



RESURRECTION-ST. PAUL SCHOOL PARENT/STUDENT HANDBOOK 2024-2025

Resurrection-St. Paul School is a co-ed elementary school for PreK-3 through 8th grade. Resurrection-St. Paul School prohibits discrimination on the basis of race, color, sex, national origin, religion, age, disability, protected activity (*i.e.*, opposition to prohibited discrimination or participation in the complaint process), or any other basis protected by law in its education programs and activities. This policy does not prohibit Resurrection-St. Paul School from giving preference to Catholics over non-Catholics in hiring and admissions decisions. Further, the school is not required to adopt any rule, regulation or policy that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to Mr. Ryan Hellem or Mrs. Kelsey Jordan. Religion is required for each year a student attends Resurrection-St. Paul School. All students enrolled in Resurrection-St. Paul School must attend religion classes and services.

It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with: (1) Title VI of the federal Civil Rights Act of 1964; and (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

- i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
- ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
- iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Resurrection-St. Paul School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes 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.

VISION

At Resurrection-St. Paul School, students have unique opportunities for real life critical thinking, problem solving, and experiential learning through enrichment programs built into our curricula such as theater, art, outdoor education, and much more. We offer a well-rounded academic education rooted in the Catholic tradition of excellence and values. We prepare our students to assume responsible, creative roles in an ever challenging and changing world.

MISSION

At Resurrection-St. Paul School, we are dedicated to fostering a nurturing and faith-filled learning environment that empowers students to excel academically, grow spiritually, and embody values of integrity, compassion, and service. Grounded in the Catholic tradition, we strive to inspire a lifelong love of learning and a commitment to making a positive impact in our community and beyond.

HISTORY

Resurrection-St. Paul School is an elementary school, PreK-3 through 8th grade. 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. Due to the outgrowth of St. Paul School in Ellicott City, a new school was built on the Paulskirk Drive property and opened its doors to students in September 1966. In the fall of 2009, a PreK program for 4 year olds was added and a PK3 program in 2017. 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-St. Paul 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 the Middle States under the new format of a description of the school, which was placed on the internet. Again in 2000-2001, we submitted a report of further progress to the 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 Cognia 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 2027. In addition to this accreditation in 2019, Resurrection-St. Paul School earned an internationally recognized STEM certification through Cognia, formerly called AdvancED.

In 2015-2016, Resurrection-St. Paul School celebrated it's 50th Anniversary providing Catholic education on the Paulskirk Drive property. During the 2022-2023 school year, the school proudly celebrated its 100th year of providing Catholic education in the Ellicott City area.

ACCREDITATION

Resurrection-St. Paul School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, Resurrection-St. Paul School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.



STEM CERTIFICATION



In 2011, Resurrection-St. Paul School was recognized as a STEM school by the Archdiocese of Baltimore. In 2017, Notre Dame College of Maryland recognized Resurrection-St. Paul School as one of two STEM schools in the Archdiocese. In 2019, Resurrection-St. Paul School was awarded STEM certification by AdvancED. Our curricula is constantly being updated to reflect dedication to the total formation of our students by preparing them for a global society through innovation, problem solving, and cross-curricular collaboration.

AWARDS AND RECOGNITIONS



National Blue Ribbon School of Excellence 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. The 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.



Maryland Green School

In May of 2019, RSPS was once again named a Green School by [The Maryland Association of Environmental and Outdoor Education \(MAEOE\)](#). The award as a Maryland Green School shows the progress that is being made towards achieving the Maryland State Department of Education (MSDE) environmental literacy requirement. Each year our students are becoming better stewards of our Earth's resources and developing a better understanding of their own local environment.



Positive Behavior Intervention And Supports (PBIS) Gold Award

The staff of Resurrection-St. Paul School is focused on working with students and their families to promote positive behavior in all school settings. We have four school rules: BE RESPECTFUL, BE SAFE, BE PREPARED, BE SMART. When the school rules are followed, students have an opportunity to be recognized for their efforts by positive reinforcement from their teachers and peers. When school rules are not followed, specific consequences result based on the behavior.

Since 2016, RSPS has obtained the highest level of PBIS Maryland recognition. The PBIS Maryland Gold Recognition Award is only awarded to those schools who demonstrate sustainability for the systems, practices, and data utilization for school-wide PBIS and can demonstrate that their implementation has had positive effects on both their discipline and achievement data for at least two years. The recognition comes from a variety of data that our school collects along with written reports and a school-wide visit from a state representative to assess our program. We continue to strive to improve PBIS to ensure that our students, parents and staff are immersed in a positive learning environment.

General Regulations

All disciplinary regulations have been made in order to protect the rights of students and teachers and the reputation of the school and its property. The rules contained in this handbook will ensure harmony and good order without which there can be no effective teaching or learning. These rules apply to any student: 1) who is on school property; 2) who is in attendance at school; 3) who is at any school sponsored activity; 4) whose conduct at any other time or place that has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the school.

The principal reserves the right to institute any rule or policy at any time without amending the handbook in order to ensure the safety of the children, advance the mission of the school, or strengthen the children's religious formation.

Social Emotional Learning

Resurrection-St. Paul School has formed a partnership with the [*Lions Quest*](#) program to provide a comprehensive and universal, evidence-based social and emotional learning program. SEL is a process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve goals, feel and show empathy for others, establish positive relationships, and make responsible decisions. The Preschool all the way through to Grade 8 will be integrating these weekly lessons during the year.

SCHOOL OFFICE INFORMATION

The school office is open for business from 8:00 a.m. to 4:00 p.m. School faculty, staff, and administration may be contacted through the school office or at their school email address, which can be found on the school website.

Messages can be left for the director of the Before and After Care Program during the school day through the front office. The director's phone number (given to parents of students registered) can be called from 7:00-8:00 a.m. and 4:00-6:00 p.m.

School Office	Telephone	410-461-9111
	School FAX	410-988-5470
	Nurse FAX	410-720-2191
Absentee Line		410-461-9111 Dial 5
Before and After Care Program	Ms. Karina Messier	410-461-9111
Principal	Mr. Ryan Hellem	410-461-9111
Assistant Principal	Ms. Emma Santucci	410-461-9111
Administrative Assistant	Mrs. Joy Afable	410-461-9111 Dial 0
Administrative Assistant	Mrs. Cheryl Martin	410-461-9111 Dial 0
Business Manager	Mrs. Jill Buls	410-461-9111 Dial 1
Admissions Director	Mrs. Stephanie Finamore	410-461-9111 Dial 2
Development Director	Mrs. Lauren Shutz	410-461-9111 Dial 3
VIRTUS Program Coordinator	Mrs. Joy Afable	410-461-9111 Dial 0
School Counselor	Mrs. Kelsey Jordan	410-461-9111
School Nurses	Mrs. Kelley Wood	410-461-9111 Dial 4
	Mrs. Pauline Martin	
School Address:	3155 Paulskirk Dr, Ellicott City, MD 21042	
School Website:	www.resstpaul.org	

RESURRECTION-ST. PAUL SCHOOL FACULTY AND STAFF

2024-2025 School Year

Principal	Mr. Ryan Hellem
Assistant Principal	Ms. Emma Santucci
Administrative Assistant/VIRTUS	Mrs. Joy Afable
Administrative Assistant	Mrs. Cheryl Martin
Business Manager	Mrs. Jill Buls
Director of Admissions	Mrs. Stephanie Finamore
Information Technology Specialist	Mrs. Kehinde Oni
Advancement Director	Mrs. Lauren Shutz
Grants Manager	Mrs. Nickole Congyngham
After Care Director	Ms. Karina Messier
School Counselor	Mrs. Kelsey Jordan
School Nurse	Mrs. Pauline Martin
School Nurse	Mrs. Kelley Wood
PreK-3	Mrs. Jessica Dove
PreK-3 Teaching Asst.	Ms. Karina Messier
PreK-3 (MWF)	Mrs. Allison Wist
PreK-3 (MWF) Teaching Asst.	Mrs. Katelin Hare
PreK-4A	Mrs. Cathy Zmijewski
PreK-4A Teaching Asst.	Mrs. Suzanne McQueeney
PreK-4B	Mrs. Robin Mason
PreK-4B Teaching Asst.	Ms. Wendy Alley
Kindergarten	Mrs. Meredith Horstkamp
Kindergarten	Mrs. Karen Valenze
Kindergarten Teaching Asst.	Mrs. Christina Rose
Kindergarten Teaching Asst.	Mrs. Melissa Kahl
Grade 1	Mrs. Laura Schwing

Grade 1	Mrs. Anika Pongchit
Grade 1 Teaching Assistant	Ms. Erin Hughes
Grade 1 Teaching Assistant	Mrs. Gwen Bury
Grade 2	Mrs. Amy Risinger
Grade 2	Mrs. Elizabeth Monzon
Grade 2 Teaching Assistant	Mrs. Karen Cronin
Grade 2 Teaching Assistant	Mrs. Angie Moseman
Grade 3	Mrs. MaryAngela Shugars
Grade 3	Ms. Gabi Donovan
Grade 3 Teaching Assistant	Mrs. Julie Boston/Mrs. Michelle Zalucki
Grade 3 Teaching Assistant	Mrs. Lynne Cross
Grade 4	Mrs. Shura Shontz
Grade 4	Mrs. Fallon Fingles
Grade 4 Teaching Assistant	Mrs. Danijela Manley
Grade 4 Teaching Assistant	Mrs. Sue Pajak
Grade 5	Mrs. Kathleen Nagle
Grade 5	Mr. Kevin Daly
Grades 5 Teaching Assistant	Mrs. Carmella Stadter/Karen Gaydosh
Grade 6	Mrs. Nupoor Srivastava (Math 6-8) & Ms. Carrie Lee Pugh (ELA 6-8)
Grade 6	Ms. Bobbi James (ELA 6-8)
Grade 7	Mr. Graham Bateman (Social Studies 6-8)
Grade 7	Mr. Eric Heinlein (Math 6-8)
Grade 8	Mrs. Dawn Keys (Religion 6-8) &
Grade 8	Mr. Anthony Fiumara (Science 8)
PK – 5 Curriculum Coordinator	Mrs. Allison Wist
6-8 Curriculum/Testing Coordinator	Mr. Anthony Fiumara
STEM Coordinator/5-8 STEM	Ms. Kathleen Miller
Learning Specialist	Mrs. Karrie Thompson
Learning Resource Teacher	Mrs. Linda Judson

Speech Pathologist	Mrs. Mary Ann Eikenberg
Reading Specialist	Mrs. Mary Destino
Math Specialist	Mrs. Kim Klingensmith
PK-4 Media	Mrs. Kristen Farina
Spanish PK-5	Mrs. Fabiola Rubio-Pino
Spanish 6-8	Mrs. Sue DeNicolis
Art - K-8	Mrs. Patricia Little
Music – PreK3 - 8	Mrs. Becky Ballenger
P.E. - PreK4 - 8	Mr. Steve Shurman
Lunch Monitor	Mr. Dave Hoffman
Maintenance	Mr. Jim Emery
Maintenance	Mr. Kevin Skerry

ORGANIZATIONS

Resurrection-St. Paul School Board

Resurrection-St. Paul School is an inter-parish school supported by both Church of the Resurrection and St. Paul's Church. As an inter-parish school, we are governed by a deliberative School Board that is responsible for developing and implementing the mission and vision of the school.

Board Members

Jim Coolahan	Chair and acting Development/Institutional Advancement
Angela Jacob	Vice-Chair
Todd Shaw	Treasurer/Finance
Mandy Dishon	Secretary/Membership
Donna Walther	Catholic Identity
Richard Marietta	Facilities
Marc Hoffman	Marketing/Public Relations
Fr. Andy Aaron	Pastor -- Church of the Resurrection/St. Paul Catholic Church
Ryan Hellem	Principal
Allison Jung	Member
Pat Galvin	Member
Greg Kelly	Member
Emile Mohler	Member
Ann Rives	H.S.A. Liaison

2024-2025 School Calendar

<h3>August '24</h3> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<h3>September '24</h3> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<h3>October '24</h3> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<h3>November '24</h3> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
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ACADEMIC POLICIES

Curriculum and Instruction

The Archdiocese of Baltimore Curriculum is designed to prepare students to be Catholic, college and career ready. Each course of study fosters students' Catholic identity, shaping them to be models of Christian living for others. We provide students with a curriculum that is rigorous and rich in various disciplines. By continuing to implement new standards that are challenging, we work to fulfill the promise of quality Catholic education that educates the whole child: mind, body and soul.

Operating under the auspices of the Archdiocese of Baltimore Department of Catholic Schools, Resurrection-St. Paul School follows the course of study developed by this educational entity. This curriculum meets and exceeds the curriculum requirements for the Maryland State Department of Education. The Archdiocese of Baltimore periodically reviews and updates curriculum. Curriculum content is determined through faculty selection of appropriate grade level materials.

Students at Resurrection-St. Paul School are instructed with a goal of developing lifelong learners. It's our ministry as Catholic educators to embody our faith in everything we do. We model and teach children how to form a personal relationship with Jesus and build a foundation for lifelong learning and discipleship.

Areas of Study		
PreK	Grades K-2	Grades 3-8
Religion and Family Life	Religion and Family Life	Religion and Family Life
Language and Literacy, Reading Foundations, Communication Skills	English Language Arts (Reading, English, Language and Literacy Language and Literacy Vocabulary, Spelling, Writing, and Penmanship)	English Language Arts (Reading, English, Language and Literacy Language and Literacy Vocabulary, Spelling, Writing, and Penmanship Grades 3-4)
Math Readiness	Math	Math
Gross Motor Development	Science	Science
Fine Motor Development	Social Studies	Social Studies
Social and Emotional Development	SEL	SEL
Music	Music	Music
PE (PK4)	PE	PE

Spanish (PK4)	Spanish	Spanish
Media (PK4)	Media (PK-4)	STEM (5-8)
	Art	Art

Textbooks

Textbooks are used by teachers as one of many teaching tools that provide resources for student learning. Therefore, a textbook is not purchased for the sole use of each individual student in every academic subject area. Textbooks belong to the school and are used by the students. Any damage, defacement, or loss of a book will require a replacement by the family. Students are responsible for turning in the textbooks they have been assigned at the end of each year. All books must be covered at all times.

Each year, the State of Maryland Non-public School Textbook Program allocates (based on a per student figure) money for textbook purchases. This funding infuses much needed income into the budget for purchase of state approved textbooks. We strongly encourage parents to write to their representatives in the state legislature to support the continued funding of textbooks for non-public schools.

STEM

In January 2011, the Archdiocese of Baltimore named Resurrection-St. Paul School as one of seven designated STEM schools beginning with the 2011-2012 school year. In 2019, RSPS earned the international AdvancED STEM, now Cognia, Certification recognizing the school's dedication and successful implementation of STEM education. Teachers use teaching techniques that help students become critical thinkers and innovative problem solvers in preparation for their future careers. The Archdiocese of Baltimore curriculum is used with an intentional focus and cross-curricular collaboration on science, technology, engineering, and math and on developing the students' skills in the 4C's of STEM: Collaboration, Communication, Critical Thinking, and Creativity through project-based learning.

Religion Classes

Religion is required for each year a student attends Resurrection-St. Paul School. All students enrolled in Resurrection-St. Paul School must attend religious classes and services.

As directed by the Archbishop of Baltimore, it is the student's home parish which is responsible for the immediate sacramental preparation. The school is only responsible for the remote sacramental preparation of

the students. Religion classes do not take the place of sacramental preparation, which is completed through the family's parish. Catholic families are responsible to inform their parish of their child/children's registration at RSPS. Parishes need to be informed so that the necessary sacramental information can be forwarded to the parents.

Family Life

An integral part of our faith formation curriculum, we will be teaching Catechesis for Family Life. This age appropriate program about Christian living, chastity, character formation, and safe environment training promotes communication between you and your child. You are encouraged to review the program materials that the teacher/catechist will be using in the classroom. After examining the program, if you have any questions or concerns about your child participating in this program, please contact the school's religion chairperson.

The primary role of parents in educating their children in human sexuality is certainly recognized. Parents have the right to decide whether their child/children should participate in this program. Copies of the text used are available in the school office for review. If parents would like to formally request that their children be excused from human sexuality class, please contact the school office for the appropriate Archdiocesan form, which will need to be completed and signed by a parent/guardian.

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. 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 a verbal OK over the phone or handwritten note cannot be accepted as permission. 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. If a student is unable to attend because of illness, we cannot promise a refund. Students who are kept home from the field trip will be marked absent unless there are extenuating circumstances communicated with the school.

As the need arises, we encourage parents or guardians to participate as field trip chaperones. However, because of safety and liability factors, Preschool siblings and other school Age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion. Parents must be VIRTUS certified prior to offering their services to serve as a class trip chaperone. Please see the VIRTUS section for more information.

Teachers are responsible for the safety and care of students both in and out of the school building. First aid kits and medications for students who require them will be sent on all field trips. The school nurse will prepare the medications that are to be administered to students during the trip and notify teachers. Teachers should consider the medication needs of the student and the teacher's supervisory role when arranging bus transportation and student groupings for the field trip. All medications are to be kept in the possession of the teachers in charge at all times and administered by the teachers to the students who require them during the trip. Parent chaperones are not permitted to carry or administer medication to students, unless for their own child, and have made prior arrangements in collaboration with the nurse and teacher. All students need to ride the bus both ways. Attendance on a field trip is considered a privilege and students may be denied participation if they fail to meet academic or behavioral requirements.

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. 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 PowerSchool website via access codes which will be sent home the first few weeks of school. 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.

Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities which include, but are not limited to, field trips, retreat, and/or graduation ceremony.

Honor Roll

Students in Grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on the Honor Roll at the end of each trimester, based on the following criteria:

- **Principal's Honor Roll:** All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time
- **Second Honors:** all A's and B's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

Report Cards

Report Cards are sent home three times a year. Parents in Grades 3-8 can and should monitor their child's academic progress online using PowerSchool. While parents are encouraged to monitor their child's grades, this does not take the place of the teachers notifying parents when they see a child's grades go down over a period of time or when they see a student struggling. Emailing, phone calls or requests for conferences are all communication tools that may be used.

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

Students who do not successfully complete the required educational program may be retained at the current grade level and/or may be asked not to return. This decision is made by the principal in consultation with the parents.

Retention/Summer School

Resurrection-St. Paul School follows Archdiocesan guidelines in terms of retention. Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents.

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 Trimester 2 if a student is in danger of being retained.
- 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 or may be asked not to return. 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 and may be asked not to return.
- 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 8th 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.

Work Habits

- Written assignments must be neat, legible, and complete.
- All papers for students in Grades 2-8 must display the proper school heading according to grade level.
- 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 with them 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 homework is given at the discretion of the teacher. Extended projects are part of each student's core curriculum.

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.
- 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 PowerSchool.
- Long-term assignments will usually carry more point value. Students are responsible for turning in work on time and will be penalized for lateness.
- Collaborations with other students on independent homework assignments 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.
- Assignments will also be posted in Google Classroom.
- Students who have an excused absence for an extended length of time will be permitted a reasonable deadline that will be determined by their teacher.

Late Work Policy

Students are held accountable for turning in well-crafted assignments on time. Due dates are given on assignments so students are working on content in a timely manner and is aligned to when this content is introduced and assessed in class. Students completing assignments on time are prepared for in-class instruction and activities. Students who do not have their assignments complete have difficulty staying abreast of course material and meeting expectations. To stress the importance of turning in work on time, assignments will lose 5% of their possible points each school day. **No work will be accepted after ten (10) school days from the assignment's original due date.** An example of the calculations is on the next page.

Date:	At the beginning of class on Wednesday, September 11	After class on Wednesday through Thursday, September 12	Friday, September 13	Monday, September 16	Tuesday, September 17	Wednesday, September 18
Percent off	0%	5%	10%	15%	20%	25%
Possible Max Point Value	20	19	18	17	16	15

Academic Dishonesty

RSPS will not excuse a lack of awareness or understanding of what constitutes academic dishonesty. Any attempt to commit any of the following infractions also constitutes academic dishonesty. Academic dishonesty includes but is not limited to:

- **Plagiarism:** Failure to acknowledge ideas, phrases, data, music, or images used in any paper, examination, quiz, report, presentation, exercise or project submitted in a course but gained from another person. Guidelines for proper documentation are available from many sources, including the Purdue Owl. <https://owl.english.purdue.edu/owl/resource/747/01/>
- **Misrepresentation or falsification of data** in any coursework.
- **Cooperative or collaborative effort in coursework without the explicit permission of the instructor.** Assume collaboration and/or cooperation are not permitted unless you are expressly informed that they are. This is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom.
- **Cheating on examinations or tests:** to give or receive assistance from written material, another person, his or her paper, or any other source, including electronic sources, or to attempt to do so, during an examination or test. The only exceptions will be at the explicit instruction of the teacher of the course.
- **The submission of work as one's own that has been prepared by another person.**
- **Stealing, altering, redirecting, or otherwise tampering with the form or content of digital media created or presented by another person without explicit permission of that person.**
- **Forgery or falsification of academic documents.**
- **Using generative AI/Chat GPT to plagiarize.**

Cheating involves the unauthorized use of information, materials, devices, sources, or practices in completing academic activities.

Plagiarism is a type of cheating in which someone uses the ideas or work of another person or persons as if they were one's own without giving proper credit to the source.

Northern Illinois University. (n.d.). Academic Integrity Tutorials. Retrieved from <https://www.niu.edu/academic-integrity/faculty/types/index.shtml>

In the event of academic dishonesty, the following consequences are in place for **cheating**:

1st Offense:	<ul style="list-style-type: none"> • Meeting with the teacher about the importance of honesty and fairness in learning. • Parent contact. • Redoing the assignment with guidance and supervision. • Potential loss of points/credit at teacher/admin discretion. • Lunch/Recess detention with emphasis on learning from the mistake.
2nd Offense:	<ul style="list-style-type: none"> • Meeting with the teacher and administration about the continued importance of honesty in academics. • Parent contact. • Redoing the assignment with guidance and supervision. • Reflective assignment about the reasons behind actions and how they plan to make better choices in the future • Potential full loss of points/credit at teacher/admin discretion. • After school detention with emphasis on study habits and time management skills.

3rd Offense:	<ul style="list-style-type: none"> • Meeting with the teacher, administration, and parents to discuss recurring behavior. • Redoing the assignment with guidance and supervision. • Reflective assignment about the reasons behind actions and how they plan to make better choices in the future • Potential full loss of points/credit at teacher/admin discretion. • Consequences may include after school detention and/or suspension from school.
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<p>In the event of academic dishonesty, the following consequences are in place for <u>plagiarism</u> (this includes work submitted using any <u>generative artificial intelligence*</u> to plagiarize):</p>	
1st Offense:	<ul style="list-style-type: none"> • Meeting with the teacher about the importance of original work and citing sources. • Parent contact. • Redoing the assignment with guidance and supervision. • Potential loss of points/credit at teacher/admin discretion. • Lunch/Recess detention with emphasis on learning from the mistake.

2nd Offense:	<ul style="list-style-type: none"> • Meeting with the teacher and administration about the importance of original work and citing sources. • Parent contact. • Redoing the assignment with guidance and supervision. • Potential full loss of points/credit at teacher/admin discretion. • After school detention with emphasis on learning from the mistake.
3rd Offense:	<ul style="list-style-type: none"> • Meeting with the teacher, administration, and parents about the importance of original work and citing sources. • Redoing the assignment with guidance and supervision. • Potential full loss of points/credit at teacher/admin discretion. • Consequences may include after school detention and/or suspension from school.

**Generative artificial intelligence (AI) describes algorithms (such as ChatGPT, Stable Diffusion, Midj Journey, etc) that can be used to create new content, including audio, code, images, text, simulations, and videos.*

Generative Artificial Intelligence (AI) Guidance for Students

*Generative artificial intelligence (AI) describes algorithms (such as ChatGPT, Stable Diffusion, Midj Journey, etc) that can be used to create new content, including audio, code, images, text, simulations, and videos.

For the 2024-2025 school year, we are not permitting students in grades Kindergarten through 8th grade to use Generative Artificial Intelligence (including, but not limited to the use of ChatGPT).

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. The action may result in an immediate detention as well. 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, sharing questions from an assessment, and giving aid by allowing another student to copy a quiz, test, exam composition, lab report, research paper, or homework.

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 or other extra-curricular activities are 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.

We ask that parents/guardians to 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
- Allow for the time required to complete the assignments
- 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
- Check PowerSchool Parent Access regularly

While it is the student's ultimate responsibility to write down the daily assignments in their daily planners, homework for students is available on the classroom Google Classroom page.

It is NOT the parent/guardian's responsibility to bring forgotten homework assignments to school in order to avoid a late penalty. The school will not accept school work brought in for students after the school day begins. This policy helps students learn to be responsible for their work and is fair to those students whose families cannot bring in forgotten assignments.

Report Cards and Interim Reports

Students in Grades PreK through 8 will receive Report Cards each trimester. Resurrection-St. Paul School uses the Archdiocesan Progress Report.

Archdiocesan Report Cards Grading Codes by Grade Level			
Course	PreK - 2	Grades 3-5	Grades 6-8
Language Arts	Progress Codes	Letter Grade	Letter Grade
Math	Progress Codes	Letter Grade	Letter Grade
Science	Progress Codes	Letter Grade	Letter Grade
Social Studies	Progress Codes	Letter Grade	Letter Grade
Religion	Progress Codes	Letter Grade	Letter Grade
Spanish	Progress Codes	Achievement Comments	Achievement Comments
Media/STEM	Progress Codes	Achievement Comments	Achievement Comments
Physical Education	Progress Codes	Achievement Comments	Achievement Comments
Art	Progress Codes	Achievement Comments	Achievement Comments
Music	Progress Codes	Achievement Comments	Achievement Comments
All Classes		Effort and Conduct	Effort and Conduct

Letter Grades:

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

PreK-Grade 2 Progress Codes		
Grade	Description	Comments
I	Independent/Proficient	<p>The student understands the concept/skills and works with little or no reinforcement or assistance.</p> <p>The student shows the ability to apply the knowledge or perform skills accurately without instructional support. Students are able to do more challenging work.</p>
P	Progressing	<p>The student's understanding of concepts/skills are developing and are in need of occasional reinforcement and assistance.</p> <p>The student is retaining material and shows the ability to apply the knowledge or skill with little instructional support.</p>
E	Emerging	<p>The student's understanding of the concepts/skills are still at the beginning level and/or need reinforcement and assistance.</p> <p>The student is being introduced to the skill and is beginning to use the skill in context with extensive instructional support. The student needs re-teaching/reinforcement.</p>
	Not assessed at this time	

Grades 3-8 Core Subject Subcategories and Specials Classes Achievement Comments		
Grade	Description	Grade
I	Independent/Proficient	97-100
V	Very Good Progress	93-96
P	Progressing	85-92
S	Satisfactory	75-84
N	Needs Improvement	70-74
U	Unsatisfactory/Not Proficient	1-69
NA	Not Assessed at this Time	0

8 Core Subject Subcategories and Specials Classes Achievement Comments		
Grade	Description	Grade
I	Independent/Proficient	97-100
V	Very Good Progress	93-96
P	Progressing	85-92
S	Satisfactory	75-84
N	Needs Improvement	70-74
U	Unsatisfactory/Not Proficient	1-69
NA	Not Assessed at this Time	0

Achievement Comments

I= Independent/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 Archdiocese of Baltimore 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

V= Very Good Progress

- Consistently applies skills or processes with ease and confidence in completing grade level appropriate academic performance tasks
- Consistently demonstrates an above average understanding of Archdiocese of Baltimore 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 Progress

- Demonstrates above average uses of skills or processes in completing required grade level and appropriate academic performance tasks
- Demonstrates above average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates 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 meeting the level of expectation.
- Demonstrates average application of skills or processes required to complete grade level academic performance tasks
- Demonstrates average understanding of Archdiocese of Baltimore 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

N= Needs Improvement

- Makes many errors when applying skills or processes required to complete grade level academic performance tasks
- Demonstrates an incomplete understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates an 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

U=Not Progressing

- Unable to perform any understanding of skills or processes required to complete grade level academic performance tasks
- Demonstrates no understanding of Archdiocese of Baltimore 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/Conduct Achievement Comments		
Grade	Description	Grade
O	Outstanding	93-100
G	Good	85-92
S	Satisfactory	75-84
N	Needs Improvement	70-74
U	Unsatisfactory	0-69

Effort Comments:

O= Outstanding

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

G= Good

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

S=Satisfactory

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

N=Needs Improvement

- 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.

Report Cards 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.

Conduct Comments

O=Outstanding

- Always exceeds the level of expectation
- Demonstrates highest level of self-control
- Follows classroom rules
- Makes good choices
- Role model to other students

G=Good

- Most of the time exceeds the level of expectation
- Demonstrates self-control, rarely needs reminders
- Follows classroom rules, rarely needs reminders
- Makes good choices, rarely needs redirection

S=Satisfactory

- Meets the level of expectation
- Demonstrates self-control, sometimes needs reminders
- Follows classroom rules, sometimes needs reminders
- Makes good choices, sometimes needs redirection

N=Needs Improvement

- Has trouble demonstrating self-control, needs reminders
- Has trouble following classroom rules, need reminders
- Sometimes has trouble making good choices, needs redirection

U=Unsatisfactory

- Has difficulty demonstrating self-control, needs constant reminders
- Has difficulty following classroom rules, needs constant reminders
- Has difficulty making good choices, needs constant redirection

Parents will be contacted by the teacher by mid-trimester for students who are failing, are in danger of failing the trimester, or who have had a significant change in their academic status. In many cases, a conference will be requested and scheduled to help identify the support the student needs to meet with success. After this communication from the school, it is the responsibility of the parent/guardian to check with the teacher on their child's progress.

Conferences/Teacher Communication

Each year, parents can go online and schedule a conference with their child's teacher(s) to formally discuss their child's academic/social progress. Thereafter, conferences are held at the teacher or parent's request.

Every parent is requested 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, teachers may be seen by appointment only.

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 a meeting 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 situation, 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.

Pre-school Inclusion Policy

All students applying for admission are evaluated within the first 30 days to determine their skill abilities in all areas of development based on the average developmental age level. All students are assessed before each marking period by the teachers that work with the students. From there, the staff works with each child at their level to develop their skills no matter what their situation is. When additional services, such as speech and language, are felt to be needed for a student, the teacher refers the student to the SAT (Student Advocacy Team) who reviews the information and determines if there is a need. The people on this team are administration, guidance counselor, learning resource team, and teachers. If a need is found then the appropriate teacher, such as a speech and language pathologist, is asked to assess the student's needs and develop an appropriate program to address the need. If the assessment shows the need for additional services in any developmental area, the school may ask the parent /guardian to initiate or the parent /guardian may initiate on his/her own, the process to request a professional educational evaluation of the student from their local school system. The Individualized Education Process begins with the collection of screening information and professional evaluations to determine if there is a reason to suspect a disability that impacts learning under special education laws. An initial meeting with the IEP committee from the child's home school and participants from Resurrection-St. Paul School will determine whether or not specialized educational services are necessary.

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 IEP meetings, and to support the parents and student. The administration is responsible for making sure the student accommodations agreed upon in the IEP meeting with the parent/guardian are implemented by the teachers. This may involve special pencil grips, special seating, extra gross motor work, etc.

Individualized Education Plan (IEP) Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be

implemented. When appropriate, a Student Accommodation Plan (SAP) is developed at your child's Catholic school, Resurrection-St. Paul. Students who have a SAP must be re-evaluated every three years from the date of the initial evaluation.

TESTING PROGRAM

Standardized Testing Program

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Elementary school students in grades 2-8 are administered the MAP Growth Assessment three times a year to measure growth. Pre K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

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 (NCEA). The assessment is administered to the entire fifth and eighth grade classes.

The NCEA returns to the school a school report highlighting areas of strength and areas of concern in our religion program and instruction. No individual student scores are given. These results help the school assess the students' understanding of some basic Catholic truths, doctrines, understanding or perception of God, worship, sacraments, scripture, and church.

Maryland's Early Child Care and Education Development Screening Initiative

Resurrection-St. Paul School uses the Brigance Screening as the developmental screening instrument for PreK and Kindergarten students. Screening results will be used to identify children who may be in need of further evaluation by Infants and Toddlers/Child Find based on concerns identified through screening in one or more areas of development. The screening test identifies developmental needs quickly and accurately, which allows teachers to easily identify learning delays and giftedness in language, motor, self-help, social-emotional, and cognitive skills. All children, birth-Kindergarten entry, must be screened within 90 days of enrollment.

ADMISSIONS POLICIES

Admission is at the discretion of the administration. A general guideline of consideration is as follows:

As space permits, consideration will be given to:

1. Catholic siblings of current students
2. Catholic parishioners of Church of the Resurrection or St. Paul's
3. Catholic students transferring from other Catholic schools
4. Catholic students transferring from a non-Catholic school
5. Non-Catholic siblings of current students
6. Non-Catholic students

For determining admission into **PreK** and **Grade K**:

- By September 1st, as verified by a birth certificate, the child must be:
 - Three years of age and potty trained (PreK-3)
 - Four years of age (PreK-4)
 - Five years of age (Kindergarten)
- 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 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 may 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.

Required documents for all applicants (in addition to the above):

- Birth Certificate
- Baptismal Certificate (if applicable)
- Envelope Number for Church of the Resurrection or St. Paul's Parish (if applicable)
- Letter of Good Standing at Catholic Parish (if applicable)

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 the available space. A waiting list will be established, and reduced, as space becomes available on the basis of the general admission criteria.

High School Visitation Policy

Students in the eighth grade are allowed three days (marked as excused absences) to visit the high schools they are interested in attending. The school absentee line should be called on the day of the absence or can be done prior. It is the responsibility of the student to obtain any missed assignments and complete them within the time designated by the teacher. While these days are the only excused days off, students will be marked as absent since they will not be in the building.

ATTENDANCE POLICIES

Regular attendance is considered essential for learning at Resurrection - St. Paul School. Students need to develop the work habits and responsibilities required of all of us as we go through life. All absences and tardiness become part of a student's permanent record.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc. If your child is absent from school, or leaves early due to illness, they may not attend an after school club, activity or the After Care Program.

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.

Parents with students in Grades 3-8 may monitor their child's attendance records by using their parental access to PowerSchool. An **A** in PowerSchool indicates an absence from school. A **T** indicates a late arrival or early departure.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Vacations and sports are not considered legitimate reasons for missing school and are therefore 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. Classroom instruction is difficult to replicate for a child who is absent. Missed work and assignments may only be obtained upon return.

Absentees

The school attendance line (410-461-9111 dial 5) must be called to report absences each day by 9:00 a.m. Failure to contact the attendance line regarding an absence will result in a phone call from school to report the absence. Parents may leave homework requests, if requested by 9:00 a.m., for after school pickup in the office or for work to be sent with a sibling/friend on the attendance line.

For medical procedures or travel when a family is aware ahead of time of an absence, that information may also be left on the attendance line. One message can be left with the student names and dates of expected absence, eliminating the need to call daily.

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 to 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 throughout the year are in excess of twenty-one (21) days unless homebound tutoring by a certified teacher has been received.

Students who are dismissed from school before the end of the school day will be marked as tardy on the Report Cards.

Students who arrive after 12:30 p.m. will be considered full day absent and will be marked as such.

Tardiness

The school day begins at 9:00 a.m. **Students arriving after 9:00 a.m. will be considered late and should report to the school office.**

In the event that a child will be late for school, a parent/guardian must call the office before 9:00 a.m. The student must first report to the school office where he/she will receive a late slip. The late slip will allow the school to change the child's attendance from absent to tardy. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to tardiness.

Early Departure/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to, and including, suspension or expulsion.

Policy Notes

Repeated absences, tardiness, and early dismissals can seriously affect a child's success and progress in school. Please be aware that attendance is reflected on the child's permanent record. Repeated offenses will be addressed by the administration.

The administration will make an exception to the administrative referral and retention policy for a child who is receiving school related services during our school day. However, the student's attendance must still be marked accordingly. Please contact the school office for further information on this exception.

Make-up Work

It is the responsibility of the child to obtain, complete, and submit any 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. Homework requests should be left on the absentee line by 11:00 a.m. each morning the student is absent. Long term assignments that are given ahead of time are still expected to be completed on time.



Respectful **S**afe **P**repared **S**mart

At Resurrection St. Paul School we focus on creating a positive, safe and nurturing community. We have consistent, school-wide expectations for all our students. We are a Positive Behavior Interventions and Supports (PBIS) school. With PBIS it is our goal to celebrate students making great choices through lots of words of encouragement and praise and to have a consistent plan to support students who need help meeting the school wide expectations.

We are consistent.

In each area of our school (cafeteria, bathrooms, hallways, recess, and classrooms) students are expected to show Panther Pride by being Respectful, Safe, Prepared and Smart.

Expectations are taught and retaught.

Throughout the year our staff spends time with the students teaching them what Panther Pride looks like and sounds like in each area of the school. Posters are also displayed throughout the school to remind our students to show Panther Pride at all times. Students are taught what they should do, instead of being told what they shouldn't do.

Our program is data driven.

A representative team of staff members implements our PBIS program. This team meets monthly to discuss concerns, analyze the data and to create goals for the school. Often each grade will choose a monthly goal based on an expectation that needs more focus. When students achieve their goal they are celebrated. All staff members in the building have Panther paw tickets to use when they see a student showing Panther Pride (following the school wide expectations). Each week there is a drawing from the paws that have been handed out within that week. The winners can choose a coupon for a special school privilege.

Discipline Policy

Resurrection-St. Paul School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have the necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence

	Bathroom	Lunch	Recess	Hallway	Special Events
R Be Respectful	Stay Quiet Flush the toilet Respect others' privacy Use one paper towel and put it in the trash	Wait patiently in line Only touch what belongs to me Speak in a conversational tone. Use kind words. Listen to all adults. Clean up all trash in my area	Take turns and cooperate Include others Be mindful of others space and activities	Quiet voices Use appropriate language Keep hands, feet, objects, and bodies to myself Pick up trash and throw it away	Be kind to all Use manners Listen and follow directions
S Be Safe	Wash Hands Use the equipment properly	Eat my own food Be knowledgeable of students with allergies	Honor freeze bell Walk to get in line Stay in coned area Keep hands and bodies to myself	Walk to the right Keep my locker clean and closed	Use appropriate entrances and exits Stay in assigned area Keep outside doors closed at all times
P Be Prepared	Be signed out or have a bathroom pass Check uniform before returning to class Return to class promptly without disrupting class upon entry	Know what I want to eat before I get in line Begin eating right away	Dress appropriately for the weather Return equipment Report broken or missing equipment	Take the most direct path to destination Only use lockers at scheduled time	Arrive on time Bring all necessary materials Wear complete and proper uniform
S Be Smart	Report any needed supplies to teacher Report vandalism and inappropriate behavior to my teacher	Make healthy food choices Stay in my seat Raise hand for help	Accept consequence without arguing or complaining Line up calmly, quietly and quickly in correct line Report any inappropriate behavior to the teacher on duty	Accept consequences without arguing or complaining Use manners	Use applause appropriately Accept consequences without arguing or complaining

Procedures for Rule Violations PreK

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
Behaviors that do not appear chronic or significantly violate the rights of others	Behaviors that put others at risk or harm, are chronic (occur 3 times) L1 behaviors, significantly violate the rights of others	Behaviors that violate RSPS policies, require administrator involvement, chronic (occur 3 times) L2 behaviors (consequences are assigned by administration)
Behaviors: <ul style="list-style-type: none"> ● Calling out ● Minor inappropriate language ● Refusing to work ● Minor dishonesty ● Not having materials ● Non-compliance ● Running ● Minor disruption ● Pattern of not completing homework 	Behaviors: <ul style="list-style-type: none"> ● Refusing to work ● Minor dishonesty ● Minor inappropriate touching ● Minor aggression ● Unsafe or rough play ● Disrespectful tone, actions (others or property), body language 	Behaviors: <ul style="list-style-type: none"> ● Bullying/harassment ● Academic dishonesty (copying) ● Major dishonesty (lying repeatedly) ● Abusive language/threatening ● Physical aggression ● Vandalism ● Chronic minor infractions ● Major/chronic refusal to follow school rules ● Theft ● Major classroom disruption ● Major disrespect toward others or property

Grades K-3 Discipline Policy

In the earliest years at Resurrection-St. Paul School, students are learning the importance of making good choices, and how making poor choices can have consequences for those around them.

Students in grades K-3 need positive reinforcement to learn appropriate behavior. Teachers are asked to give a 5 to 1 ratio of praise to behavior correction when interacting with students. All teachers are asked to develop a system in their classrooms for affirming and rewarding positive behavior choices. When a student in grades K-3 acts in a way that is not in accordance with acceptable standards for behavior at RSPS, their teacher will utilize a behavioral intervention to correct the student.

Should a negative behavior incident occur after warnings, the teacher may issue an Incident Form, which would be filled out by the teacher, emailed to the parents, and then submitted to the administration. In this way, students who need additional behavior interventions can be identified, and areas of frequent negative behaviors at RSPS can be targeted for increased teacher reinforcement of positive behavior outcomes.

Examples of Rule Violations Grades K-3

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
Behaviors that do not appear chronic or significantly violate the rights of others	Behaviors that put others at risk or harm, are chronic(occur 3 times) L1 behaviors, significantly violate the rights of others	Behaviors that violate RSPS policies, require administrator involvement, chronic(occur 3 times) L2 behaviors (consequences are assigned by administration)
Behaviors: <ul style="list-style-type: none"> • Tardiness • Calling out • Refusing to work • Minor dishonesty • Not having materials • Non-compliance • Running • Minor disruption • Pattern of not completing homework (5 times in a trimester) 	Behaviors: <ul style="list-style-type: none"> • Minor inappropriate language • Refusing to work • Minor dishonesty 2nd time • Minor inappropriate touching • Minor aggression • Unsafe or rough play 2nd time- • Disrespectful tone, actions (others or property), body language 	Behaviors: <ul style="list-style-type: none"> • Bullying/harassment • Major dishonesty (lying repeatedly) • Abusive language/threatening (4 letter words) • Physical aggression • Vandalism • Major/chronic destruction of property • Chronic minor infractions • Major/chronic refusal to follow school rules • Theft • Major classroom disruption • Major disrespect toward others or property

Grades 4-8 Disciplinary Policies

In grades 4-8 of RSPS, teachers are still expected to utilize positive reinforcement to encourage desired behavior outcomes in their classrooms, including incentive-based rewards systems, a 5-to-1 praise to correction ratio, and positive language to enforce the PBIS behavior matrix expectations. However, students in grades 4-8 are also held to a higher standard of personal accountability and the disciplinary responses to negative behavior choices reflect this standard.

Examples of Rule Violations Grades 4-8

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
Behaviors that do not appear chronic or significantly violate the rights of others	Behaviors that put others at risk or harm, are chronic (occur 3 times) L1 behaviors, significantly violate the rights of others	Behaviors that violate RSPS policies, require administrator involvement, chronic (occur 3 times) L2 behaviors (consequences are assigned by administration)
Behaviors: <ul style="list-style-type: none"> ● tardiness ● Calling out ● Refusing to work ● Minor dishonesty ● Uniform violation ● Non-permitted food or drink 	Behaviors: <ul style="list-style-type: none"> ● Minor inappropriate language ● Refusing to work (complete refusal) ● Minor dishonesty (impacts others or chronic) ● Minor inappropriate touching ● Non-compliance ● Running ● Minor disruption ● Minor aggression ● Unsafe or rough play ● Disrespectful tone, actions (others or property), body language 	Behaviors: <ul style="list-style-type: none"> ● Inappropriate display of affection ● Bullying/harassment ● Inappropriate dress (out of uniform) ● Major dishonesty (lying repeatedly) ● Abusive language/threatening (4 letter words) ● Physical aggression ● Vandalism ● Major/chronic destruction of property ● Chronic minor infractions ● Major/chronic refusal to follow school rules ● Theft ● Major classroom disruption ● Major disrespect toward others or property

MIRs are intended as a communication between the teacher and parents that a student is not demonstrating the quality of behavior expected of a RSPS student. It serves a record of communication between the school and family regarding inappropriate behavior and as a warning that repeated infractions will result in a detention. MIRs are cumulative between the August-December and January-June and are expunged annually. MIRs are not included in the student's permanent record and are not sent to schools following departure from RSPS.

A Detention is the consequence of repeated inappropriate behavior and is intended as a behavioral intervention to prevent future disciplinary infractions. Detentions are served before school on Friday from 8:00-8:40 AM as needed and may involve sitting quietly, writing a reflective essay, or performing

an act of service to the RSPS community. Detentions are cumulative over the year and are expunged annually. Detentions are not included in the student's permanent record, and notice of them is not sent to schools following departure from RSPS. Failure to attend assigned detention will result in additional consequences, such as an additional detention or further disciplinary action.

Suspension at RSPS means that a child will not be able to attend classes for a period of one to three days. Suspensions will be noted on a student's attendance record in his/her permanent file. At the discretion of the administration, suspensions will be served either in school or out of school. While on suspension, the student is responsible for missed work. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with the administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement.

During a suspension, he/she will forfeit the right to go on field trips with the class. Multiple suspensions may result in disallowing reregistration for the following year or expulsion.

Expulsion - An expelled student forfeits all privileges of the Resurrection-St. Paul School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 (ten) working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Discipline Protocol and Description of Infractions

When a minor infraction occurs, teachers use the following procedure:

1. Teacher informs student of rule violated
2. Teacher describes expected behavior
3. Teacher completes MIR and emails it to the parent(s) as a record of communication

The following system generally describes the escalation of disciplinary consequences for behavior infractions:

- 4 MIRs or Uniform Infractions = Detention
- 3 Detentions = Mandatory meeting with administration
- Additional violation(s) of disciplinary code = Probable Suspension/Expulsion

Uniform Infractions

The uniform policy aims to promote a sense of community, reduce distractions, and create an environment conducive to learning. This uniform infraction policy outlines the consequences for not adhering to the school's uniform guidelines found on pages 105-111.

- Students are expected to arrive at school in the correct uniform every day.
- Students should take the responsibility for ensuring they follow the uniform guidelines.
- Parents/guardians are expected to support the uniform policy and ensure their child is dressed appropriately for school.

Procedures

- **Infraction reporting:** Teachers/staff will monitor and report uniform infractions to the administration.
- **Notification:** Parents will be notified of any infraction
- **Consequences:** The 4th uniform infraction will result in a detention. Uniform infractions reset at Christmas.
- **Parent Meeting:** For repeated infractions, a meeting will be scheduled with the students, parents, and administration to ensure compliance with the uniform policy.

Federal Drug-Free Workplace Act's Applicability to Cannabis Use in Schools

There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule 1 controlled substance under federal law, and its use remains illegal under federal law.

The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities.

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.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. The administration will implement acceptable conflict resolution techniques to work towards a solution.

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 actions.
- ☐ Greet and respond to everyone in a polite manner.
- ☐ Maintain a respectful level of noise 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 Resurrection-St. Paul School.

Harassment Policy

Harassment or abuse of any kind is not acceptable behavior in Resurrection-St. Paul School and will result in disciplinary action up to and including suspension/expulsion.

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

I. Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record

II. Prohibited Conduct

A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity, that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive environment;
2. Has the purpose or effect of unreasonably interfering with an individual's academic performance;
or
3. Otherwise adversely affects an individual's educational opportunities.

B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

III. Procedure

A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.

B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

BULLYING POLICY STATEMENT

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

“Bullying, harassment, or intimidation” means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

A. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:

1. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
2. Is sexual in nature; or
3. Is threatening or seriously intimidating; and

B. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

***Electronic technology* means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.**

***Retaliation* means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).**

Reporting forms are located in the main office and on the school's website.

Tuition

The School Board determines both Catholic and Other Faith tuition rates annually. Resurrection-St. Paul School complies with the Archdiocesan tuition guidelines and sets tuition for each child “at cost.”

Tuition Rates 2024-2025

Tuition Rates per Grade	One Time Payment Discount Catholic Rate	Bi-Annual Payment Discount Catholic Rate	Ten Month Payment Plan * Catholic Rate	One Time Payment Discount Other Faith	Bi-Annual Payment Discount Other Faith	Ten Month Payment Plan * Other Faith
K-8	\$8,655	\$8,835	\$9,015	\$9,860	\$9,990	\$10,195
Pre-K 3 & 4 Full Day	\$10,140	\$10,270	\$10,460	\$11,390	\$11,540	\$11,765
Pre-K 3 & 4 5 Half Days	\$6,290	\$6,360	\$6,490	\$6,995	\$7,095	\$7,235
Pre-K3 Only 3 Full Days	\$6,290	\$6,360	\$6,490	\$6,995	\$7,095	\$7,235
PK3 only 2 Full Days	\$4,195	\$4,245	\$4,325	\$4,675	\$4,735	\$4,820
PK3 only 3 Half Days	\$3,905	\$3,950	\$4,025	\$4,300	\$4,355	\$4,450
PK3 2 Half Days	\$2,605	\$2,640	\$2,685	\$2,875	\$2,910	\$2,965

*(10 payments are only available if enrollment is processed prior to May. For each subsequent month after the May enrollment date please deduct one available month for payment.)

Discounts

Catholic Family Discount – Through the Special Assessment for Catholic Schools, every parish within the Archdiocese of Baltimore supports Catholic Education based on the generosity of their parishioners. It is through this generosity that our Catholic Families are afforded a discounted rate on tuition, as they are most often the direct supporters of this special assessment and contribute specifically to their parishes and the entire Archdiocese.

Multi-Child Discount – Families with three or more children enrolled in the school will receive a 10% discount on tuition for the third and subsequent children.

One Time Payment Discount – Families paying tuition in full do so at a discounted rate. Please see the Tuition Rate chart for specific amounts.

Bi-Annual Payment Plan Discount – Families paying tuition in two installments do so at a discounted rate. Please see the Tuition Rate chart for specific amounts.

Referral Discount – Current families referring a new family to the school may receive a \$500 tuition discount per family based on the enrollment of the new family in grades K-8. The referral discount will be applied to the referring family's October tuition payment for the current school year. If the referring family has paid their tuition in full under the One Time Payment Plan, the referral discount will be applied to the following year's tuition

Tuition Payment Plans

At the time of acceptance or re-enrollment, a tuition deposit in the amount of \$200 per child is required along with a selection of one of three payment plans offered. The \$200 deposit is applied directly to your tuition obligation, and the remaining balance is applied to the tuition payment plan chosen in FACTS.

10 Month Payment Plan – Ten equal payments of tuition on a monthly basis beginning in May and ending in February. (10 payments are only available if enrollment is processed prior to May. For each subsequent month after the May enrollment date, please deduct one available month for payment.)

Bi-Annual Payment Plan – Two payments of one-half of tuition which are due in May and November.

One Time Payment – Payment in full due in May.

Families have the ability to choose from several different due dates that would be convenient to their financial situation. Due date options: The 5th, 10th, 15th, 25th or last day of the month.

FACTS Tuition Management

Resurrection- St. Paul School, per the Archdiocese of Baltimore Catholic Schools Tuition Policy, requires all families to pay tuition through FACTS Tuition Management. The 10 Month Payment Plan option and the Bi-Annual Payment Plan require payment to be made via ACH debit or credit card. Check payments are not accepted. If the One Time Payment option is chosen, payment may be made via check, ACH debit or credit card. Please note that an additional processing fee of 2.95% is charged for credit card payments. To avoid the additional 2.95% processing fee, simply set your account up using an ACH draft from a checking or savings account instead of using a credit card number.

A processing fee of \$30.00 will be charged by FACTS for any returned payments.

Delinquency

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

Resurrection-St. Paul School recognizes that delinquencies may happen from time to time due to extenuating circumstances. If a family finds themselves in a financial hardship they are ***strongly*** encouraged to contact the Business Manager who may be able to offer:

- Change in payment dates
- Extension of payment periods
- Re-allocation of payment amounts

Resurrection –St. Paul School reserves the right to refuse admittance to class, withhold Report Cards and transcripts, and/or shut off PowerSchool parent access when the family fails to meet payments satisfactorily or make a financial arrangement mutually agreeable to both parties. No Report Cards or transcripts will be issued for any family whose financial obligations are not met. Additionally, admission for each trimester is conditional on satisfactory compliance with all financial obligations. 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.

The school reserves the right to withhold all student records (with the exception of Health Records) until accounts have been paid in full. Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family, therefore; if an out-going student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full. No enrollment will be permitted in any other Archdiocesan school while there are tuition and/or fees outstanding. Once tuition obligations have been met, a student may be readmitted on a space available basis.

Withdrawals

Upon acceptance of a student by Resurrection-St. Paul School and the execution of a tuition contract, the full year's tuition shall be considered payable. If a student should leave Resurrection-St. Paul School for any reason during the school year, Resurrection – St. Paul School will release the tuition obligation based upon the following schedule for Grades PK3 – 8th grade:

Grades PK3 - 8

<u>Academic Year 2024-2025</u>	<u>% of Release of Tuition Obligation</u>
Prior to May 20 th	100% (less non-refundable tuition deposit)
Prior to July 1 st	90% (less non-refundable tuition deposit)
Prior to the first day of school	75% (less non-refundable tuition deposit)
Prior to November 1 st	50% (less non-refundable tuition deposit)
November 1 st or after	0%

PK3 – Potty Trained Exception: The schedule below was created to accommodate students who are not yet potty-trained at the time of enrollment. This policy applies ONLY to PK3 students where the school has been notified that the student is not full potty trained during the enrollment process. Please note that a student may NOT start school until they are fully potty trained. If the student is not fully potty trained at the start of the school year, Resurrection-St. Paul School will work with the family with the ultimate goal of the PK3 student starting school by October 1st. If the family chooses to withdraw the student because they are not fully potty trained, the following schedule applies unless RSPS is able to immediately fill the spot with a waitlisted student. If the spot is filled, the school will release the family of 100% of the tuition obligation, however, the \$200 tuition deposit is non- refundable.

PK3 ONLY – Potty Trained Exception

<u>Academic Year 2024-2025</u>	<u>% of Release of Tuition Obligation</u>
Prior to May 20 th	100% (less non-refundable tuition deposit)
Prior to July 1 st	100% (less non-refundable tuition deposit)
Prior to the first day of school	90% (less non-refundable tuition deposit)
Prior to October 1 st	90% (less non-refundable tuition deposit)
Prior to November 1 st	75% (less non-refundable tuition deposit)
November 1 st or after	0%

Tuition Deposit: The \$200.00 tuition deposit that is paid at the time of reenrollment or enrollment is non-refundable.

Release of tuition obligation is contingent upon Resurrection-St. Paul School receiving written notice prior to the student's actual departure date. Release of Obligation will be determined based on the actual departure date.

Grant and Aid

Church of the Resurrection and St. Paul Church Grant and Aid - Parish grant and aid is available for registered, practicing parishioners of the Church of the Resurrection and St. Paul Church. All funds available for grant and aid come from your fellow parishioners and is meant to benefit parish families. Please note the eligibility requirements listed below:

- Student must be registered in grade K-8. Pre-School is not eligible for Grant and Aid
- At least one parent/guardian must be a practicing Catholic
- Weekly Mass attendance and a pattern of giving at the Parish must be demonstrated
- Must be a registered, practicing parishioner for 1 year prior to applying for grant and aid
- No one student is eligible for more than half the cost of tuition

Other Parish Grant and Aid- All parishes in the Archdiocese of Baltimore contribute to the Archdiocese of Baltimore School Fund. If you are a registered parishioner at a Parish other than Church of the Resurrection or St. Paul Church, we strongly recommend you meet with your pastor to discuss the possibility of grant and aid. We have found many parishes are willing to support their parishioners in obtaining a Catholic education for their child(ren).

Archdiocesan Grant and Aid- Archdiocesan tuition grant and aid is available to registered parishioners of any Catholic church in the Archdiocese of Baltimore. A financial grant may apply to each student, so a family with several children in the school, or in various Catholic schools in the Archdiocese could receive a grant for each child. Archdiocesan tuition assistance generally comes from two funding sources: the Partners in Excellence Program and the Archdiocese of Baltimore School Fund. The Archdiocese is also contracted with FACTS Grant & Aid so each family need only apply for grant and aid once. All applications will be reviewed by the Archdiocese to determine which families may also qualify for Archdiocesan aid. Grants awarded by the Archdiocese are renewed annually for the child's entire K-12 Catholic education as long as the family is still eligible.

Completed FACTS Grant & Aid applications must be received and completed no later than February 28th annually in order to be considered for tuition assistance. All awards are contingent upon a completed FACTS Grant & Aid application with all required documentation submitted by the due date. A FACTS Grant and Aid application fee of \$35.00 will be charged when completing the application.

Welcome Grant - This Grant is available to new students coming to Resurrection-St. Paul School from public school. It is only available to incoming students entering grades 2nd-6th. There are a limited number of grants available. Grants will be given to students that align with the principles and character that the school values. A completed Welcome Grant application, shadow day and student interview are required. -- First Year - \$2,000 Grant : Second Year -\$1,000 Grant

Fees

8th Grade Graduation/Activities Fee – This fee is assessed to all 8th graders in March of their graduating year. The amount varies from year to year based on the number of students in the 8th grade class. **The fee will be charged to the family's FACTS account with a March 20th payment date.**

Technology Fee – A Technology fee of \$125 is assessed for students enrolled in Grades 3 – 8.

Volunteer Service Fee - Each family with a child(ren) in full day PreK-3 through Grade 8 is required to provide 20 hours of service to the school. Families with a child in the half-day, 2-day, 3-day PreK-3 or PreK-4 programs are only required to provide 10 hours of service to the school if there is no other sibling attending full day. Single-parent families are obligated to perform 10 hours of service. Single-parent volunteer service fee status must be presented to and approved by the school principal, prior to October 1st of the current school year.

The full volunteer service fee is \$300.00 or \$150.00 for a single-parent household or a family with only a half- day, 2-day or 3-day preschool student. Families not fulfilling their volunteer service requirement will be charged for unmet hours at the rate of \$15.00 per hour.

Volunteer hours are due in the log book by May 1st. Outstanding service fees will be charged to the family's FACTS account on May 25th. If a family knows that they will be performing volunteer hours for the school after the May 1st deadline, they should log that service information into the volunteer log book, prior to May 1st and indicate what their service will be and the hours and date it will be performed. An example of this would be volunteer hours that are performed in May and June of the current school year, such as assisting with the 8th grade graduation, end of the year class parties, helping at Field Day, the 5K Fun Run, etc. It is not the school's obligation to log volunteer hours into the log book on behalf of our families. **All bills not paid by the end of the school year will result in Report Cards being held until the obligation is met.**

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 10 hours of CYO basketball or Scout troop volunteer time may be logged towards volunteer service for a family and up to 5 hours for a single-parent household may be logged. The remaining 10 hours or 5 service hours need to be performed for the direct benefit of the school.

STUDENT HEALTH

Health Room

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 school website or the Health Room. Parents must list any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

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, official record of immunization or other documentation of immunization status. Parents/guardians are responsible for providing proof of immunization to the school prior to the student attending or proof of an appointment for necessary immunizations within 20 calendar days of the first day of school. **Students out of compliance or without evidence of an appointment for necessary immunizations may not be admitted to school.**

Vaccine requirements for the 2024-2025 school year can be found at https://health.maryland.gov/phpa/OIDEOR/IMMUN/Shared%20Documents/2024-2025_School_IZ_%20Requirements_Final.pdf Immunization records must have the month, day, and year of each vaccination, be signed by a physician or Health Department official. In the case of religious objection, or medical contraindication, form DHMH896 must be submitted and kept on file and be approved by the

school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

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, medication regimen or any hospitalization that may occur during the school year.

Health Vigilance

- o *Parents are required to be vigilant for signs of illness in their children and to keep them home when signs or symptoms of illness present.*
- o *Employees are required to be vigilant for signs or symptoms of illness they may be experiencing and stay home when signs or symptoms of illness present.*
- o *Persons who have a fever of 100.4F (38.0C) or above or other signs of illness are not permitted entrance to school facilities.*
- o *In addition to fever, signs of COVID-19 illness may include:*
 - *Feeling feverish*
 - *Chills*
 - *Cough*
 - *Sore throat*
 - *Fatigue*
 - *Headache*
 - *Muscle aches or body aches*
 - *Congestion or runny nose*
 - *Nausea or vomiting*
 - *Diarrhea*
 - *New loss of taste or smell*
 - *Shortness of breath or difficulty breathing*

Illness During School

When a child becomes ill during the school day, a parent will be contacted. If a parent cannot be reached, the school will contact the individuals listed on the child's emergency card who are authorized to pick up the child. The school requests parents pick up an ill child from the Health Room within one hour 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.

Allergies

Parents must notify the school of their child's allergies, including food allergies. School medication orders and Allergy Action Plans must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an epinephrine auto-injector, the physician's order must date this requirement.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the office.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify the Health Department. All records are confidential. The following communicable diseases/conditions are necessary to report:

- Measles (regular or German)
- Mumps
- Tuberculosis
- Meningitis
- Whooping Cough (Pertussis)
- Hepatitis
- Rocky Mountain Spotted Fever
- Food poisoning
- Human Immunodeficiency Virus Infection (AIDS, and all other symptomatic infections)
- Adverse Reaction to Pertussis Vaccine
- Lyme Disease
- Animal Bites/Rabies
- Varicella (Chicken Pox)
- Influenza

Any student with drainage from the eye associated with conjunctivitis (pink eye), must be kept at home until under treatment by a physician. A physician's note will be required for readmission to the school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

Injury

In the event an apparent serious injury occurs to a student, the school nurse or administrator will contact parents/guardians to report the injury and refer for monitoring or medical evaluation. In the event of an injury requiring urgent medical evaluation/intervention, if parents/guardians or emergency contacts cannot be reached the school will contact emergency medical services.

Masking

Students, based on parental choice, will retain the option of wearing a mask or not. Staff and visitors will also have the option to wear a mask or not. This applies to all individuals regardless of vaccination status. Anyone who chooses to wear a mask may continue to do so, and will be fully supported in their decision and will be treated with respect. Enforcement of this choice is between the parent and the child, not the school administration, faculty, or staff. This allows for a parent's personal accountability and responsibility for the health and well-being of their child.

Hand Hygiene, Respirator Etiquette, and Sanitization

Washing hands can prevent the spread of infectious diseases. Our schools will continue to reinforce proper handwashing behaviors. We will continue to provide hand washing supplies, including soap and water and hand sanitizer. Our schools will continue to reinforce covering coughs and sneezes to help keep individuals from getting and spreading infectious diseases. Our schools will continue to have high touch surfaces cleaned and disinfected on a regular basis.

Isolation and Quarantine

All Catholic Schools will adhere to CDC guidance relative to individuals who test positive for COVID-19 or who has been identified as a close contact outside of the school by a health official.

COVID Vaccinations

COVID vaccinations are not mandated in our schools; however, we encourage vaccination for all eligible students and staff to reduce the potential for serious illness and hospitalization.

Please continue to remain vigilant and monitor the health of the members of your household over the summer. Our ability to offer in person instruction is dependent upon your partnership. If a child is exhibiting symptoms of COVID, RSV, or influenza, they should remain home to avoid exposing the school community to illness. If there is a family member in the same household with symptoms, the students from that household should remain home until the other individual is beyond the 5 days or they should test the child at home each day before sending the student to school.

School and Child Care Outbreaks

Schools and child care programs must continue to follow existing procedures for reporting communicable diseases (COMAR 10.06.01) and immediately notify the local health department of a COVID-19 outbreak. The current outbreak definitions can be found below.

The local health department will recommend control measures in response to the outbreak which may include exclusion of ill students/children and staff, mask usage for cases and contacts, increased handwashing, increased environmental cleaning, and parent/guardian notification.

In certain situations, additional control measures may be recommended by the health department including masking of students and staff at the classroom, grade, or school/program level; and rescheduling or pausing higher risk activities or moving them outside if possible. Temporary suspension of in-person learning or operations may also be advisable under certain limited conditions to protect the safety of students/children, staff and their families. These decisions will be made on a case by case basis in coordination with the local health department, the local education agency, and child care licensing specialist as applicable.

The COVID related policies/protocols are fluid and may be subject to change at any time within the guidelines of the CDC and Archdiocese of Baltimore.

Insurance

Each Fall, the school provides the option for parents to purchase student health insurance for their children. Information is sent home electronically to parents mid-August.

Vision/ Hearing Screening

The school follows the directives of Howard County Health Department and responds to parents' requests for individual testing.

Hearing and vision screening is provided for:

1. all students the year they enter school in Grades PreK, Kindergarten, 1st and 8th.
2. all new students for whom prior screening documentation is unavailable.
3. any student with a suspected hearing or vision problem as reported by the school staff or parents/guardians.
4. all students in grades 3 or 4 if funding and resources are available.

Medication

The administration of medication in school is discouraged however, medications will be administered during school hours when deemed necessary by a physician or certified health care provider and only under the supervision of the 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.

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epinephrine auto-injectors). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

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. Medication order and administration forms are available in the Health Room and on the school website.

Food supplements, non-prescription, or non-medicated hand and body lotions, sunscreen lotion, contact lens solution, and non-medicated cough drops do not require a medication order form from a health care provider; however, a note signed by the parent with the name of the product, instructions for application or administration, and time of administration is required.

Non-medicated cough drops and topical lotions such as Calamine may be administered to students with a note from the parent. A physician's order is not required. Cough drops should be brought to school in the original package in a sealed plastic bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the nurse's office.

Resurrection-St. Paul Medication Administration Information

- 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. Students with authorization to carry or administer emergency medication must meet with the nurse to discuss parameters of administration and safety.
- 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 to 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 the 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.

Field Trip Medications

If your child receives daily medication at school or has emergency 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.

Illness Policies

When to Keep Your Child Home

- When a child has a temperature of 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, chickenpox, mononucleosis, conjunctivitis or pinkeye, 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 that 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 a communicable disease, such as chickenpox, conjunctivitis, strep throat, staph infection, and influenza.
- When returning from hospitalization or surgery
- When any limitations or restrictions due to surgery, injury, or acute/chronic health problems are indicated. This includes bone fractures, sprains, concussions, sutures, or oral surgery.
- 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 to provide services prescribed.

General Use Epinephrine Policy

As of July 1, 2014, Resurrection-St. Paul School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school hours (9:00 a.m.-3:30 p.m.) and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

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, as well as to the principal.

Food Safety and Guideline Procedures

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 assist in the identification of students who may have known food allergies.
- Any food allergies or other food concerns will preclude the enhancement of the curriculum.
- Parents will be notified of the event/food in advance.

Food Allergic Students

- The parent of the child with food allergies will provide the food the student is permitted to consume or consult with the nurse to determine the foods served at school that may be safely consumed.
- Parents will notify the school administration and the school nurse of the student's food allergies.

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.

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.

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 surfaces 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 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 classroom parent and the classroom teacher so that safe and appropriate foods will be served.

Student Birthday Celebrations - Non-Food Only

Student birthdays will be recognized by the teacher and the child will be named and celebrated during the school-wide morning announcements. Birthday treats (cupcakes, brownies, snacks, etc.) are not to be served during lunch or in the classroom during the school day.

Teachers and Staff

- Will be made aware of all students identified as having other food related concerns.
- Will be trained in the administration of epinephrine auto-injectors 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 brought to school for student snacks.
- To be served during school wide celebrations.
- To be served for classroom parties.

In the Classroom

- Classroom rewards or incentives will consist of non-food items.
- Students who have a snack time as part of their daily classroom routine will consume only snacks brought from home or those approved as safe by the parent.

Hand Washing

- Students will be given the opportunity to wash their hands before eating and 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.

Drinking Water Policy

Water is an essential component of health and well-being. Increasing hydration through the consumption of water has been shown to improve nutrition, decrease excess weight gain, and improve students' cognitive function.

Students may access water from the refillable water bottle station located in the school throughout the school day. Students should bring a non-breakable bottle filled with water from home. The following guidelines apply:

- Water bottles must have a closable/sealable lid with a pushup top to prevent spills. Disposable water bottles are not permitted.
- Water bottles must be clearly labeled with the student's first and last name in permanent marker
- Water bottles must contain water only: NO juice, sports drinks, or energy drinks
- Water bottles are to be taken home daily by the student to be washed and refilled for the next school day
- Students may not leave class to refill the water bottle
- Water bottles are not to be in close proximity to technology equipment and are not permitted in the computer lab or library
- Water bottles are not permitted during exams, science labs, or other activities where student safety is a concern
- Throwing or flipping bottles, pouring the contents on another student or teacher, students' property, or school property will result in loss of water bottle privilege and disciplinary action
- School administration and teaching staff reserve the right to direct, supervise, and modify water bottle use in school as it applies to the curriculum, specific academic activities, and student safety
- Failure to abide by any of the above guidelines will result in loss of the student's water bottle privilege.

PARTNERSHIP WITH PARENTS

By enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person (s) most directly involved
6. to be as actively involved as you can be in the life of the school and to volunteer
7. assistance when possible to promote your school and to speak well of it to others
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many people do not have
10. to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party sites, and including sporting events.
11. to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.

Grievance Policy

Resurrection-St. Paul School's policy is that all grievances are handled at the local level. If a student or a parent has an issue with something that is taking place in the classroom, they are asked to speak to the teacher about the issue first. If after working with the teacher, the issue is not resolved, then parents/students should then go to the administration for resolution of the issue. Contacting the school board is not part of the grievance process.

Parental Support/Compliance

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parents or other family members may be prohibited from entering the campus.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All individuals, including parents and volunteers, must check-in at the front office prior to gaining access to the school.

VIRTUS

Beginning in August 2004, all volunteers at Resurrection-St. Paul School must show a Policy Compliance Verification card in order to volunteer for any school function (on/off-site). This card validates that the individual has completed the necessary steps in conformance with the Archdiocese of Baltimore's child and youth protection instituted September 2003. As of 2017, the program was renamed to VIRTUS. All new parents who wish to volunteer must complete all the steps necessary to become VIRTUS certified with the Archdiocese of Baltimore which includes authorization to run a criminal history screening. You must submit all the necessary forms for review and approval. A screening process must be completed before anyone is permitted to serve as a volunteer. Parents are encouraged to do their VIRTUS training once their child is accepted. All chaperones on field trips and volunteers at the school **MUST** be VIRTUS certified before signing up. Please make sure you allow time for processing the paperwork. A card will be issued once approval is met and a badge must be worn when volunteering for the school. **You MUST present your current VIRTUS badge at the front office in order to volunteer.**

VOLUNTEERING AND SERVICE HOURS

Parents and guardians of the students in Resurrection-St. Paul School are encouraged to become actively involved by volunteering for the school.

All volunteers at school must be VIRTUS certified and have visible ID cards when volunteering for any school activity. Please remember to have your VIRTUS badge with you when arriving at school to volunteer or when chaperoning off campus.

Please remember to fill in service hours on our website and keep a personal copy for your hours. This will ensure that you receive credit for your service hours.

Please refer to the volunteer service section under FEES for more information on the family volunteer obligation.

Professional Services:

If you feel that you can provide a useful professional service, and you are willing to donate your time, please contact us. In the past we have received professional services that include, but are not limited to, painting, printing, photography, and graphic arts.

FUNDRAISING POLICY

Fundraising Purpose

The Resurrection-St. Paul School Board of Directors recognizes the need for fundraising activities to help defray the significant expense associated with the school's operating budget, as well as the intention to keep the cost of tuition as low as possible.

Types of Fundraisers

For the purpose of this policy, fundraising activities are grouped as events, community building activities, money back loyalty programs, and the annual fund campaign. Parents are expected to support these efforts.

- Events- Include, but are not limited to, social gatherings like the annual gala, Race for Education, etc.
- Community Building Activities- Include, but are not limited to, Breakfast with Santa, Trees and Greens, Basket Bingo, restaurant nights, etc.
- Money Back Loyalty Programs- Include, but are not limited to, Vendor Reward Points, eScript Online Mall, script cards, Box Tops for Education, etc.
- Annual Fund- Include, but are not limited to, a year-end solicitation mailing

The Use of the School Name and/or Logo

The use of the school name and/or logo in association with a fundraiser is strictly prohibited unless permission from the school administration is obtained.

To use any version of the school logo, the responsible party must complete and return the official request form and supply a sample of how the logo is to be used. If it is not possible to supply the school with a sample of how the logo is to be used, permission will be decided on a case-by-case basis.

Implementation of Guidelines

Approval of fundraising activities must be based on the following guidelines:

1. Student safety is upheld at all times
 1. If students are involved, all adult volunteers must be VIRTUS trained and certified in accordance with the Archdiocese of Baltimore policy
 2. If an adult volunteer is not VIRTUS trained and students are present, the adult must vacate the premises immediately
2. Participation is voluntary
3. Group incentives are the preferred means to motivate and reward students
 1. All incentives must be approved by the principal

4. Students' participation in door-to-door fundraising activities will be of limited nature
5. Fundraising activities planned during school hours of operation are to be limited and will not conflict with state laws and regulations
6. All fundraising activities must be compliant with Maryland state law and Howard County Ordinances
7. Resurrection-St. Paul School expects all students, parents, guardians, relatives, friends, teachers, and staff who participate in approved fundraising activities to appropriately represent the school, its mission and its values
8. All rules pertaining to student conduct and student discipline apply to fundraising activities

Payment Guidelines for Fundraising Event:

Any money that is sent in for payment for fundraisers must remain in the school building. It is also requested that payment(s) be made by check. Committee or fundraising chair people must make arrangements with the school office to access their payments and must arrange to do so during regular school hours.

SCHOOL THEME

Each year Resurrection-St. Paul School picks a theme that reflects our values and Catholic identity. Throughout the year, that theme is incorporated in the liturgical practices, classroom instruction, vocations cross, and is applied in the outreach we practice.



Resurrection-St. Paul Home and School Association

It is an organization that:

- helps parents, school administration, and faculty develop a mutual understanding and appreciation of the mission of Catholic education as lived in the local Catholic school within the Archdiocese of Baltimore
- provides a formal avenue for parents/caregivers of current students to participate with the faculty and administration in their children's education
- develops supportive systems for communication and service to the local Catholic school
- works with the principal to provide programs and processes that engage the school families in spiritual, educational, outreach, social, legislative, public relations, service, and fundraising activities that further the mission of the school
- collaborates with the other parish, civic, and school organizations
- is rooted in prayer, discernment, and the contemporary vision of the Church for Catholic education
- is accountable to the pastor of the parish and the principal of the school
- provides positive and energetic communication for the administration and school community
- displays positive public relations/marketing on behalf of the school
- supports financial endeavors for the school
- observes the school's mission and vision
- selects a representative to serve on the school board

All parents and guardians are considered members of the 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 (posted on our website) 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.

H.S.A. Executive Committee

Mrs. Ann Rives	President
Mrs. Erin Drenner	Vice-President
Mrs. Jamie Wisniewski & Gina Downey	Room Parent Coordinators
Mr. Joseph Rockhold	Treasurer
Mrs. Nicole Gloff	Recording/Corresponding Secretary
Mr. Ryan Hellem	Principal
Ms. Emma Santucci	Assistant Principal
Mrs. Lauren Shutz	Advancement Director

H.S.A. Special Church Liaisons

Mrs. Sara Thomas	Church of the Resurrection
Mr. Michael Mayforth	St. Paul Catholic Church

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. 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).

Weekly Newsletter and Calendar

Throughout the school year our online monthly calendars are updated to inform parents/guardians of school information. A weekly newsletter, along with other pertinent information, is published each Sunday. The newsletter will be sent via Bright Arrow. The weekly Sunday newsletter is also available on the school's website www.resstpaul.org. Parents and guardians are responsible for the information contained in the newsletter. Please take the time to review the information that is sent home and periodically check the school website. If clarification is needed, the school office welcomes your call.

Change in Address/Change in Name/Change of Phone/Email

If there is a change in the family status, a legal change of a child's name, change of family or parent address, phone numbers, or email addresses, it is important that the school be informed promptly. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school. Please inform the school office so that the information can be conveyed to proper school personnel. The school prefers that change(s) be relayed to the school office as an email. This method will allow your change to be relayed to the administrative team so that the change(s) may be made by all parties, where applicable, in a timely manner.

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. Students are not permitted to call home for forgotten articles, except a band instrument. Only essential telephone messages will be delivered to the student during school hours.

Cell Phones

Students are permitted to bring in their cell phones to school, but they must be turned off and turned into their homeroom teacher when they arrive at school. At no time during the school day or while in the school building 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 or damaged cell phones. Cell phones may not be used on the school bus, during Before and After Care, or during after school clubs and activities. Cell phones are to be left off until the student has left the property.

Electronic Devices

Students should not bring any other type of electronic devices to school, such as, but not limited to, hand held computer games, iPods, cameras, iPads, Apple watch, smart watches, etc. The same policy regarding cell phone confiscation and responsibility for loss and damages will apply to electronic devices. Electronic devices may not be used on the school bus, during Before and After Care, or during after school clubs and activities. Electronic health monitoring devices, such as a Fitbit, will not be permitted if the device has the capability of accessing the internet, has a camera, video, microphone phone or wifi.

SCHOOL COMMUNICATIONS GUIDELINES AND USE

Communication Guidelines Purpose

The following guidelines have been established to ensure that the transmission of information to the Resurrection-St. Paul Community is effective, efficient, and disseminated in a timely manner without redundancy.

The Role of Administration

It is the responsibility of the school administration to:

1. oversee and manage all school-wide communication efforts; and
2. ensure that important information is communicated through the appropriate medium, at the appropriate time, and with the appropriate sense of urgency.

Guidelines for Communication Methods

For the purposes of this policy, communication methods are grouped as the school newsletter, News and Notes; the Bright Arrow message system; the Wednesday Folders, Fliers, Letters, Room Parents and Social Media.

The School Newsletter, News and Notes

News and Notes, the primary communication tool, will be sent electronically every Sunday afternoon. The newsletter will also be posted on the school website. Submission requests for the newsletter are due to newsletter@resstpaul.org by 10:00 AM on the Wednesday of the week the information is to run. When appropriate, submission requests must include:

- a contact name and number
- the name of the group or individual submitting the information
- date
- time and location

Topics submitted to the newsletter should only be run one time to ensure the timing of the information is relevant. Edits may be made to all News and Notes submissions due to space constraints.

Bright Arrow Message System

Bright Arrow Message System, our vehicle to send emails and automated voice messages, will be used at the discretion of the school administration to communicate notices or reminders that cannot wait for the Sunday Newsletter.

Wednesday Folders, Fliers, Letters

Wednesday Folders may go home with the youngest and only child weekly. Every student will have a Wednesday folder for classroom communication, chaperone forms, permission slips, etc. Teachers will communicate whether or not the school work contained in the folders needs to be returned or kept at home.

Fliers will be primarily posted on the school website. Online fliers will be mentioned in the school newsletter. Fliers for special events, major announcements, lengthy information or information requiring a form to be returned to an individual or group may be sent home in Wednesday folders. Restaurant night fliers will be sent home the day of or the day before the event. Fliers should be submitted for approval to the school principal a minimum of one week prior to the Wednesday it is to be sent home.

Letters will be sent home at the discretion of the school administration.

All items to be sent home will be distributed at the discretion of the school administration.

School Website

The school website contains all information associated with the school. A continuously updated school year calendar can also be found on the website.

Room Parents

Communication sent through room parents must have the approval of the HSA Room Parent Coordinator and the school administration. The room parent communication is not to be used as vehicles to promote general school-wide events or general school-wide messages unless it pertains to that particular class or requires coordination of volunteers.

Social Media

Official Resurrection-St. Paul School social media pages or groups will only be administered by an employee of the school. The site will contain notices, reminders and announcements.

Groups using the Resurrection-St. Paul School name (including our “RSPS” acronym) and/or logo must register the group with the school and receive approval from the school administration. The RSPS parent Facebook network is a private Facebook site for current RSPS parents only. In a 2014 survey, it was indicated that parents want this type of parent to parent/administration networking. Postings relating to school classes or school sponsored activities and events, whether on site or off campus, must be approved by the school administration.

Promotion of Events

One-time events and special announcements should follow the guidelines below:

- 2-3 months in advance: a “Save the Date” notice can be sent.
- 3-5 weeks in advance: a flier can be sent in the Wednesday Folders or short articles can be placed in News and Notes.
- 1-2 weeks in advance: a reminder article can be placed in News and Notes.

The Use of the School Name and/or Logo

The use of the school name and/or logo in association with either a school-sponsored organization or an organization with which members of the Resurrection-St. Paul School community participate is strictly prohibited unless permission from the school administration is obtained.

To use any version of the school logo, the responsible party must complete and return the official request form and supply a sample of how the logo is to be used. If it is not possible to supply the school with a sample of how the logo is to be used, permission will be decided on a case-by-case basis.



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. In the case of a change of custody, a copy of the portion of the court order that describes the custody arrangement must be on file with the school.

Non-Custodial Parent

Emergency card information for each child is to be kept current. It is the parent's responsibility for keeping that information current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian. Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records. Resurrection-St. Paul School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

STUDENT RECORDS AND PRIVACY POLICY

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (*Family Educational Rights and Privacy Act*)

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 Mr. Ryan Hellem, 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 Mr. Ryan Hellem, 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 education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To school officials who have a legitimate educational interest in the information. A school official is a person employed by the school or the 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 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.
 - To other schools to which a student is transferring.
 - In connection with financial aid under certain circumstances.

- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- 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 a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The school has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level

Parents who do not want the school to disclose the above directory information without their prior written consent must notify Mr. Ryan Hellem, Principal, in writing by September 13, 2024.

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the same person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

- 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 Avenue, SW, Washington, DC 20202-8520.

Family Directory

The Family Directory of Resurrection-St. Paul School will be provided electronically to all school families after the start of the school year. 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 dissemination 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 Video Recording

Photographs and video recordings 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 video record persons or property associated with Resurrection-St. Paul School. Parents and student family members will be allowed to photograph or video record their children, their child's classmates and school personnel at specific school functions. In exchange for the allowance of this photography and video recording, the families of Resurrection-St. Paul School agree to keep the photographs and video records 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 dissemination 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.

STUDENT SAFETY

Emergency Plan

Resurrection-St. Paul School has an Emergency Plan. RSPS adopted the “I Love U Guys” Foundation’s Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol throughout the year.



INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The “I Love U Guys” Foundation’s Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a “Term of Art” and is then followed by a “Directive.” Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

“In Your Classroom or Area”

Students are trained to:

- Clear the hallways and remain in their area or room until the “All Clear” is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

“Get Inside. Lock outside doors”

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

“Locks, Lights, Out of Sight”

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

“To a Location”

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

“State Hazard and Safety Strategy”

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



Fire and Safety Drills

RSPS conducts fire and safety drills as required by the State of Maryland throughout the school year. Below is a list of drills that RSPS conducts throughout the year. The date and time of each drill is subject to change:

- Fire Drills
 1. Thursday, September 19th @ 10:00
 2. Tuesday, October 8th @ 9:30
 3. Thursday, November 7th @ 10:00
 4. Monday, December 2nd @ 9:05
 5. Thursday, January 9th @ 9:20
 6. Tuesday, February 4th @ 10:15
 7. Thursday, March 13th @ 9:05
 8. Friday, April 11th @ 10:00
 9. Tuesday, May 6th @ 10:00
 10. Thursday, May 22nd @ 9:30
- Lockdown Drills
 1. Thursday, September 26, 2024 @ 9:05
 2. Thursday, January 16, 2025 @ 10:30
 3. Tuesday, March 4, 2025 @ 9:30
- The following drills are planned for the following dates:
 - Drop, Cover and Hold “Great Shake Out” (Shelter): Thursday, October 17, 2024 @ 10:17
 - Reverse Evacuation (Secure) & Hold: Thursday, November 7th (following the fire drill)
 - Severe Weather (Shelter): Thursday, September 12th @ 9:05

Family Emergency Information Collection

An emergency card must be completed or reviewed for accuracy. The completed form must be signed by both parents and/or guardians and returned to the school as approved or with corrections noted by the Friday of the first week of school. This information is used to contact you for student illness, school closures, and other important messages.

Crisis Intervention Plan/Emergency Evacuation Procedures

Resurrection-St. Paul School has a Crisis Intervention Team and Plan to be implemented when necessary. 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 to a predesignated location. The students will re-enter when the building is declared safe.

Playground/School Supervision Provisions

As a STEM school, outdoor education activities are part of our curriculum and students may use the outside classroom stations during the school day. Students are escorted to and from the building with their teacher who will carry a radio with them in case there is a need for communication with the teacher and the office. All students will be given an outside recess period either before or after their lunch time (weather permitting). Teachers will have radio with them for emergency communication with the office and school nurse.

- General playground/recess expectations
 - The playground may not be used without adult supervision
 - Use polite language
 - Avoid rough play, pushing, shoving, or any form of physical aggression
 - Report damaged equipment or unsafe conditions to a staff member immediately
 - Keep balls off of the playground equipment and out of the playground area.
 - Keep the playground clean by disposing of trash
 - Listen to and follow instructions given by staff and/or playground supervisors
 - Stay in the designated play areas
 - Line up promptly when the signal is given
 - Follow all other school behavior policies

Supervision Responsibilities Before and After the Official School Day

Students who are registered for Before School Care are allowed to be signed into the Before Care Program by their parents starting at 7:00 a.m. in their designated areas. All other students may enter the building starting at 8:40 a.m.

Students registered for After Care need to report directly to their designated area where they are checked in. All other students need to be picked up at school at 3:30 p.m.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is NOT responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before and after school care, parents must comply with the rules established by the program for drop-off and pick-up.

At the conclusion of the school day, the outside playground area needs to be vacated by parents and students not in the Afterschool care program. Our license requires that no other student or adult be allowed in the play area when the registered students go outside to play after snack. Thank you for abiding by this policy!

AHERA Plan

In October 1986, the U.S. Congress enacted the 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 schools. These regulations required the Archdiocese of Baltimore 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 administrative 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 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.

ADMINISTRATIVE POLICIES

School Day Hours

PreK3 – Grade 8	9:00 a.m. – 3:30 p.m.
½ Day PreK3-4	9:00 a.m. – 1:00 p.m.

Morning Arrival Procedures

Student arrival by car begins 8:40 a.m.

Please refer to map and follow signs on campus:



Students in Pre-K 3, Pre-K 4, and Kindergarten: Arrival at 8:40 – Enter from N Chatham Rd

Drop Off – Parents will pull into the designated area of the back parking lot as indicated on the map. Once there, the staff member will assist in helping your child from the vehicle. All RSPS students in your car should exit and enter through the “PK” doors. For example, your Kindergartner, 3rd, and 7th grader will all be dropped off in this location.

Students in Grades 1st-8th – Arrival at 8:40 – Enter from N. Chatham Rd OR Paulskirk Dr.

Please proceed to the loop and main front entrance of the school building. Please stay in your vehicle and let your child/children out of your vehicle. Students will enter the school building and head up the stairway to their classrooms. All RSPS students in your vehicle should exit at the same time to help keep the flow of traffic moving. Please pull forward as far as possible closing any gaps between cars. Students can enter through either the “link” or main entrance doors.

Anyone arriving at school after 9:00 a.m. is considered late and must report to the front office for a late slip before entering their homeroom.

Early Pick-up

If parents need to pick up their child/children prior to the 3:30 p.m. dismissal, **a note, not a phone call**, must be presented to the student’s homeroom teacher during homeroom on the day of the early pick-up. This note must contain the date, student’s full name, time of dismissal, the full name of the person who will pick up the student, and whether or not the student will return to school following the departure.

Please check the school calendar when planning a departure so that a child does not need to leave during the middle of a planned event such as a Mass, prayer service or assembly. It is preferable that students leave prior to the start of a school event or during the change of a class period.

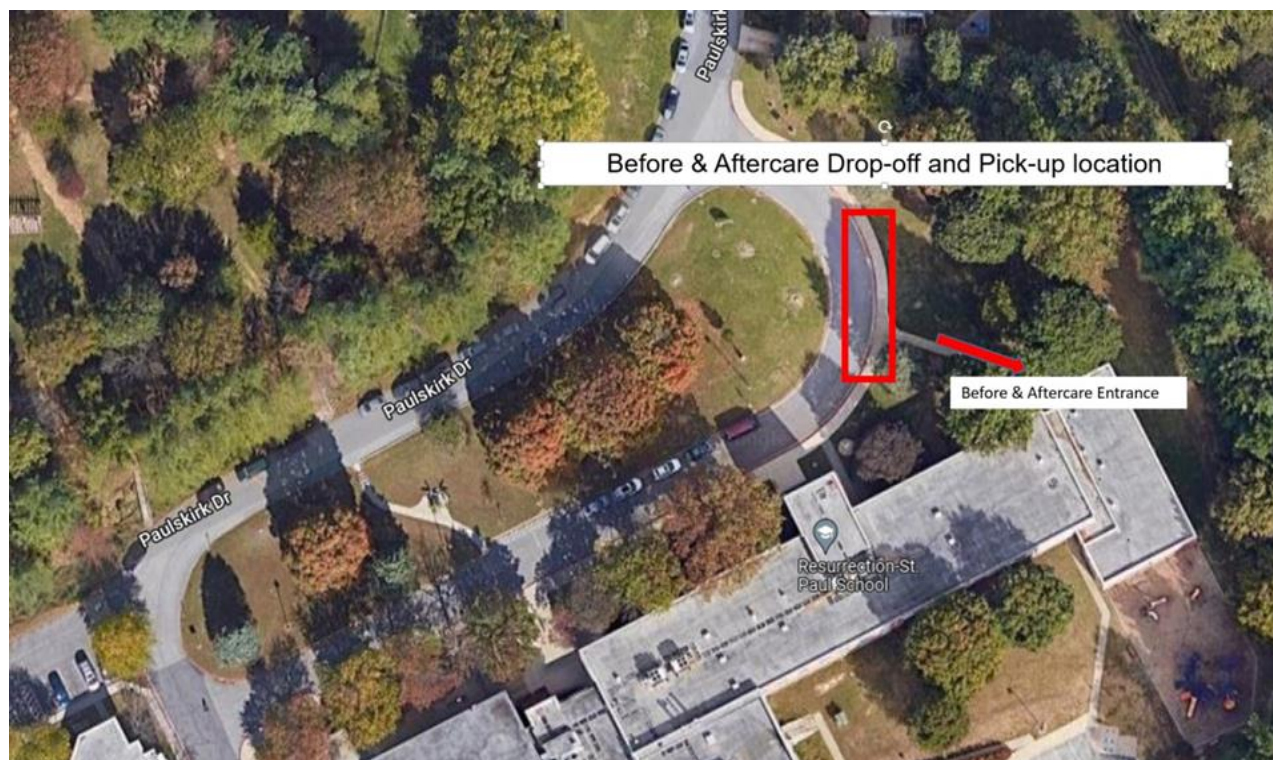
In the event of an unforeseen early pick-up, parents/guardians should call the school office prior to their arrival.

The student must be signed out in the departure book located in the school front office. The person picking up the student must be listed on the Emergency card and provide proper ID to the school.

Before & Aftercare Drop-off and Pick-up

Parents should pull through the front loop and park near the front PK doors. Please park and walk your child(ren) to the front PK doors. If you are unable to get to the location due to a backup of cars, please park near the Parish Center and walk to the front PK doors location.

This is subject to change.

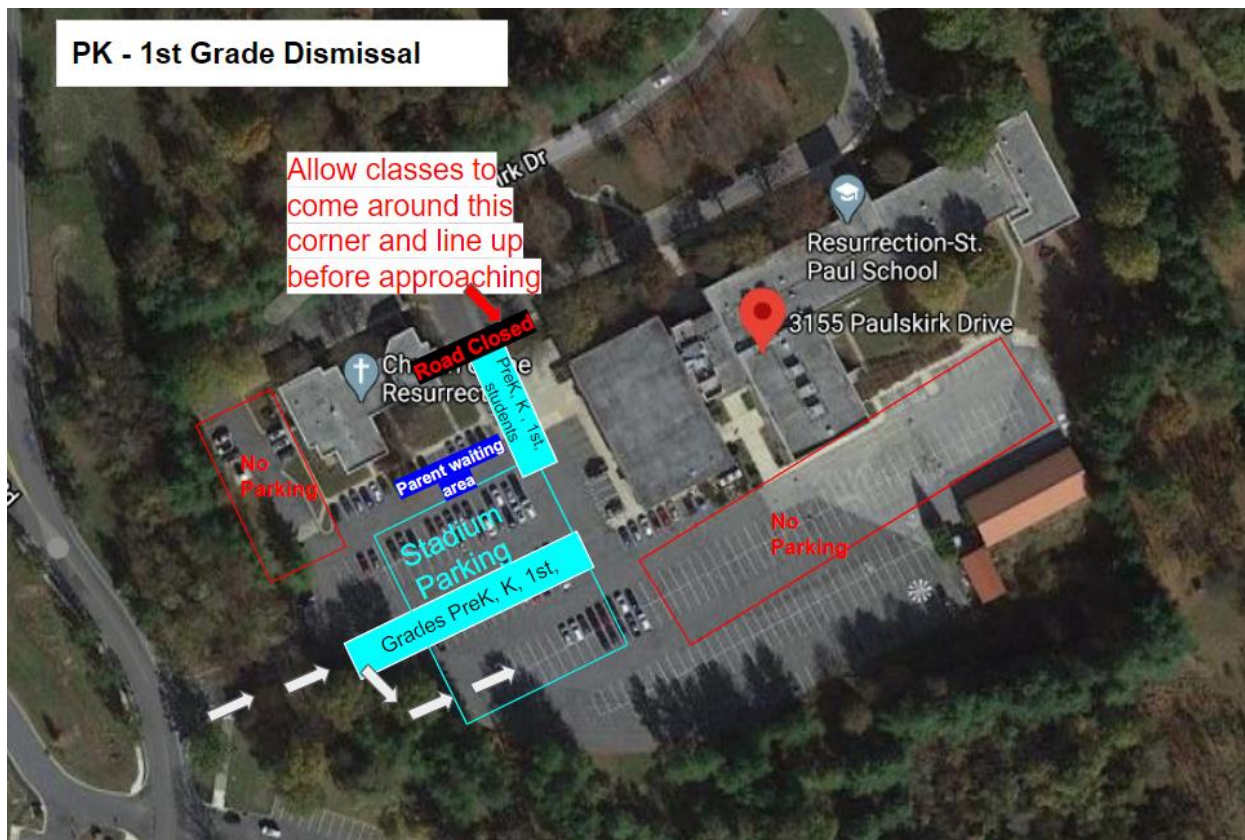


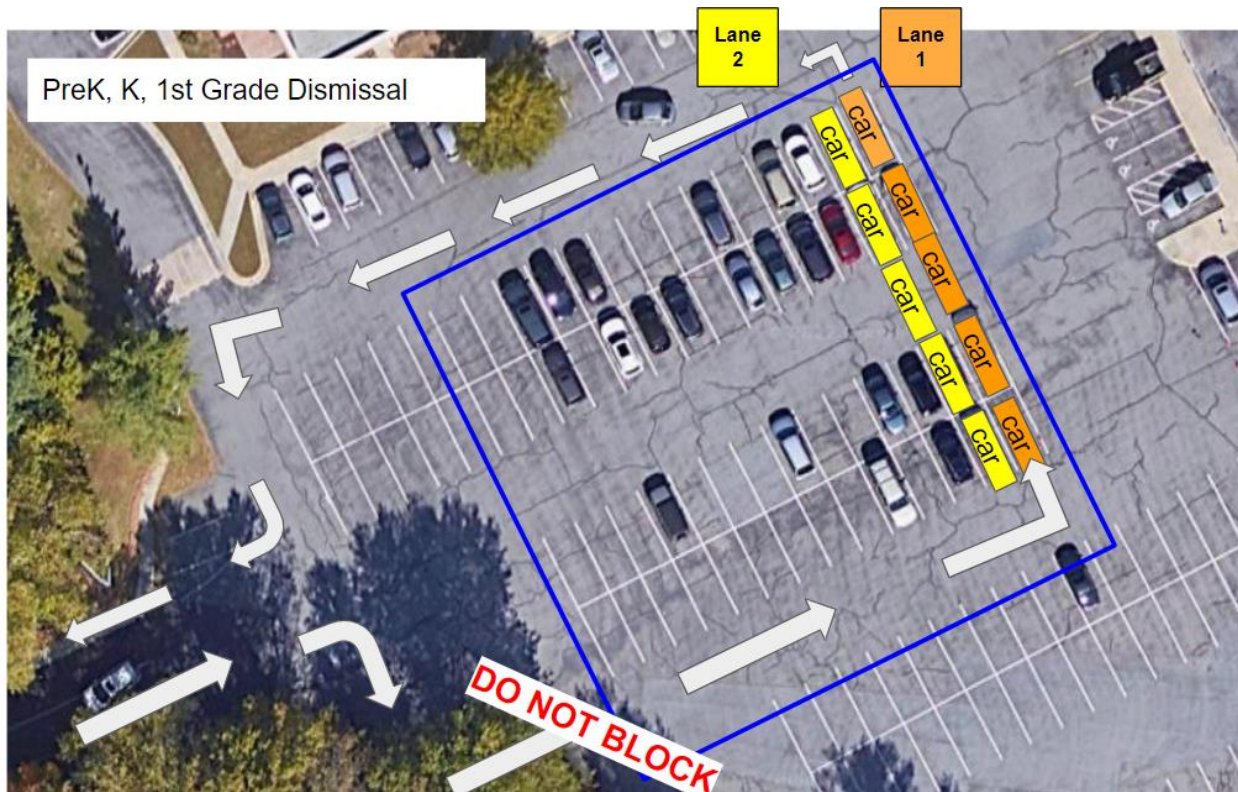
Afternoon Dismissal Procedures - 3:25

PK, K, & 1st (and older siblings) Dismissal Procedures

PK, K, & 1st grade students and their older siblings will be walked to the designated area between the Parish Center and staircase. PK, K, & 1st parents ONLY should carefully park inside the blue box, turn off your vehicle, and then walk up to your student's teacher to pick them up. Parking is on a first come, first served basis. Please return to your vehicle safely and as quickly as possible. Once all students are safely in their vehicles, we will begin dismissing the lines starting with the line closest to the school (see map #2).

DO NOT PARK AROUND THE PARISH CENTER. This parking is for Parish staff and parishioners who are using the parish center facilities. If you need to be somewhere, please arrange to pick up your child(ren) at or before 3 PM.





When Parking

- Enter through Chatham entrance only.
- Please do your best to park as straight and within the lines as possible.
- Pull forward all the way to the next vehicle or to the cone so that we can fit all of the vehicles in the square.
- Wait until your row is dismissed to depart

When Waiting for your children:

- Please allow ALL of the classes to get out and around the corner near the fence before going to your child. It is a safety concern to have PK – 1st grade classes backed up on the sidewalk.

Reminders & FAQ:

- If you have a child in PK, K, or 1st grade and older siblings, you will always pick up your students in the Parish Center Pickup
- If your PK/K/1st grade student is sick or absent -- You should still go to the Parish Center Pickup at the end of the day to pick up the older sibling.
- If there are other students that are not normally with you in your car, please notify the office by 10 AM so that we can make sure they get to the Parish Center Pickup area.

Do I need my assigned number?

You do not need a number in the PK-1st grade pickup area.

What if I arrive after the cars have started leaving?

Start by replacing the first row of cars closest to the fence (row 1 and so on in the map below). This will allow you to walk to your child's teacher without crossing the exiting traffic.

What if there is a car parked and no one is in it?

We will help you maneuver around the vehicle when leaving.

What if I want to speak to my child's teacher about something when I pick them up?

We encourage you to communicate with your child's teacher(s) as much as needed, but dismissal time would not be a good time for this. Please arrange a phone call, meeting, or send them an email. This will allow everyone to depart in a timely manner.

What if I have a meeting after school, where should I pickup my child and park?

Pick them up as you normally would at their designated spot. Park near the Parish Center but NOT within the blue box.

What if I have an appointment or need to be somewhere immediately after picking up my child?

If you are in a rush and need to depart directly after picking up your child(ren), this is generally not possible. For everyone's safety, we will dismiss cars in an orderly fashion on a first come, first served basis from where they are parked starting with the row closest to the church. Please arrange to pick up your children at or before 3 PM if you know you can't wait.

How long does dismissal take?

Dismissal typically takes 15-20 minutes from when the students exit to the building to when the last car leaves the parking lot.

2nd-8th Grade Dismissal Procedures

In order to maximize instructional time, announcements will start at 3:25. Afternoon pickup for 2nd-8th grades will all take place in the front loop of the school. 2nd – 8th grade families must enter the loop from Paulskirk Drive. All RSPS families have been assigned a family number on RSPS cardstock that must be displayed in the front dash. RSPS staff members will be located at the entrance of the loop to enter your number(s) into an application that will be sent to the classrooms alerting your child(ren) that you are here. Students will remain in their classrooms until your number has been displayed. Teachers will remain in the classrooms with their students.

Watch [this video](#) to see it in action. Scroll down to “See Driveline in Action”.

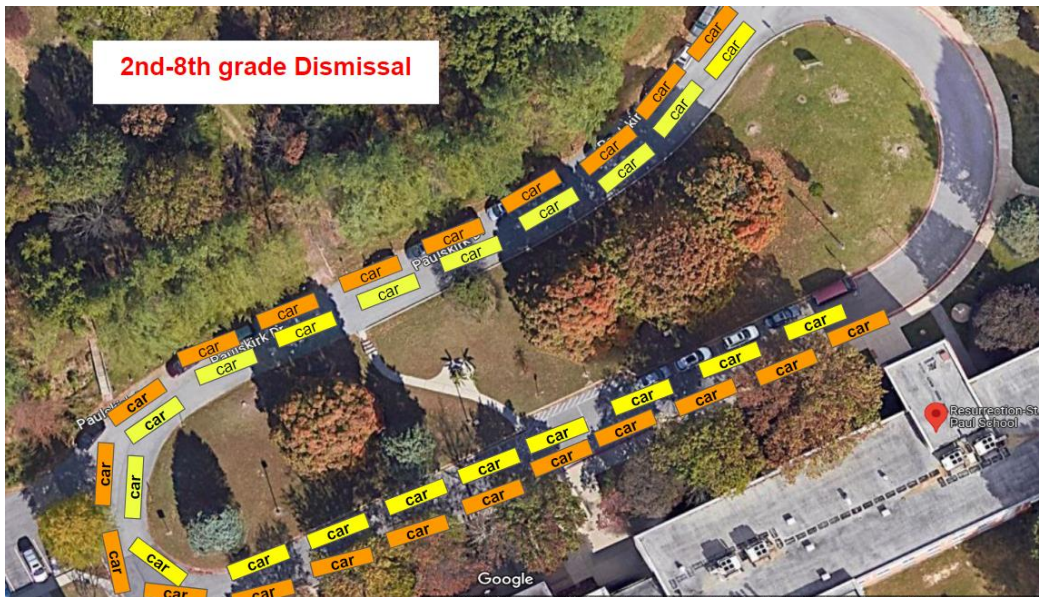
Procedures:

- Enter from Paulskirk Drive ONLY in a single file lane.
- **After the RSPS electronic sign, split into two lanes (inside and outside) see Maps below**
 - Stay in your lane the whole time.
- **Hold or tape up** your family number.
- Once your number has been entered by an RSPS staff member, pull forward and park in the designated lane in the loop.
- Park your vehicle. Standing outside your vehicle and waving down your child(ren) helps.
- Once all students in your carpool are in your vehicle, **turn on your flashers**.
- We will dismiss the lanes one at a time.
- Exit campus via Paulskirk Dr.
 - *Note that Paulskirk Dr. connects to N Chatham Rd and St. Johns Ln via Church Gate Rd.*
- **Be courteous and mindful of the neighbors** and their need to exit their driveways. Leave space at intersections as well.
- Repeat procedure
- Be patient

Carpool Procedures:

Families have been given 3 copies of their number to share with authorized individuals. Carpool families should coordinate with each other and share a sign with those particular families.

Map #1

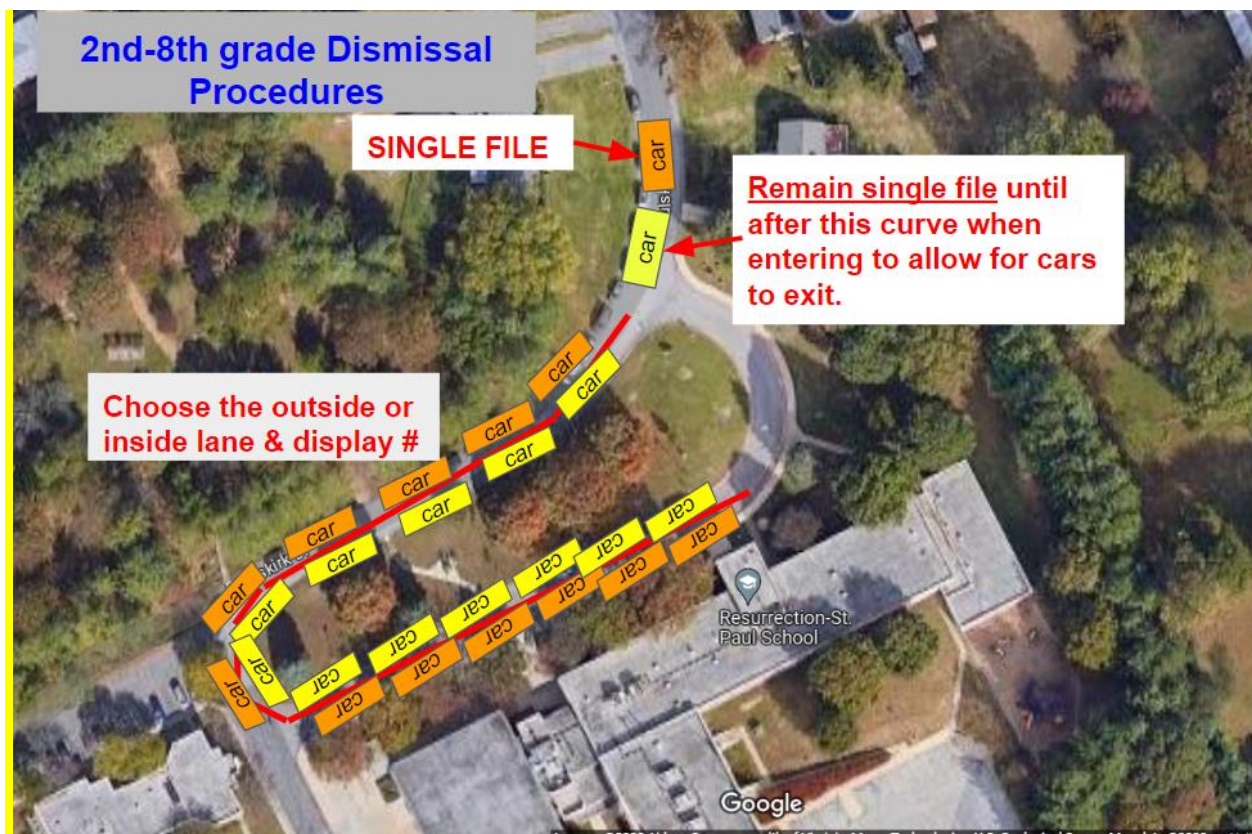


Map #2

Once you have been given the “ok” to enter the loop, pull forward, place your vehicle in park, and wait in your vehicle for your child(ren). We will begin releasing lanes after all students in the “1st group” are in their cars. The next groups of vehicles will then follow the same procedures until all students have been dismissed.

Watch [this video](#) to see it in action. Scroll down to “See Driveline in Action”.

Front Loop Lanes-Dismissal



Procedures:

- Enter from Paulskirk Drive only
- Display your family number in your dash.

- Once your number has been entered by an RSPS staff member, pull forward and park in the designated lane in the loop.
- Park and wait in your vehicle.
- Once all students in the group are in vehicles, we will dismiss the lanes one at a time.
- Exit campus via Paulskirk Dr.
 - Note that Paulskirk Dr. connects to N Chatham Rd and St. Johns Ln via Church Gate Rd.
- Repeat procedure

All car riders should be picked up outside of the school building, unless a note is sent or a phone call is made to the school office necessitating departure from the school foyer. Students who are not picked up following dismissal will be sent to the school office.

Early Dismissal Days

Resurrection-St. Paul School designates days when students will dismiss at 12:30 p.m. instead of the usual 3:30 p.m. Please check the school calendar and school website for early dismissal dates. It is the parent/guardian's responsibility to make sure that the student has a ride home from school. Unfortunately, due to staffing shortages, Aftercare will not be available on 12:30 dismissals.

Special Circumstances

In the event that the pick-up of a student is delayed by an unforeseen or emergency situation, parents must contact the school office to alert them of their late arrival.

If a student is participating in a before or after school club and activity, it is the parents' responsibility to find other arrangements for siblings or carpool passengers.

Weather Related Delayed Openings and Closures

When Howard County Public Schools (HCPSS) are in session, Resurrection-St. Paul School follows HCPSS regarding delayed opening or closure due to inclement weather. **In the case of inclement weather, on days when Howard County Public Schools are not in session, all information pertaining to delays and closures will be posted on the school website, and notification will be sent through the school email system.**

A **two-hour delay** means the Resurrection-St. Paul School day will begin at 11:00 a.m. with Before Care starting at 9:00 a.m.. Half day Preschool students have the option of coming from 11:00 a.m.-1:00 p.m. or not coming at all. Lunch periods will be provided, but not recess.

On days when the school is closed early due to inclement weather, the After-Care program and all after school activities for that day will be canceled as well. Parents will be notified via Bright Arrow.

Please take the time to plan for the event that school may be forced to close early and discuss with your child beforehand what he/she is to do on these occasions. Children must be picked up promptly on days when early closing is necessary in order to ensure the safety of the students and staff in getting home.

Non-Weather Related Delayed Openings and Closures

There may be non-weather related circumstances (such as loss of power at school) requiring Resurrection-St. Paul School to cancel school, open late, or close early. These occasions will be communicated in a timely manner via email, phone call, text, and/or web announcement.

Please Note:

In order to keep the school phone lines available and open, in the event of an emergency or inclement weather closure, please check the website for emergency messages prior to calling the school office. Please call us in the event that you need to communicate transportation requests, but understand that the office will likely be busy taking other calls as well.

TRANSPORTATION

Families who arrange transportation with private companies do so on their own terms and the school is not liable in any way for mishaps which may occur during such transportation.

Parents are responsible for transporting their children to and from school.

Parents are required to show respect to teachers, patrols and parent volunteers in the school parking lot during arrival and dismissal. Disruptive, rude behavior, and/or inappropriate language may result in one's being barred from the property.

STUDENT SERVICES

Student Advocacy Team (SAT)

The school has a Student Advocacy Team (SAT) that meets monthly as well as when needed. The Student Advocacy Team consists of the counselor, administration, learning resource team, the nurse, and several faculty members who meet for the purpose of supporting both the teachers and students to monitor both academic and social progress. The SAT can make recommendations to parents for outside evaluations.

School Counselor

The school counselor's main role is to guide students in their academic career to successful outcomes. The full time counselor provides monthly classroom guidance lessons that focus on values, our PBIS code, character education and social skills. The counselor will also meet with individual students based on challenges that may arise throughout the school year that could be hindering their academic progress. In addition, the counselor is available to meet with groups of students on a needs basis. The school counselor collaborates and communicates with teachers/staff, parents and children to ensure that all students are able to work to the best of their ability.

Learning Resource Team

The Learning Resource Team consists of a full time learning specialist, middle school resource teacher, PK-5 curriculum specialist, 6-8 curriculum specialist, reading specialist, math specialist, and a part-time speech pathologist. Through a coordinated approach, these specialists work with students who may need academic enrichment or support to meet their educational potential. They work in concert with the Student Advocacy Team to support both teachers and students with student accommodations, instruction, assessment, and to ensure a consistent, integrated and supportive academic program for students with accommodation plans.

STEM Team

The STEM Team consists of the STEM coordinator and teachers. The STEM coordinator works alongside teachers to plan and implement STEMcentric and project-based learning experiences integrating the International Standards of Technology Education (ISTE) in all content areas. The team also coaches teachers and staff to ensure that our AdvancED STEM Certified program is executed with fidelity. The STEM team coordinates and manages all activities in the Destination Innovation Lab.

Before and After School Care Program

The school offers a before and after school program for an additional charge. The before school program accepts registered students beginning at 7:00 p.m. and our after-care program accepts registered students from 3:45 p.m.-6:00 p.m. The Before and After School Care handbook can be found on the website under the section for academics. For fees and other pertinent information, please contact Ms. Messier, the director, at the school office number.

Lunch and Recess**PreK 3 & PreK 4 students eat in their classrooms.**

- Students will eat at their desks in their classrooms.
- Students must wash their hands with soap and water before and after eating.
- Students should bring their own lunch or be served in individual disposable containers.
- No microwavable foods.
- No peanut allergy foods.
- No sharing of food/drink.
- Student desks will be disinfected before and after food contact is made.

K – 8 Grade students will eat in the cafeteria.**Lunch Bags and Boxes**

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

Milk

Half-pints of milk are available to students during their lunch period. Milk must be ordered by filling out and returning the yearly order form that is sent home before school begins.

Recess

Students will not be allowed to stay inside for recess without a note signed by a doctor. Please do not ask that your child remain indoors during recess. If they are too sick to go outdoors, they should remain home. If outdoor recess is canceled due to weather conditions, an announcement will be made prior to the lunch shift. During the winter months, students should come to school prepared for outdoor recess with appropriate outerwear.

STUDENT ACTIVITIES AND ORGANIZATIONS

National Junior Honor Society (NJHS)

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 have at least a 3.8 GPA and receive S, G, or O in all Effort/Conduct areas and Unstructured Time on their report card. Leadership, service, character, and citizenship are all necessary criteria for membership. Applications and information are sent home with students in Grades 7 and 8 after the first trimester for those students who meet the application criteria.

Student Council

This is a wonderful opportunity for students to develop their leadership skills. Students learn about and participate in the political process in the student council. The student council promotes service to others by helping charitable causes through school projects, while having fun. The officers are elected from students in Grades 6, 7, and 8, while Grades 5, 6, 7, and 8 elect a class representative to the Student Council.

Since this is a leadership organization, the Resurrection-St. Paul School Student Council Constitution requires that all students who desire to run meet grade, effort, and conduct requirements. Students who run for officer positions must be returning RSPS students from 2024-2025 school year and have ratings of good or outstanding in effort and conduct for all classes (including unstructured time) and final grades of B or better from their T3 progress report in 2024-2025. Parents, a teacher and an administrator need to sign off on the student's application to run for the positions each fall. Specific details about the election process and eligibility will be sent home each fall with eligible students who express an interest. Students who run for class representative must have a B average with no grade lower than a C on the previous school year's final grade and their Effort/Conduct must be Satisfactory or above for the T-3 previous school year.

Altar Serving

Catholic students in Grades 6-8 may become altar servers for Resurrection-St. Paul School. 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 on training.

Safety Patrols (When applicable)

Safety patrols are stationed to assist with the safety of the children in the car lines and at the school entrances during school arrival and dismissal. These student leaders are to be respected by students and school visitors.

Additional Clubs

A variety of clubs meet prior to the beginning of the school day, during recess/lunch periods, and following school dismissal. Some clubs are free and some require a fee. Information regarding availability, dates, times and cost will be communicated via email or Wednesday flier.

Clubs offered in the past few years include:

- Women in STEM
- Health Council
- Rube Goldberg
- Good Works Service Club
- Chess Club
- Battle of the Books
- Choir
- POSH
- Morning News
- 8th Grade Lunch Bunch
- FIRST LEGO League (FLL) Robotics
- Junior LEGO Robotic League
- Sewing Club
- Girls Who Code
- Girls on the Run
- Mock Newbery
- Yearbook
- Destination Imagination
- It's Academic
- Student Ambassadors
- Innovation Club
- Sports Club
- Hip Hop and Intro to Dance
- Scouts
- Panther Press
- iCook
- iSTEM

The club moderator has the right to not allow a student to participate in their after school activity if a discipline issue arises.

ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS

Technology skills are necessary to prepare our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, iPads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the school are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language

- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)
 - Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
 - Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
 - Revealing personal information beyond what is required for login while using Internet or web-based resources
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- Responding to inappropriate messages from others (which should be reported to the School)
 - Downloading or copying information onto disks or hard drives without prior teacher approval
 - Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
 - Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
 - Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
 - Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
 - Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
 - Accessing or searching files, directories, or folders for which the user does not have authorization
 - Intentionally erasing, renaming, or disabling of anyone else’s files or programs
 - Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
 - Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School’s policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland’s law prohibiting the Misuse of Interactive Computer Service (“Grace’s Law”).

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child’s technology use

- Modeling appropriate Internet behavior for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Web-based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

SCHOOL UNIFORM

Requirements

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. Shirts must be tucked in, unless they are the girls banded bottom shirts. Approved school belts must be worn with slacks and shorts. When shorts, jumpers, skorts or skirts are worn, they must be 2 inches below the fingertips of the student when their arms are extended downward against their sides.

Flynn and O'Hara is our exclusive uniform provider for all shirts, shorts, pants, jumpers, skirts, skorts, sweaters, ties and gym clothing. Socks, belts, shoes and hair accessories may be purchased elsewhere but must still meet our requirements. Shoes must be fastened and shoe laces tied at all times.

Flynn and O'Hara

<https://www.flynnohara.com/>

PreK and Kindergarten

Girls Uniform (PK-K)	
Fall/Spring (September- 3-October 31, April 1-June 11)	Winter (November 1-March 31)
Light Steel Gym Tee Shirt w/School Silkscreen	Oxford Heavyweight Sweatshirt w/School Silkscreen
Navy Micromesh Nylon Gym Shorts w/School Silkscreen	Navy Heavyweight Sweatpant w/School Silkscreen
Navy 2 Pleat Skort (optional)	Navy 2 Pleat Skort (optional)
White Crew Socks	White Crew Socks
Athletic Shoes (no lights, or wheels)	Athletic Shoes (no lights, or wheels)

Boys Uniform (PK-K)	
Fall/Spring (September- 3-October 31, April 1-June 11)	Winter (November 1-March 31)
Light Steel Gym Tee Shirt w/School Silkscreen	Oxford Heavyweight Sweatshirt w/School Silkscreen
Navy Micromesh Nylon Gym Shorts w/School Silkscreen	Navy Heavyweight Sweatpant w/School Silkscreen
White Crew Socks	White Crew Socks
Athletic Shoes (no lights, or wheels)	Athletic Shoes (no lights, or wheels)

Girls Uniform (Grades 1-5)	
Fall/Spring (September- 3-October 31, April 1-June 11)	Winter (November 1-March 31)
Blue Grey & Maroon Plaid 2-Pleat Skort	Blue Grey & Maroon Plaid Drop Waist Jumper
Navy Girl's Twill Walking Short with brown or black leather belt	White Interlock Peter Pan Blouse w/School Logo or White Long Sleeve Peterpan Collar Blouse w/School Logo
White Short Sleeve Banded Bottom Shirt w/School Logo or White Short Sleeve Polo Shirt w/School Logo	Navy Fine Gauge Crew Neck Cardigan w/School Logo

White Crew Socks	Charcoal Grey/Navy 1/4 Zip Pullover w/School Logo (optional)
Brown, Black or Navy Dress Shoes	Navy Orlon Knee-Hi, Navy Ribbed Tights, Navy Opaque Tights, White crew socks, or Navy Poly/Spandex Leggings,

Charcoal Grey/Navy 1/4 Zip Pullover w/School Logo (optional)	Navy Flat Front Girls Slacks (optional)
	Black Cotton/Lycra Modesty Short (optional)
	Brown, Black or Navy Dress Shoes

Boys Uniform (Grades 1-5)	
Fall/Spring (September- 3-October 31, April 1-June 11)	Winter (November 1-March 31)
Navy Boy's Twill Walking Shorts with brown or black leather belt	Navy Twill Pants with brown or black leather belt
White Short Sleeve Polo Shirt w/School Logo	White Short or Long Sleeve Polo Shirt w/School Logo
White Crew Socks	Navy Fine Gauge V-Neck Sweater Vest w/School Logo
Brown, Black or Navy Dress Shoes	Charcoal Grey/Navy 1/4 Zip Pullover w/School Logo (optional)
Charcoal Grey/Navy 1/4 Zip Pullover w/School Logo (optional)	White Crew Socks
	Brown, Black or Navy Dress Shoes

Boys Uniform (Grades 6-8)	
Fall/Spring (September- 3-October 31, April 1-June 11)	Winter (November 1-March 31)
Navy Boy's Twill Walking Shorts with brown or black leather belt	Navy Twill Pants with brown or black leather belt

White Short Sleeve Polo Shirt w/School Logo	White Short or Long Sleeve Button-down Collar Shirt w/School Logo
White Crew Socks	Navy/Red /Grey Striped Tie (optional)
Brown, Black or Navy Dress Shoes	Navy Fine Gauge V-Neck Sweater Vest w/School Logo
Charcoal Grey/Navy 1/4 Zip Pullover w/School Logo (optional)	White Short or Long Sleeve Polo Shirt w/School Logo
	Charcoal Grey/Navy 1/4 Zip Pullover w/School Logo (optional)
	White Crew Socks
	Brown, Black or Navy Dress Shoes

Girls Uniform (Grades 6-8)	
Fall/Spring (September- 3-October 31, April 1-June 11)	Winter (November 1-March 31)
Navy 2 Pleat Skort	Navy 100% Polyester Wrap Around Kilt
Navy Girl's Twill Walking Short with brown or black leather belt	White Short or Long Sleeve Banded Bottom Shirt w/School Logo or White Short or Long Sleeve Polo Shirt w/School Logo
White Short Sleeve Banded Bottom Shirt w/School Logo or White Short Sleeve Polo Shirt w/School Logo	Navy Fine Gauge Crew Neck Cardigan w/School Logo
White Crew Socks	Charcoal Grey/Navy 1/4 Zip Pullover w/School Logo (optional)
Brown, Black or Navy Dress Shoes	Navy Orlon Knee-Hi, Navy Ribbed Tights, Navy Opaque Tights, white crew socks, or Navy Poly/Spandex Leggings,
Charcoal Grey/Navy 1/4 Zip Pullover w/School Logo (optional)	Navy Flat Front Girls Slacks (optional)
	Black Cotton/Lycra Modesty Short (optional)
	Brown, Black or Navy Dress Shoes

Gym Uniform Grades 1-8

Boys and Girls Gym-wear Uniform Grades 1-8	
Fall/Spring (September- 3-October 31, April 1-June 11)	Winter (November 1-March 31)
Light Steel Gym Tee Shirt w/School Silkscreen	Light Steel Gym Tee Shirt w/School Silkscreen
Navy Micromesh Nylon Gym Shorts w/School Silkscreen	Oxford Heavyweight Sweatshirt w/School Silkscreen or Oxford Heavyweight Hooded Sweatshirt w/School Silkscreen (optional)
White Crew Socks	Navy Heavyweight Sweatpant w/School Silkscreen
Athletic Shoes (no lights, or wheels)	White Crew Socks Athletic Shoes (no lights, or wheels)

Uniform Notes

- The hooded sweatshirt w/ school silkscreen is for PE ONLY.
- Gym shoes should be athletic (no skate or light up styles).
- Socks must be solid color. Ankle socks must be worn above the shoe.
- November 1st- March 31st: In addition to the gym t-shirt and shorts, the navy blue sweatpants with school name silkscreen must be added and worn. The school sweatshirt with silkscreen is optional.
- The Optional Spring/Fall uniform may be worn the first day of school until October 31st and April 1st through the last day of school.
- Skirts should be 2 inches below the fingertips of the student when their arms are extended downward against their side.

PERSONAL APPEARANCE

Cloth Face Masks

Cloth masks must not have any slogans or phrases, political messages, any images that are not aligned to our vision and mission or deemed inappropriate for a PK3-8th grade school setting. There are no color or pattern requirements, but solid color would be preferred.

Undergarments

Student undergarments must be solid white or solid flesh tone in order to not be noticeable under uniform clothing.

Jewelry

Girls and boys may wear a watch with the exception of an Apple watch or any other “smart” watch as defined under the technology policy. 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. No other jewelry is permitted to include wristbands, bracelets, etc.

Watches

A wristwatch may be worn. Smartwatches and fitness watches with internet or cellular connectivity may not be worn, even if the device is set to turn cellular service off. This is alignment with the expectations set in our cell phone policy.

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. Boys’ hair must be above the eyebrows, ears, and the collar and not in a ponytail. Students’ hair should not be dyed, color treated, or highlighted with unnatural colors during the school year. The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the School to permit individual families to decide the appropriate cared-for hairstyle for their children. ADM 8.0

Hair Accessories

- 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, solid silver color, or tortoise shell.
- Headbands may be solid black, brown, navy 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.

Hats and Accessories

No hats are to be worn in the building, including non-uniform days. No purses are to be carried.

Cosmetics

No make-up or nail polish, including neutral colors or French manicures may be worn.

Backpacks

Backpacks should be non-rolling unless

Non-Uniform Days

Most non-uniform days will consist of the students coming to school in their House t-shirt with either the school gym shorts or school gym sweatpants and athletic shoes.

On occasion, there may be out-of-uniforms days scheduled. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature. Again, 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.
- If shorts or skirts are worn to school on a non-uniform day they must be long enough to come to the fingertips of the student who is wearing them when their arms are extended downward against their sides.
- No Pajama bottoms
- No hats
- Leggings and yoga pants can be worn with tops that come down over the hips
- Flip-flops, boots, clogs, Uggs, Crocs, or sandals should never be worn to school. Students may only wear gym shoes, school shoes, or appropriate closed toe, low heel dress shoes to school on non-uniform days.

Lost and Found

The school has a lost and found for clothing and lunchboxes. Unclaimed items will be donated to St. Vincent DePaul at the end of each month. Students are reminded to check there for missing articles of clothing and lunch boxes daily. There is a lost and found in the office for electronic devices (left by parents), glasses, keys, jewelry, money and other valuables that will be kept throughout the year. Parents are encouraged to call the school office to ask about lost items. We encourage parents to label all clothing and items brought to school.