatively affect the final grade.

**Testing-Related Penalty:** This measure may involve subtracting points from a student's test score (to be determined based upon the total value of the points on the test/quiz), confiscating a student's test paper, or lowering a student's test score or grade.

Cheating includes, but is not limited to: obtaining unauthorized information on a quiz or test, plagiarizing written work, copying another student's homework or report, and giving aid by allowing another student to copy a quiz, test, exam composition, lab report, research paper or homework.

### **Grades 6-8**

- Daily or cyclical homework assignments, such as math/vocabulary, will be valued at a consistent amount. For example, 2 points for completing the assignment neatly and with the majority of problems correct, 1 point if many problems are incorrect due to carelessness/lack of effort or one day late, 0 point if not turned in within two days. Simply put, students will lose half of the points allotted for one day late, unless there is an extenuating circumstance, and will lose all points for two or more days late. Daily homework can be cumulative for a week at a time. This allows teachers to enter a weekly grade in PowerGrade.
- Long-term assignments will usually carry more point value. Students are responsible for turning in work on time and will be penalized for lateness.
- If homework is to be counted as a quiz, it will be made clear to the students and also be made clear about when the work is to be collected. Students must remember that collaborations with other students are not acceptable.
- If the Internet is to be used to research answers and/or complete assignments, students should use Work Cited references. See <http://www.wbais.org/~aislibrary/bibliographyes.html> for examples.
- Assignments will also be posted on School Notes.
- Students who have an excused absence for an extended length of time will be permitted a reasonable deadline.

### **Parent/Guardian Homework Responsibilities and Student Support**

Parents/guardians are expected to see that their children fulfill their homework responsibilities. If home assignments cannot be completed because of home conditions, e.g., sickness in the family, death of a relative, etc., students may defer doing the prescribed work, but a written explanation should be provided to the teacher and administration in order to obtain permission. Attendance at sporting events, extra-curricular activities and/or practices is not considered excusable reasons for not having homework done on time.

At all grade levels, homework will be included in determining the subject area grade on the report card. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions. Please know that missing assignments will negatively affect the final grade.

We ask that parents/guardians support the teachers and fulfill their supervisory responsibilities by attending to the following:

- Review the assigned work with the child.
- Provide a quiet, well-equipped place as well as the time required.
- Provide assistance to the child as needed and help them plan their time so as to complete long-term assignments by the due date.
- Emphasize the need for study.

While it is the students' ultimate responsibility to write down the daily assignments in their daily planners, homework for students is available on the website at [www.resstpaul.org](http://www.resstpaul.org). Click on the homework section and then click on teacher.

### **Progress Reports and Interim Reports**

Students in grades Pre K-8 will receive Progress Reports each trimester. Resurrection-St. Paul School uses the Archdiocesan Progress Report.

**In PreK–Grade 2** the Progress Report is skills based and students are graded accordingly. The following codes will be used to indicate student progress to meeting standards.

#### **Progress codes:**

##### **I = Independent:**

- The student understands concept/skills and works with little or no reinforcement or assistance
- The student shows the ability to apply the knowledge or perform skill accurately without instructional support. Student is able to do more challenging work

##### **P= Progressing:**

- The student's understanding of concepts/skills are developing and are in need of occasional reinforcement and assistance
- The student is retaining material and shows the ability to apply the knowledge or skill with little instructional support

##### **E= Emerging:**

- The student's understanding of the concepts/skills are still at the beginning level and/or need reinforcement and assistance
- The student is being introduced to the skill and is beginning to use the skill in context with extensive instructional support. The student needs reteaching/reinforcement

**NA= Not assessed at this time**

In **Grades 3-8** students will receive the following letter grades/achievement codes:

##### **Grade 3:**

Students will receive letter grades in the areas of Religion, Language Arts, Mathematics, Science and Social Studies. Academic Achievement Codes will be given in the areas of Spanish, Physical Education, Art, Music, Library and Computer. Effort and Conduct will also be noted.

##### **Grades 4-5:**

Students will receive letter grades in the areas of Religion, Language Arts, Mathematics, Science, Social Studies and Spanish. Academic Achievement Codes will be given in the areas of Physical Education, Art, Music, Library and Computer. Effort and Conduct will also be noted.

##### **Grades 6-8:**

Students will receive letter grades in the areas of Religion, Language Arts, Mathematics, Science, Social Studies, Spanish, Physical Education, Art, Music, Library and Computer. Effort and Conduct will also be noted.

The following codes are used:

**Marking Codes:**

- A+ = 97-100
- A = 93-96
- B+ = 89-92
- B = 85-88
- C+ = 80-84
- C = 75-79
- D = 70-74
- E = 69 and below

**Achievement Codes:** Descriptors to indicate student progress towards meeting Archdiocesan Curriculum Standards used on the Grades 3-4 and 5-8 Progress Reports

**P= Proficient**

- Always applies skills or processes with ease and confidence in completing grade level and above academic performance tasks
- Always demonstrates a thorough understanding of AOB grade level appropriate curriculum strands and objectives taught this trimester
- Always uses knowledge to skillfully communicate complicated ideas and concepts within the content area
- Always completes and turns in accurate class work and homework

**VG= Very Good**

- Consistently applies skills or processes with ease and confidence in completing grade level appropriate academic performance tasks
- Consistently demonstrates an above average understanding of AOB grade level appropriate curriculum strands and objectives taught this trimester
- Consistently demonstrates the ability to use knowledge to effectively communicate difficult ideas and concepts within the content area
- Consistently completes and turns in above average class work and homework

**G= Good**

- Demonstrates above average uses of skills or processes in completing required grade level and appropriate academic performance tasks
- Demonstrates above average understanding of AOB grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrate above average understanding of important information
- Usually accomplishes purposes of academic tasks
- Demonstrates average ability to use required knowledge to communicate important information
- Completes and turns in above average class work and homework

**S=Satisfactory**

- Demonstrates average application of skills or processes required to complete grade level academic performance tasks

- Demonstrates average understanding of AOB grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates average knowledge of important information
- Demonstrates average ability to use required knowledge to communicate ideas
- Completes and turns in average class work and homework

**I= Improvement Needed**

- Makes many errors when applying skills or processes required to complete grade level academic performance tasks
- Demonstrates incomplete understanding of AOB grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates incomplete knowledge of important information
- Unable to use acquired knowledge to correctly communicate important ideas
- Performance is markedly below grade level
- Class work and homework fail to meet teacher criteria

**Not Yet Demonstrating**

- Unable to perform any understanding of skills or processes required to complete grade level academic performance tasks
- Demonstrates no understanding of AOB grade level appropriate curriculum strands and objectives taught during this trimester
- Demonstrates no knowledge of important information
- Unable to use acquired knowledge to correctly communicate ideas
- Class work and homework fail to meet teacher criteria

**Effort Codes:**

**O= Outstanding**

- Immense amount of effort put forth
- Highest level of class participation
- Class work/project/assignment criteria meets highest standards

**G= Good**

- Admirable amount of effort put forth
- Above average level of class participation
- Class work/project/assignment criteria meet above average standards

**S=Satisfactory**

- Adequate amount of effort put forth
- Adequate level of class participation
- Class work/project/assignment criteria meets standards

**I=Improvement Needed**

- Below average amount of effort put forth
- Below average level of class participation- almost always called on, rarely volunteers
- Class work/project/assignment criteria sometimes meets standards/not all criteria met

## **U=Unsatisfactory**

- Little or no effort put forth
- Little to no class participation- always called on, never volunteers
- Classwork/project/assignment criteria rarely meet standards/criteria barely met

Students failing two or more core subjects may not be advanced to the next grade level. Progress Reports are distributed at the end of each trimester (please refer to the school calendar). Marks are based on actual achievement of the student according to his/her grade level of instruction. These grades are based on the student's daily performance, homework assignments, weekly tests, unit tests, projects and papers.

Progress Reports are withheld if financial obligations have not been met.

In grades K-3, Interim Reports will be issued to all students to report progress half way through each trimester.

In grades 4-8, Interim Reports are given at the midpoint of each trimester to students who are failing, are in danger of failing the trimester, or who have had a significant change in their academic status. These reports must be signed by the parent/guardian and returned to the teacher the next day. After the receipt of this notice, it is the responsibility of the parent/guardian to check with the teacher on their child's progress. The receipt of an Interim Report does not necessarily mean failure for the marking period nor does the absence of an Interim Report guarantee passing of a subject.

## **Conferences/Teacher Communication**

Conferences are scheduled for all parents each October; thereafter, conferences are held at the teacher's or parent's request.

Every parent is required to attend a conference with each child's teacher at least once a year. Due to the many responsibilities our teachers have before and after school, parents are asked to understand that unscheduled requests for conferences cannot be honored. **TEACHERS SHOULD BE SEEN BY APPOINTMENT ONLY. PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERS.**

When a situation arises that causes concern, the concern should first be addressed at the level at which the situation arose. Therefore, the parents should first contact the teacher involved and then, if necessary, contact the administration. To encourage constructive dialogue with our parents and teachers, Resurrection-St. Paul School Administration asks that the following five-step procedure be followed in addressing serious concerns:

1. The parent should request an interview with the teacher to discuss the matter of concern and the teacher should meet with the parent within 5 days of the request to identify the problem and plan an appropriate course of action.
2. The teacher and parent agree upon a date for a follow-up meeting or phone call to review the progress concerning the problem. This follow-up is to take place within 3 weeks after the initial meeting.
3. If, after the follow-up, either the parent or the teacher is not satisfied with the disposition of the problem, both teacher and parent should request separate interviews with the administration.
4. After conducting separate interviews, the administration will chair a meeting with the parent and teacher to agree upon an acceptable plan of action and set a date for an evaluation meeting concerning resolution.

5. At the evaluation meeting parties should be satisfied with the resolution. Hopefully, the teacher and parent will have a deeper understanding of each other's needs and a purposeful line of communication.

### **ARD Referral Policy**

If a student is not progressing academically, the school may ask the parent/guardian to initiate, or the parent/guardian may initiate on their own, the process to request professional assistance from their local public school system. The Admission, Review and Dismissal Process (ARD) begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial ARD meeting with the ARD committee from the child's home school (Resurrection-St. Paul is usually invited to participate in this meeting) will determine whether or not an evaluation plan is necessary. *Federal Law requires implementation of an IEP only in the public sector.* However, if an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), Resurrection-St. Paul School administrators will consult with the parent/guardian to determine the most appropriate academic placement for the child.

If the student is eligible for special education services, every effort will be made by the Resurrection-St. Paul School staff to complete the required paperwork, to attend the ARD meetings, and to support the parents. The administration is responsible for making sure the accommodations agreed upon in the IEP meeting with the parent/guardian are carried through to the teachers.

### **Retention/Summer School**

- Resurrection-St. Paul School follows Archdiocesan guidelines in terms of retention. If retention appears to be a possibility, then by mid February the teacher(s), administration, parents (and student if applicable) meet to review the students work performance to date and to discuss the possibilities of his/her academic success for the remainder of the year.
- The parent/guardian will be notified in writing by the middle of the third trimester if there is a likely possibility of retention, failure, or dismissal of a student for academic reasons.
- The teacher(s) will continue to provide all assistance possible and regularly discuss the student's progress or lack of progress throughout the rest of the third trimester.
- If a student fails one academic subject for the year, that student must successfully attend summer school prior to entering the next grade for the new school year. Written proof will be required.
- If a student fails two or more academic subjects for the year, he/she will be automatically retained for the following school year.
- Neither conduct nor attendance should be considered the sole basis for retention, but may be contributing factors.
- Diplomas will be issued to those students who have successfully completed the eighth grade requirements. Those who have not successfully completed the requirements will be issued a certificate of attendance.
- If for any reason parents/guardians wish their child to be retained in the same grade, the school principal must be notified in writing by the beginning of the third trimester.

### **Standardized Testing Program**

During the spring of each school year, in compliance with the Archdiocesan policy, The Stanford 10 Standardized testing will be given to all students in grades 1-8. The computerized Home Report, which explains the scored results, will be sent home to parents and guardians either the last day of school or sometime in late August. (Depending on when the school receives the results). It is very important that all students are present for this testing. Make-ups will not be given. Please consult the school calendar for testing dates.

### **ACRE Testing**

Each year in compliance with the requirements of the Archdiocese of Baltimore, Resurrection-St. Paul School administers the ACRE, the Assessment of Catholic Religious Education Test. This test is written and published by the National Catholic Education Association. The assessment is administered to the entire fifth and eighth grade classes in the fall of the school year.

The NCEA returns to the school a School Report highlighting the obvious areas of strength and areas of concern in our religion program and instruction. No individual student scores are given. These results help the school and teachers to assess the students' understanding of some basic Catholic truths, doctrines, understanding or perception of God, worship, sacraments, scripture, and Church. It also helps to determine some Christian and/or false attitudes of a percentage of students. This tool is valuable for the planning and instruction of religion given in the earlier grades.

### **FERPA POLICY**

Resurrection-St. Paul School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Resurrection-St. Paul School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Mrs. Karen Murphy, principal, a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to Mrs. Karen Murphy, principal, and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's educational record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  1. To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an

education record in order to fulfill his/her professional responsibilities or duties to the School.

2. To other schools to which a student is transferring.
  3. In connection with financial aid under certain circumstances.
  4. To specified officials for audit or evaluation purposes.
  5. To organizations conducting certain studies for or on behalf of the school.
  6. To accrediting organizations.
  7. In order to comply with a judicial order or lawfully issued subpoena.
  8. To appropriate officials in cases of health and safety emergencies.
- The School also may disclose appropriately designated “directory information” without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student’s role in drama productions, the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.
  - The School has designated the following as directory information:
    1. Student’s name
    2. Participation in officially recognized activities and sports
    3. Address
    4. Telephone listing
    5. Electronic mail address
    6. Photographs
    7. Honors and Awards received
    8. Date and place of birth
    9. Dates of attendance
    10. Grade level
  - Parents who do not want the School to disclose the above directory information without their prior written consent must notify Mrs. Karen Murphy, principal, in writing by September 15<sup>th</sup> of each school year.
  - Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Resurrection-St. Paul School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, D.C. 20202-8520.

## **PRIVACY POLICY**

### **Family Directory**

The Family Directory of Resurrection-St. Paul School is the proprietary information and property of Resurrection-St. Paul School. In exchange for receiving a copy of the Family Directory, you agree to keep the Family Directory confidential and not to disseminate the Family Directory or any information contained herein to any other persons, businesses, or other third parties without the express written permission of Resurrection-St. Paul School.

The unauthorized disseminations of information in violation of this privacy policy may result in disciplinary action up to and including withdrawal of your child and possible criminal and/or civil legal action against you.

### **Photography and Videotaping**

Photographs and videotaping taken by Resurrection-St. Paul School administration, staff and authorized third parties such as the school photographers are the property of Resurrection-St. Paul School. Parents and visitors to the school must obtain the express written permission of the school if they want to photograph or videotape persons or property associated with Resurrection-St. Paul School. Parents and student family members will be allowed to photograph or videotape their children, their child's classmates and school personnel at specific school functions. In exchange for the allowance of this photography and videotaping the families of Resurrection-St. Paul School agree to keep the photographs and videotapes confidential and not to disseminate them to any other persons, businesses, or other third parties without the express written permission of Resurrection-St. Paul School and the parties involved. The unauthorized disseminations of information in violation of this privacy policy may result in disciplinary action up to and including withdrawal of your child and possible criminal and/or civil legal action against you.

## **DISCIPLINE POLICY**

### **A. Introduction**

One of the primary goals of Catholic school education is to assist parents with the religious formation of their children. The School aims to accomplish this by keeping Jesus Christ at the center of the education process. Jesus, Who is the perfect image of God the Father, is indeed the reason for our existence, the unseen teacher in every classroom, and the ultimate model of behavior within our School community.

The School seeks to empower the children entrusted to our care with the ability to make good choices and to recognize themselves and others as created in God's image. In this spirit, it is the responsibility of the School community to create a welcoming environment. Students, parents, and teachers all thrive in an atmosphere of mutual respect.

With this in mind, we have adopted a disciplinary structure geared toward prohibiting and preventing the mistreatment of anyone in our School community (the Principal, the Administration, the Staff, students, volunteers, teachers, priests, parents, maintenance personnel, visitors) and developing students who demonstrate mature, responsible behavior that conforms with the mission, philosophy, principles, and teachings of the School and the Catholic Church. This disciplinary structure includes the Student Code of Conduct set forth in section B below (the "Code"), as well as the Anti-Violence, Anti-Bullying, and Additional Behavior Guidelines set forth in sections C, D, and E below (collectively, the "Guidelines") and the disciplinary/remedial measures set forth in section F below (the "Disciplinary Measures"). The Code, Guidelines, and Disciplinary Measures are both an expression of our desire to preserve the peacefulness and reputation of the School community and a reminder that peaceful behavior, as a true reflection of Jesus is the only acceptable behavior for members of the School community.

All students are expected to comply with the Code and Guidelines both on and off the School's premises, and will be held accountable for violations. A student who violates the Code or the Guidelines shall be subject to the Disciplinary Measures.

The Principal or her designee shall determine whether a violation has occurred and which of the Disciplinary Measures, if any, shall be imposed in the event of a violation.

## **B. Student Code of Conduct**

All students are expected to demonstrate mature, responsible behavior. By way of example, but not of limitation, all students shall:

- Treat each other and all other members of the School community, including the Principal, the Administration, the Staff, and visitors, with courtesy and respect.
- Demonstrate Christian values in speech, gestures, and action.
- Greet and respond to everyone in a polite manner.
- Maintain silence in hallways (e.g., when returning from recess or changing classes).
- Be considerate of the needs of others.
- Comply with the Values Code, the Anti-Violence Guidelines, the Anti-Bullying Guidelines, and the Additional Behavior Guidelines.
- Comply with all policies, rules, regulations, and guidelines specified or implied in this Handbook.
- Comply with expectations of the Principal, the Administration, and the Staff.
- Properly care for all books, supplies, and furniture supplied by the School.

## **C. Anti-Violence Guidelines**

Our School community is dedicated to the safety of all of its members. Accordingly, all members of the School community are responsible for working together to make our School safe. Each student is prohibited from engaging in any conduct that jeopardizes the safety of any member of the School community, including, but not limited to, the following conduct:

- Discussing the commission of an act of violence or aggression, threatening to commit an act of violence or aggression, joking about committing an act of violence or aggression, or actually committing an act of violence or aggression.
- Possessing any weapon, pocketknife, gun, cigarette lighter, matches, tool, or object that could be used to commit a violent, dangerous, or threatening act.
- Possessing instructions on how to commit an act of violence.
- Drawing pictures of, or writing stories about, violent or sexually suggestive situations.

Each student shall immediately report to the Administration any behavior or conduct that violate any of these prohibitions or appears to be violent, dangerous, or threatening.

## **D. Anti-Bullying Guidelines**

Bullying is the use of force, persuasion, or aggression for the purpose of intimidating, harassing, or hurting another person. Bullying inflicts pain and distress on the victim and conflicts with the School's philosophy of recognizing the dignity and worth of each student. The motivation for bullying may be an animosity, a preference, or a difference that is personal, racial, or sexual in nature. Further, bullying can take many forms, including but not limited to the following:

- Emotional - being unfriendly, excluding, or tormenting (e.g., hiding books or making threatening gestures)

- Physical – acting violently (e.g., pushing, kicking, hitting, or punching) or making unwelcome physical contact
- Verbal – taunting, name-calling, making abusive comments, spreading rumors, teasing, making racial, sexual, or other slurs, or discussing unwelcome topics, orally or in writing (e.g., through graffiti, E-mail, text messaging, letters, or computer-related means)

Each student shall:

- Refrain from bullying
- Refuse to let others be bullied
- Refrain from watching, or laughing at, the bullying of another person
- Respect others and others' property
- Report any instance of bullying to the Administration immediately upon observing, hearing, or learning about it

#### **E. Additional Behavioral Guidelines**

Each student is prohibited from engaging in conduct which is detrimental to the School's reputation or conflicts with the mission, philosophy, principles, or teachings of the School or the Catholic Church, including but not limited to the following conduct:

- Vandalism (including damaging, defacing, or destroying property).
- Leaving School premises without permission.
- Possession of a knife, matches, or lighter.
- Possession of pornographic materials.
- Possession of alcohol or an illegal drug/substance.
- Possession of chewing gum on School premises.
- Possession or use of a cell phone on School premises.
- Use of obscene, profane, or abusive language or gestures.
- Disruptive behavior.
- Cheating (e.g., obtaining unauthorized information relating to a quiz or test, plagiarizing written work, copying another student's homework or report, or allowing another student to copy a quiz, test, exam composition, lab report, research paper, or homework).
- Stealing.
- Lying.
- Truancy.
- Conduct which otherwise is detrimental to the School's reputation or conflicts with the mission, philosophy, principles, or teachings of the School or Catholic Church.

#### **F. Disciplinary/Remedial Measures**

A student who violates the Code or the Guidelines shall, in the sole and absolute discretion of the Principal, be subject to one or more of the following disciplinary/remedial measures:

**Reprimand/Warning:** This measure involves communication/delivery to a student and/or that student's parent(s)/guardian(s) of an oral or written reprimand or warning from the Principal or her designee.

**Parent Conference:** This measure involves a conference among a student, the student's parent(s)/guardian(s), one or more teachers, and/or the Principal or her designee.

**Removal From Class:** This measure involves removal of a student from a particular class or classroom.

**Counseling:** This measure involves one or more counseling sessions between a student and the School counselor.

**Probation:** This measure involves monitoring a student's conduct during a particular period for purposes of determining whether any other disciplinary/measure is warranted.

**Detention:** This measure involves requiring a student to be present at School outside School hours on one or more days. When a teacher or other School official decides that detention will be imposed upon a student, that teacher or official will notify the parent(s)/guardian(s) of that student, by way of a notice sent home with the student, of the date(s) and time(s) when detention must be served. Upon receipt of such a notice, the parent(s) or guardian(s) must sign it and, further, ensure both that the signed notice is returned by the morning of the next School day to the official imposing the detention and that the student is present at the School to serve the detention. In some instances, students will serve a lunch detention, where they will eat lunch with an administrator to discuss the behavior issue. Parents again will be notified in writing and will be asked to return the notice with their signature indicating that they are aware of the discipline action. Three detentions in a trimester will automatically result in an in school suspension with a meeting with student, parents and administrator.

**In-School Suspension:** This measure involves separation of a student from classmates during School hours, requiring that student to perform all assigned work outside the normal classroom environment, and/or excluding that student from participation in School activities.

**Out-Of-School Suspension:** This measure involves denial of a student's permission to attend School, requiring that student to perform all assigned work at home, and/or excluding that student from participation in School activities.

**Expulsion/Dismissal:** This measure involves permanent expulsion/dismissal of a student from the School.

**Restitution.** This measure involves requiring a student to pay to the School the value of any property damaged or destroyed by that student.

**Testing-Related Penalty:** This measure may involve subtracting points from a student's test score, confiscating a student's test paper, or lowering a student's test score or grade.

## **G. Search and Seizure**

The Principal, Administration and Staff of the School stand *in loco parentis* to students. Accordingly, students shall have no expectation of privacy upon the School premises or when participating in School activities.

The Principal, Administration, and Staff shall have the right to conduct searches of not only property belonging to the School, but also students and areas under the control of students (e.g., desks, backpacks, personal belongings, lockers, etc.).

The Principal, Administration, and Staff may, but shall not be required to, request a student's consent to a search and failure of the student to give such consent shall subject that student to the Disciplinary Measures referenced in section F above.

## **STUDENT SAFETY**

### **Emergency Cards**

Each child will receive **2 blank emergency cards**. One is kept in the school office; the other one is kept in the health room. It is extremely important to **fully complete and sign** both cards and **return them to school on the first day of school**. **This is the school's way of reaching you in the event of an emergency**. The completed cards should be returned to each child's homeroom teacher. Please update them throughout the school year if any of the listed information changes. Your cooperation in returning the cards promptly is greatly appreciated.

### **Food Safety Guidelines and Procedures**

The school adheres to the following guidelines and procedures.

#### **Cafeteria Table Cleaning**

- A spray bottle with a mixture of dish detergent and water is used.
- Table surfaces, undersides of tables and chairs are wiped.
- The cloth used to wipe surfaces is used once and is not reused to wipe other surfaces.

**Classroom rewards or incentives** will consist of non-food items.

#### **Curricular Activities Involving Food**

Generally, school staff will avoid the use of food in curricular activities. At times, the addition of food can enhance the learning experience of a particular unit of study. The following procedures will be followed:

- Permission of the administration must be obtained.
- The school nurse will be consulted to verify that all students may participate.
- Any food allergy or other food concern will preclude the enhancement of the curriculum.
- Parents will be notified of the event/food in advance.  
Teachers will refer to "the request for use of food" form in their Employee Handbook.

#### **Food Allergic Students**

- Will sit in the designated "safe" areas in the cafeteria.
- The ends of designated tables will be reserved for the students with food allergies.
- The parent of the child with food allergies should provide the food the student is permitted to consume.

#### **Food for Fundraiser**

- No foods will be sold or provided to students other than the foods served through the hot lunch program or lunch food students bring from home during the school lunch period (11:25 a.m. to 1:05 p.m.).

### **Graphing and Counting Manipulatives**

- No food items such as cereal, candy pieces, raisins, etc. will be used.
- Acceptable alternatives-coins, poker chips, game pieces, etc., will be used.

### **Hand Washing**

- Students should be given the opportunity to wash their hands before eating, after toileting and after coughing or sneezing.
- Hand sanitizer will be available at lunch and in individual classrooms for use when soap and water is unavailable, to encourage good hygiene.

### **Hot Lunch Program**

- No entrees or side dishes will be fried.
- Lower-fat entrees and side dishes will be made available.
- Portion control will be implemented for certain items.

### **Lunch Eaten in Classroom**

- The School will follow the established procedures for food allergy safety.
- The School will follow the established hand washing procedures.
- The School will safely wipe eating surface and safely seat food allergic students to prevent exposure to food allergens.

### **School Wide Celebrations - Food Is Permitted**

- Halloween, Christmas, Valentine's Day, Field Day, Mother's Tea, Donuts for Dads, and other scheduled school-wide celebrations will have food items as treats.
- The school will communicate with parents of food-allergic students and students with other health-related food issues.
- Communication will occur between the class Room Parent and the school so that safe and appropriate foods will be served.

### **Student Birthday Celebrations - Non-Food Only**

Student birthdays will be recognized with **non-food** items. Parents may:

- Provide a favor for classmates.
- Send in a "gift for the class" (book/game/craft) from the student who is celebrating a birthday.
- Purchase a "Birthday Balloon" book choice from the school library.
- Refer to the list of suggested birthday alternatives.  
Birthday treats (cupcakes, brownies, snacks, etc.) are not to be served during lunch or in the classroom during the school day.

### **Students who have a snack time as part of their daily classroom routine**

- Will consume only snacks brought from home.

### **Teachers and Staff**

- Will be made aware of all students identified as having food allergies.
- Will be made aware of all students with other food related concerns.
- Will be trained in the use of EpiPen at the beginning of the school year and ongoing as needed.
- Will not provide or serve food to any food-allergic student or student with other health-related food issues unless foods have been provided by or approved as "safe" by the parent.

### **Tree nut or peanut containing products are NOT**

- To be served during school wide celebrations.
- To be served for classroom parties.
- To be sent home in treat bags.

### **Search and Seizure**

In accordance with Archdiocesan Policy, the administration and authorized staff of Resurrection-St. Paul School, reserve the right to conduct reasonable searches of students, visitors, and areas under their control (desks, backpacks, personal belongings, lockers, etc.) in cases of suspected violation of school policies (e.g., drugs, weapons, alcohol, tobacco, stealing). Students should not have any reasonable expectation of privacy in property provided to them by the school or parish. The principal, or designee, shall request the student's consent for search of personal belongings.

Failure of the student to give consent may result in automatic suspension and/or expulsion from the school depending upon the circumstances. Regardless of consent, the principal or designee shall have the right to search areas under their control or in property belonging to the school or parish.

Should Resurrection-St. Paul School become aware of behaviors that endanger a student's own spiritual, physical, or emotional health, or the safety or reputation of another person, while the student is in school or when the student is not directly under the jurisdiction of the school, the school reserves the right to inform the student and his/her parents or guardians. In those instances where the behavior of a student, on or off school property, is a threat to the safety of students or staff, or negatively affects the school community, the school reserves the right to take disciplinary action including but not limited to suspension or expulsion.

### **Child Abuse and Neglect Reporting Policy and Procedures**

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department.

### **Cell Phones/Electronic Devices**

Students are **not** permitted to have cell phones or any unauthorized electronic devices while on the school campus. If a child needs to get in touch with a parent, he/she may come to the office to receive the approval of the administration to place the call. We appreciate your cooperation in adhering to this policy. Please know that cell phones and unauthorized electronic devices will be confiscated from any student found in violation of this policy and will not be returned to the student, but will be returned to the parent or guardian at a scheduled meeting between the school principal and parent or guardian. After a second incident, the cell phone or electronic device will be kept in the school safe until the end of the school year.

**In addition to cell phones, students are not permitted to bring Game Boys, iPods or any other electronic toys or devices to school. Students are strongly discouraged against bringing anything of importance or value to them, including money, in order to prevent loss.**

## ADMISSION POLICY AND PROCEDURE

### Admission Policy

Catholic children of Resurrection Parish and St. Paul's Parish whose families attend Mass regularly and consistently support the church, both in the use of the parish envelopes and in volunteering their services to the school and the parish, are eligible for priority acceptance into Resurrection-St. Paul School. Priority admission is also given to children with siblings already in the elementary school, grades PreK-8. Admission is at the discretion of the administration.

As space permits, consideration will be given to:

1. Catholic students transferring from other Catholic Schools
2. Catholic students transferring from a non-Catholic school
3. Non-Catholic students

For Determining Admission into **PreK** and **Grade K**:

- The child must be four years of age (PreK) and five years of age (Kindergarten) by September 1<sup>st</sup>, as verified by a birth certificate
- If applicable, a baptismal certificate and parish affiliation must be presented
- For non-Catholics, the presence of siblings in upper grades of the school is a consideration for the purpose of maintaining family unity
- Attendance at the Brigance Screening (Kindergarten) in the spring and discussion of the results of the evaluation with parents and guardians.

For Determining Admission into **Grades 1-8**:

- Students new to Resurrection St. Paul School, applying for grades one through eight, must provide a record of the most recent standardized test scores, report card and disciplinary performance for evaluation. The student must have at least a C average in math, grammar, and social skills from the current school. All schools will release test scores and reports upon parental request.
- Applicants will be administered an admission test that will be used as an assessment tool in the evaluation of grade readiness and class placement
- A possible interview between the school principal, the teacher, and the student accompanied by at least one parent
- Verification of a birth certificate is required
- If applicable, a baptismal certificate and parish affiliation must be presented

**All children who are accepted into Resurrection-St. Paul School are under an automatic one-year probationary period. If, during that time, a child fails to meet the school's academic or behavioral standards the school reserves the right to dismiss the child.**

### Waiting List

Considering class size limitations, applications for enrollment in any grade may exceed available space. A waiting list will be established, and reduced, as space becomes available on the basis of the general admission criteria.

## **FEES**

### **New Student Application**

All prospective families are charged a non-refundable, non-deductible application fee of \$100 per **student**. If the student is accepted a first tuition payment of \$200 per student is due at this time.

### **Re-Registration of Current Students**

Re-registration for returning families for the next school year takes place at the end of February. The re-registration form and the first tuition payment of \$200.00 per child are due on the date stated on the re-registration form. If the \$200.00 per child first tuition payment has not been received March 1<sup>st</sup> then the student will be subject to open enrollment procedures. The student will be required to register as a new student and be subject to the non-refundable \$100 application fee. This fee is not applicable towards tuition.

### **Book Fee**

Resurrection-St. Paul School's book fee is included in the tuition price. The school participates in the Maryland State Textbook Funding Program. The school will receive \$23 per child in textbook expenses from the state.

### **Library/Media Late, Lost or Damaged Book Fee**

The school library has a variety of resource materials available that the students may borrow. Students are fined a nominal fee for overdue books. The student in whose name the school librarian checked out those materials must pay for library materials that are lost or damaged.

### **Volunteer Service Fee**

All parent/guardian volunteers must be STAND trained.

Each family with a child/ren in full day PreK-grade 8is required to provide at least 30 hours of service to the school. Families with a child in the ½ day PreK only are required to provide at least 15 hours of service to the school. Parents may fulfill their service hours requirement in a variety of ways, during school hours, outside school hours or from home. Volunteering to serve on or chair a committee, chaperone field trips, bake for a class party, work on a school fundraiser, shelve books in the library, serve as a room parent, assist with lunch and recess supervision, share your professional skills with the faculty or students are just a few of the many opportunities for parents to provide service to the school. Double volunteer hours are given to families who help as lunchtime volunteers, either in the cafeteria or at recess. Double volunteer hours are also offered by the school principal for attendance or volunteerism at select predetermined events.

Parents may accrue hours for service with the Church of the Resurrection CYO basketball leagues and the Church of the Resurrection or St. Paul's sponsored Scout groups. Each hour of CYO or Scout volunteer time counts as a half hour of volunteer time. Up to 15 hours of CYO basketball or Scout troop volunteer time may be logged towards volunteer service for a family and up to 7.5 hours for a single-parent household may be logged.

Single-parent families are obligated to perform 15 hours of service. Single-parent volunteer service fee status must be presented to and approved by Karen Murphy, school principal. A family with special circumstances should also speak with Karen Murphy, principal, regarding their volunteer hours obligation. Families are obligated to provide 30 hours of service, or appropriate payment, if single-parent status is not sought out and approved by the school principal.

The volunteer service fee is \$450.00. If the required number of service hours has not been satisfied within the school year this amount is to be paid on or before May 1<sup>st</sup>. Some families may wish to provide more hours of service and their service is most appreciated. Families not fulfilling the minimum 30 hour volunteer service requirement will be charged for unmet hours at the rate of \$15 per hour.

Failure to comply with Resurrection-St. Paul School’s Volunteer Service Program could jeopardize a family’s admission eligibility and the withholding of documents.

**It is the responsibility of those performing service hours to record their completed hours in the volunteer binder, which is located in the main school office, or to print and insert into the volunteer binder the volunteer form that can be found on the school website. Please submit hours worked, or hours that you anticipate performing service during the month of May or by the close of school in June, into the binder by May 1st.**

**A final bill will be sent to all families not completing the 30-hour volunteer requirement around June 1<sup>st</sup>. All bills not paid by the end of the school year will result in Progress Reports being held until the obligation is met.**

**Home and School Association**

Parents are encouraged to attend and support the meetings, events and fundraisers sponsored by the Resurrection-St. Paul School Home and School Association. The meetings and events are a wonderful way for families to get to know each other as well as to promote good will and camaraderie between the school staff, administration and families. Children do not attend the Home and School general membership meetings unless noted or asked to attend. All parents/guardians are considered members. There is no fee to join.

**TUITION AND TUITION POLICIES**

**TUITION RATES FOR GRADES Pre-K-8**

The rates below apply to families whose children are enrolled in Resurrection- St Paul School for the academic year 2010-2011.

**In-Parish Discounted Rate - Full Day Kindergarten – 8<sup>th</sup> Grade**

Plan I	\$5,750.00	\$3,450.00 (1/2 day PreK)
Plan II	\$5,850.00	\$3,510.00 (1/2 day PreK)
Plan III	\$6,000.00	\$3,600.00(1/2 day PreK)

**Out of Parish Rate -Full Day Pre-K – 8<sup>th</sup> Grade**

Plan I	\$8,625.00	\$5,175.00 (1/2 day PreK)
Plan II	\$8,775.00	\$5,265.00 (1/2 day PreK)
Plan III	\$9,000.00	\$5,400.00 (1/2 day PreK)

**Tuition for In-Parish Discounted Rate**

The parishioner discounted rate is intended for active Roman Catholic families, registered in either Resurrection Parish or St. Paul’s Parish, who participate in the weekly Sunday offertory envelope program and attend parish liturgies on a regular basis.

### **Tuition for Out-of-Parish Rate**

The out-of-parish tuition rate applies to those families who are not registered parishioners at either Resurrection Parish or St. Paul's Parish.

### **Financial Aid/Scholarships**

Limited financial aid is available through Resurrection Parish and St. Paul's Parish. Please contact the respective parish offices or the school's Business Manager to obtain additional information about these programs.

### **Tuition Policies**

The School Board determines both parishioner and non-parishioner tuition rates annually. Resurrection-St. Paul School complies with the Archdiocesan tuition guidelines and sets tuition for each child "at cost." To avoid late fees, school families are encouraged to have discussions regarding hardship before payments are past due. The principal has the discretion to consider requests for waiver of late fees in the event that prior notice has been given and a true hardship situation exists.

Upon acceptance of registration, students are enrolled for the entire academic year. At the time of acceptance or re-registration, one of the three payment plans must be selected.

Students are entitled to begin classes only after all current financial responsibilities are fulfilled.

### **Tuition Payment Plans**

For the convenience of school families, tuition may be paid according to three different payment plans.

A non-refundable first tuition payment in the amount of \$200 is due at the time of re-registration or at the time of acceptance of a new student. At the same time, one of the following payment plans for the balance of tuition must be selected.

- Plan #1: One payment of full tuition by May 20<sup>th</sup>, via check or money order payable to RSPS;
- Plan #2: Two payments of one-half tuition by May 5<sup>th</sup> or May 20<sup>th</sup> and by November 5<sup>th</sup> or November 20<sup>th</sup> through pre-authorized transfers on your checking or savings account. At your option you can set up a "custodial account" to satisfy this payment plan through your bank.
- Plan #3: Ten equal payments of tuition on a monthly basis beginning in May and ending in February, through pre-authorize payment transfers on either the 5<sup>th</sup> or 20<sup>th</sup> of each month. At your option you can set up a "custodial account" to satisfy this payment plan through your bank.

Families choosing Plan 2 or 3 and families admitted after May 20<sup>th</sup> will be charged a non-refundable annual service fee of \$15.00 per family (Plan 2) or \$41.00 per family (Plan 3). This fee is due at the same time the FACTS enrollment forms are completed and submitted.

Payment Plans 2 and 3 may also be charged to an American Express, MasterCard, or Discover Cards (no Visa cards). Please note that there is an additional fee (2.5%), in addition to the FACTS fee, associated with this credit card option only.

A tuition payment is considered late on the 10<sup>th</sup> day after a payment due date. On the 10<sup>th</sup> day past due, a late fee of \$35 will be added to the tuition account. Late fees will continue to accrue each month for each payment that is past due.

A processing fee of \$25 will be charged by RSPS or by FACTS Tuition; whichever is applicable for any checks returned by the bank. Families that have two or more non-sufficient funds checks in a given school year will be required to make payment in the form of a cashiers check or money order for the remainder of that year.

A change in payment plan **cannot** take place UNLESS there is a case of financial hardship. Plan changes for Plan 1 to Plan 2 or 3 will be allowed in these situations. Permission from the principal is needed.

### **FACTS Tuition Management Services**

For the 2010-2011 school year, RSPS will use FACTS Management Company (“FACTS”) to manage the tuition collection process.

School families electing payment plan 2 or 3 and families admitted after May 20<sup>th</sup> will be required to pay tuition through FACTS. FACTS is an automated payment system, whereby tuition payments are pre-authorized from a bank account or credit card. Cash cannot be accepted as a FACTS payment option.

Additional information regarding FACTS will be forthcoming based upon your payment plan choice.

### **Outstanding Debts**

If there are any financial obligations, including late tuition payments, we reserve the right to apply the following procedures:

1. Resurrection-St. Paul School reserves the right to refuse admittance to class, withhold Progress Reports and transcripts, and/or shut off Power Grade Parental Access when the family fails to meet payments satisfactorily or to conclude a financial arrangement mutually convenient to both parties. No Progress Reports will be issued for any family whose payments and obligations are not current. **ADMISSION FOR EACH TRIMESTER IS CONDITIONAL ON SATISFACTORY COMPLIANCE WITH ALL FINANCIAL OBLIGATIONS.**
2. Failure to meet all financial obligations in a timely manner may result in a student being removed from his/her class list for the upcoming academic trimester. Once tuition obligations have been met, a student may be re-admitted on a space available basis.

We realize that from time to time extenuating circumstances may occur which would prevent you from paying your tuition in a timely manner or which might require a different payment arrangement. If so, please contact the school principal as soon as possible to establish a mutually satisfactory arrangement and to note your account. The school principal must approve all special arrangements.

### **Withdrawal**

After May 20<sup>th</sup>, the parent/guardian of a student who withdraws remains responsible for the **FULL** tuition amount. Parents withdrawing a child must submit their withdrawal in writing to the school principal. If the tuition payment due on May 20<sup>th</sup> is not received by that date, the principal will assume that the student is not returning unless written notification to the contrary is received. Upon withdrawal, no previously paid fees or tuition will be returned.

### **Fundraising**

Resurrection-St. Paul School Home and School Association holds several fundraisers each year. The profits from these sales comes directly back to the school and are used to help reduce the budget in order to keep tuition as low as possible.

### **Insurance**

Accident insurance is available for each child through and independent company. Information will be sent home from school regarding this insurance. **Checks for the insurance must be made payable to the insurance company, not the school. This insurance is not obligatory.**

## **BEFORE AND AFTER CARE PROGRAM**

### **Program**

Resurrection-St. Paul School offers a before and after school childcare program. The morning program begins at 7:00 a.m. and continues through 8:55 a.m. At 8:55 a.m. the children will begin to move to their homerooms. The educare program is offered from the end of the school day through 6:00 p.m. It is expected that all parents will be prompt in picking up their child/children at 6:00 p.m.

The Before and After Care Program is designed to meet the needs of our Resurrection-St. Paul School working parents. Our program holds a state license for childcare, which is inspected and renewed each year. Please note that Resurrection-St. Paul School views this program as an “extended school” program and students, parents and before and after care providers are held accountable to all of the same policies and procedures stated in this handbook.

Tuition for this program is paid in nine (9) equal monthly payments (Sept. 1- May 1). Before a child may participate in the Before and After Care Program all necessary information and forms must be completed. All medical information must be current. Please consult with the Before and After Care Program Director for detailed information pertaining to the program, space availability, enrollment, and fees.

### **Monthly Program Fees**

AM:		PM:	
5 Days	\$180/month	5 Days	\$210/month
4 Days	\$150/month	4 Days	\$195/month
3 Days	\$135/month	3 Days	\$ 175/month
2 Days	\$120/month	2 Days	\$145/month
1 Day	\$90/month	1 Day	\$105/month

## **SCHOOL HEALTH**

The Health Room is available to students, staff and visitors in the school who become ill or require first aid. A registered nurse is available daily from 9:00 a.m. to 3:30 p.m. The school nurse provides routine care and first aid, maintains individual student health records, follows state requirements for immunization and health screenings, plans and monitors care for students with chronic health conditions, administers student medication when required, monitors communicable disease in the school setting, provides health training for school personnel, communicates and collaborates with students, school personnel, parents and community health care providers to coordinate school health and participates in planning for school safety. The school nurse may be reached at extension 261.

### **Health Records**

An individual health record is maintained for each student and kept on file in the school Health Room. Health records are confidential and health information is shared with school personnel on a “need to know” basis. Students are required to have the following information on file before they attend school: (1) an up to date record of immunization, (2) a physical examination, (3) a Resurrection-St. Paul School health form. A health forms packet may be obtained from the Health Room.

### **Immunizations**

Maryland state law (COMAR 10.06.04.03) requires that all students be adequately immunized before attending school. No student is permitted to attend school without providing the school with a complete record of immunization. Students will be temporarily admitted and have 20 calendar days from the start of school to be in compliance with the vaccine requirements. Maryland school year 2010-2011 vaccine requirements can be found at [www.EDCP.org](http://www.EDCP.org) (Immunization).

### **Physical Examination**

A physical examination by a physician or other certified health care provider is required. Parents are asked to complete the Maryland State Department of Education and Department of Health and Mental Hygiene form included in the health forms packet.

### **Resurrection-St. Paul School Health Form**

Parents are required to complete this form for all new students. Parents will be asked to update the form for students in grades 3 and 6. Please notify the school nurse of any changes to a student’s health or any hospitalization that may occur during the school year.

### **Illness**

When a child becomes ill during the school day, a parent will be contacted. If a parent cannot be reached, the school will contact individuals listed on the child’s emergency card who are authorized to pick up the child. The school requests that parents pick up an ill child from the Health Room within one hour, if possible, or contact the school nurse to make alternate arrangements. If a parent or other designees listed on the emergency card cannot be reached, it will be up to the discretion of administration and the school nurse to determine if a child needs to be transported to the nearest hospital.

## **Medication**

School requirements for medication administration must be followed in order for students to have medication administered during school hours. Medications will be administered when deemed necessary by a physician or certified health care provider and only under the supervision of a registered nurse or school nurse. Teachers and other school personnel are not routinely permitted to administer medications to students with the exception of emergency medications and medications to be administered on field trips and only after they have received instruction and training.

A school medication order and administration form is to be completed by a certified healthcare provider and signed by the parent for any prescription, over the counter or homeopathic medication that is to be administered during the school day. Food supplements, non-prescription hand and body lotions, sunscreen lotion, contact lens solution and non-medicated cough drops do not require a medication order form. **Non-medicated cough drops** require note from the parent for administration.

Cough drops should be administered for no longer than 5 school days, and no more than three cough drops should be administered in a day. Students in grades Kindergarten through Fourth should have cough drops administered from the Health Room.

Older students may self administer with a note from the parent on file in the Health Room. Medication order and administration forms are available in the Health Room and on the school's web site. At times, a parent or physician may request that a student carry emergency medication or that emergency medication be stored in the individual student's classroom. All school medication requirements apply and special requests will be permitted on a case-by-case basis. Please consult the school nurse for all special medication requests.

## **Field Trip Medications**

If your child has medication in the Health Room, it will be sent on field trips and administered by school personnel as indicated on the medication administration form signed by the health care provider and parent. If other medication is to be administered during a field trip, a separate medication administration form completed and signed by a health care provider and parent is required. The completed form and the medication to be administered must be delivered to the school by the parent and reviewed by the school nurse at least one day before the scheduled field trip.

## **Resurrection-St. Paul Medication Administration Information**

Any medication to be administered during school hours must be provided by the parent. A physician or other authorized health care provider must complete and sign the Resurrection-St. Paul School medication order form for all medication. This includes over the counter medication, homeopathic medication, as well as prescription medication. A separate order form is required for each medication and a new order is required each school year. A parent signature to authorize administration of medication at school is also required.

A new medication order form is required for any change in medication dose, time of administration or route of administration.

The first dose of any new medication must be given at home.

All medication must be stored in the original container and labeled with the student's name, date of medication order, name of medication, dosage and strength of medication, route, and time and frequency of medication and the name of the prescribing health care provider. This refers to both prescription and over the counter medication.

Medication orders and medication should be delivered to the school nurse by the parent. Students are not permitted to transport and deliver medication to school.

The school nurse must review the medication order form with a parent and approve the order before the first dose of any medication can be administered at school.

All medication kept in the school will be stored in a locked area accessible only to authorized personnel. Individual consideration will be given to students whose physicians request emergency medication be kept in a child's classroom.

Student confidentiality will be maintained to the extent possible by school staff. At the discretion of the nurse, school personnel may need to be aware that a student is receiving medication in order to monitor for effectiveness, adverse reaction or because the staff member has responsibility for the student outside of the school (such as recess or a field trip). Information will be shared on a need to know basis.

Under no circumstances may any medication be administered to a student unless the procedures for medication administration in schools, outlined by the Maryland State Board of Nursing, are followed. The school does not assume responsibility for medication administered outside this procedure.

Expired medication will not be administered. Expired medication may be picked up by a parent or discarded by the nurse.

Unused medication must be picked up by the parent at the end of the school year or the nurse will discard it.

### **WHEN TO KEEP YOUR CHILD HOME**

- When a child has a temperature 100 degrees F. or greater. The child should not return to school until he/she has been fever free for 24 hours without the administration of fever reducing medication (Tylenol, Advil, etc.).
- When a child has an unexplained rash suggestive of a contagious disease.
- When a child has repeated episodes of vomiting and/or diarrhea.
- If a child is not feeling well enough to participate in daily school activities.

### **WHAT TO REPORT TO THE SCHOOL NURSE**

- A diagnosis of a communicable disease such as strep throat, chicken pox, mononucleosis, conjunctivitis or pink eye, head lice, etc.
- A diagnosis of soft tissue or skin or wound infection.
- Hospitalization.
- Surgery.
- Newly diagnosed health problems.
- Change or update of an existing health problem.
- Change in medication.
- Injuries that limit participation in PE class and/or recess.
- Any concerns about your child you may want to share with the school nurse.

## **WHEN TO PROVIDE DOCUMENTATION FROM YOUR CHILD’S DOCTOR**

- When a child has been absent from school for diagnosis and treatment of communicable disease such as Chickenpox, Conjunctivitis, Strep throat, Staph infection, etc.
- When returning from hospitalization or surgery
- When any limitations or restrictions due to surgery, injury or acute/chronic health problems are indicated.
- When a special accommodation, treatment or medication is prescribed that may impact student participation in school activities, alter the student’s schedule, or require additional services involving the administrative staff, teaching staff, nurse or guidance counselor. Requests will be reviewed by the administrative team to determine if it is reasonable or feasible to provide services prescribed.

## **COMPUTER RESOURCES POLICY**

### **A. Introduction**

To further its educational mission, the School makes available to students a variety of computer resources (“Computer Resources”), which include a computer network, desktop computers, educational software packages, computer disks, an electronic mail (E-mail) system, Internet access, servers, and hard drives.

Use of Computer Resources is a privilege, not a right. Students may use Computer Resources for educational activities only and, in using Computer Resources, must act in an ethical and legal manner which, except as otherwise authorized by the Principal or a designee of the Principal, complies with this Computer Resources Policy, the Disciplinary Policy, and all other School policies.

Computer Resources are School Property. The School shall have the right, in its sole and absolute discretion, to monitor students’ use of Computer Resources (including E-mail messaging and Internet activity), to stop or prevent any violation of this Policy, to engage in routine maintenance of Computer Resources, to perform internal investigations relating to Computer Resources, to intercept electronic communications that violate this Policy or overload any Computer Resources, and to disclose information created, sent, received, accessed, or stored on Computer Resources (including E-mail, Internet search histories, and other electronic files, data, and content) to law enforcement authorities. Students shall have no expectation of privacy relative to their use of Computer Resources or content (including without limitation E-mail and stored files) created, sent, received, accessed, or stored during such use.

A student who violates this Policy shall be subject to the Disciplinary/Remedial Measures referenced in the Discipline Policy and loss of the privilege of using Computer Resources.

### **B. Acceptable Uses**

Students *may* use Computer Resources to:

- Obtain information from online libraries, databases, and websites for School-related projects.
- Obtain current information about local, state, national, and world events from online news sources.

- Facilitate distance-learning projects.
- Complete School projects and assignments.

### C. **Unacceptable Uses**

Students *shall not* use Computer Resources to:

- Engage in any activity that violates any person’s legal rights, any copyright or other law, any license or other agreement, or any principle of network etiquette.
- Impair the integrity or security of, overload, or damage any Computer Resources.
- Threaten, harass, deceive, intimidate, defame, disparage, offend, embarrass, or annoy another person.
- Post, transmit, publish, or display any defamatory, disparaging, inaccurate, violent, abusive, profane, lewd, vulgar, pornographic, obscene, or sexually-oriented material.
- Purchase any item or service, incur any debt, derive any financial or commercial gain, advertise any product or service, engage in political lobbying, send junk E-mail, send chain letters, send spam, send unsolicited mass E-mail messages, or encourage violent activity.
- Damage, destroy, disrupt, circumvent, or exceed the parameters of any data, hardware, software, computer network, or website, breach any security code or password, create, introduce, use, or spread any computer virus, or commit any form of electronic vandalism.
- Post, publish, or display an image, photograph, or likeness of another person.
- Disrupt School operations or a student’s participation in School activities.
- Circumvent the security of any computer network or system, exceed the parameters of any computer network, gain access to another person’s files, or obtain another person’s password.
- Plagiarize.
- Impersonate another person.
- Forge E-mail messages or other electronic content or send anonymous E-mail messages.
- Access an E-mail account or a non-School computer network, or read, delete, copy, or modify E-mail messages or other electronic content created by another person.
- Install, move, delete, download, upload, reconfigure, or modify any software or files on School equipment.
- Repair a computer system or attach any external device to a computer system.
- Visit blogs, entertainment sites, social networking/chat websites (such as myspace.com or facebook.com), message boards, video sharing sites (e.g., “Youtube”), or gaming or gambling sites.
- Visit a website or obtain material for a purpose other than achieving an educational objective.
- Engage in game playing or chatting.
- Transmit confidential information.
- Download, copy, or store software, shareware, or freeware.
- Reveal home addresses, telephone numbers, or social security numbers of themselves or other persons.
- Access or use any Voice over Internet Protocol (e.g., Skype).

### D. **Reporting**

Students shall immediately report to the Principal or an Assistant Principal their discovery or awareness of any violation of this Policy or any damage to Computer Resources.

## **POLICIES REGARDING LEGAL MATTERS**

### **Sexual Harassment**

Resurrection-St. Paul School recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws and Board of Education policies. Further, the school believes that sexual harassment is both morally wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, student, or visitor. It is the school's intent to provide all employees and students a work and learning environment free from sexual harassment.

### **Child Custody Issues**

Parents should provide the school with any information and documentation regarding child custody, if applicable.

### **Buckley Amendment**

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children—unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Student(s) Last Name (print) \_\_\_\_\_

Date: \_\_\_\_\_

**HANDBOOK ADMISSION ACKNOWLEDGEMENT**

**Resurrection-St. Paul School**

I/We have received a copy of the Resurrection-St. Paul School 2010-2011 Parent-Student Handbook and have carefully read and understand the policies, procedures and regulations of this school, including tuition charges, parent responsibilities, student responsibilities, dress and disciplinary regulations, and I/We hereby express acknowledgement of these policies, procedures, and regulations, and accept them as conditions for the enrollment of our child/children in this school.

Resurrection-St. Paul School reserves the right to amend the Parent/Student Handbook and the parent/legal guardian will be notified in writing through the weekly Wednesday communication if any changes are made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

I realize the my child/ren will be photographed or possibly videotaped for inclusion in, but not limited to the school yearbook, class group photos, school advertisements, school related newspaper articles or the end of the year dvd presentation. If I do not want for my child/ren photographed or videotaped I will submit my non-consent in writing to the school principal prior to Friday, September 24, 2010.

In cases where the parent/legal guardian views and philosophical positions result in repeated non-compliance in regard to school policies, the administration reserves the right to request that said parent/legal guardian's child/children withdraw from the school.

**Please sign and return this acknowledgement page to the school office by Friday, September 24, 2010.**

In order for the Handbook Admission Acknowledgement to be complete **both** Parent/Guardian signatures and student name information is required.

**Parent/Guardian Name (print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Parent/Guardian Name (print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Student(s) Name(s) (print):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_