



RESURRECTION-ST. PAUL SCHOOL PARENT/STUDENT HANDBOOK 2025-2026

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Resurrection-St. Paul School is a co-ed elementary school for grades PK3-8th. 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. (Policy ADM 6.0)

Overview

Archdiocese of Baltimore's Vision Statement

The Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

Archdiocese of Baltimore's Mission Statement

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential - spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

Vision Statement

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 Statement

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 of School

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 its 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

(Policy ADM 1.1) 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.

National Catholic Educational Association (NCEA)

(Policy ADM 21.0) Resurrection-St. Paul School is a member of the National Catholic Educational Association (NCEA).

Awards & Accolades

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.

Administrative Team

Principal
Assistant Principal
Administrative Assistant
Administrative Assistant
Business Manager
Admissions Director
Advancement Director
VIRTUS Program Coordinator
School Counselor
Information Technology Specialist

Mr. Ryan Hellem
Ms. Emma Santucci
Mrs. Joy Afable
Mrs. Cheryl Martin
Mrs. Jill Buls
Mrs. Stephanie Finamore
Mrs. Lauren Shutz
Mrs. Joy Afable
Mrs. Kelsey Jordan
Mrs. Kehinde Oni

Faculty and Staff

Grants Manager
After Care Director
School Counselor
School Nurse
School Nurse
PreK-3
PreK-3 Teaching Asst.
PreK-3 (MWF)
PreK-3 (MWF) Teaching Asst.
PreK-4A
PreK-4A Teaching Asst.
PreK-4B
PreK-4B Teaching Asst.
Floating PK Assistant
Kindergarten
Kindergarten
Kindergarten Teaching Asst.
Kindergarten Teaching Asst.
Grade 1
Grade 1
Grade 1 Teaching Assistant
Grade 1 Teaching Assistant
Grade 2
Grade 2
Grade 2 Teaching Assistant
Grade 2 Teaching Assistant
Grade 3
Grade 3
Grade 3 Teaching Assistant
Grade 3 Teaching Assistant
Grade 4
Grade 4
Grade 4 Teaching Assistant
Grade 4 Teaching Assistant
Grade 5

Nickole Congyngham
Karina Messier
Kelsey Jordan
Pauline Martin
Kimberly Harvey
Jessica Dove
Karina Messier
Allison Wist
Katelin Hare
Lydia Giotis
Suzanne McQueeney
Toni Belecho
Julia Vito
Lynne Cross
Meredith Horstkamp
Karen Valenze
Christina Rose
Cathie Carlson
Laura Schwing
Melissa Kahl
Erin Hughes
Angie Moseman
Bridget Edmondson
Elizabeth Monzon
Karen Cronin

Gabi Donovan
MaryAngela Shugars
Julie Boston/ Michelle Zalucki
Sarah Coppi
Shura Shontz
Fallon Fingles
Danijela Manley
Sue Pajak
Kathleen Nagle

Grade 5
Grades 5 Teaching Assistant
Grade 6

Grade 6
Grade 7
Grade 7
Grade 8
Grade 8
PK Director/PK-5 Curriculum
6-8 Curriculum
STEM Coordinator/5-8 STEM
Learning Specialist
Learning Resource Teacher
Speech Pathologist
Reading Specialist
Math Specialist
PK-4 Media
Spanish PK-5
Spanish 6-8
Art - K-8
Music – PreK3 - 8
P.E. - PreK - 8
Lunch Monitor
Facilities Director
Facilities Staff

Pastoral Support

Pastor
Associate Pastor
Associate Pastor
Priest in Residence

School Board Members

Chair
Vice Char
Treasurer/Finance
Secretary/Membership
Catholic Identity
Facilities
Marketing
HSA Representative
Member
Member
Member
Member
Member
Pastor
Principal

Kevin Daly
Karen Gaydosh/ Christy Pine
Nupoor Srivastava (Math 6-8) &
Carrie Lee Pugh (ELA 6-8)
Bobbi James (ELA 6-8)
Graham Bateman (Social Studies 6-8)
Eric Heinlein (Math 6-8)
Dawn Keys (Religion 6-8)
Anthony Fiumara (Science 8)
Allison Wist
Anthony Fiumara
Kathleen Miller
Karrie Thompson
Linda Judson
Mary Ann Eikenberg
Mary Destino
Kim Klingensmith
Kristen Farina
Fabiola Rubio-Pino
Sue DeNicolis
Jillian Rydl
Becky Ballenger
Steve Shurman
Dave Hoffman
James Dale
Kevin Skerry

Fr. Andy Aaron
Fr. Paul Kongnyuy
Fr. Kevin Farmer
Fr. Ray Martin

Greg Kelly
Angela Jacob
Todd Shaw
Mandy Dishon
Donna Walther
Richard Marietta
Marc Hoffman
Ann Rives
Michael Cunningham
Pat Galvin
John Kelly
Bridget Quinn
Andrea Wills
Fr. Andy Aaron
Ryan Hellem

School Calendar 2025-2026



2025-2026 RSPS Calendar

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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				

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			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

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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					

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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		

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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						

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

- = 1st Day of School
- = School Closed
- = 12:30 Dismissal
- = School Closed (Teacher Workday + asynchronous work)
- = Snow Day (3/27, 4/27, 5/8)

**School will be closed on 3/27, 4/27, and 5/8 unless inclement weather days are used. For example, if we close on 1/14 then we will be in school on 3/27.

*** P/T Conferences = 11/24 & 11/25 ; Graduation 6/1 ; Last day of School = 6/10

(Policy ADM 13.1) The Archdiocese of Baltimore has a plan in case of inclement weather or unforeseen school closings:

- Day 1: Closed
- Day 2: Closed
- Day 3: Closed
- Day 4: Asynchronous Learning
- Day 5: Asynchronous Learning
- Day 6 and Beyond: Add a day of instruction to the calendar

Resurrection-St. Paul School has identified three (3) inclement weather days into the calendar. If the school does not close due to inclement weather or unforeseen event (Day 1, Day 2, Day 3), then the administrators have decided that school will NOT occur on these days: 3/27, 4/27, 5/8

Please note: For each inclement weather day that is used, the one of the above planned days off will be removed- meaning the students and staff will be in school. Please check your school's newsletter for details.

Two asynchronous $\frac{1}{2}$ days, Friday, November 14 and Friday, February 27, are planned for the students during the 2025-2026 school year. All teachers and staff will be working in person at the school. All students will be working on the assignments at home. Students will be responsible for completion of required work as the assignments will be graded.

Campus Map



Catholic Identity

(Policy INST 1.0; INST 1.2; INST 1.3; INST 1.6; INST 1.7) The official teachings of the Roman Catholic Church are taught in Resurrection-St. Paul School. The faith formation program is under the jurisdiction of the Archbishop. The curriculum integrates the six tasks of catechesis and is developed in accord with the Archdiocesan faith formation curriculum guidelines published by the Institute for Evangelization. Students attend religion classes, participate in liturgical celebrations, and participate in the religious activities of the school. Parents receive information about the faith formation program in the school and the school's expectations of their child(ren) with regard to religion both as an academic discipline and as a lived faith.

Advent

During the season of Advent, our school community prepares our hearts for the coming of Christ through prayer, reflection, and acts of service. Students participate in weekly Mass and lighting of the Advent wreath, classroom faith activities, and special service projects to support those in need. Families are encouraged to join us in these traditions as we journey together toward the celebration of Christmas.

"Buddy" Program

Our Kindergarten and 8th Grade Buddy Program fosters faith, friendship, and mentorship between our youngest and oldest students. Each kindergartener is paired with an 8th grade buddy or buddies who serves as a role model and guide throughout the year. Buddies participate together in school Masses, service projects, and special activities, creating lasting connections that strengthen our school community.

Catholic Schools Week

Catholic Schools Week is an annual celebration of Catholic education and its value to our parish, community, and nation. Throughout the week, students participate in special activities, liturgies, service projects, and spirit days that highlight our commitment to faith, excellence, and service. Families are invited to join in the celebrations as we give thanks for the gift of our Catholic school.

Daily Prayer

Prayer is an essential part of our school day and a visible expression of our Catholic identity. Students and staff begin and end each day with prayer, offering intentions and giving thanks. We also pray before lunch and at the start of each class, inviting God's presence into all that we do. Through these daily practices, we grow together in faith and gratitude.

House System

Resurrection-St. Paul School emphasizes the Catholic faith and values by implementing the PBIS framework through the House system. Our House System is designed to promote a culture of belonging, build character, and strengthen our Catholic identity while fostering school-wide community, leadership, and healthy competition.

During the first week of school, each student is randomly sorted into one of our eight.

- St. John Paul II
- St. Thomas Aquinas
- St. Martin De Porres
- St. Bernadette
- St. Francis Xavier
- St. Katharine Drexel
- St. Mother Teresa
- St. Kateri Tekakwita

Students remain in the same House from Kindergarten through 8th grade, building lasting relationships across all grade levels.

Each House includes students from every grade, creating a family-like atmosphere. Houses meet regularly for activities, service projects, and school spirit events. Throughout the year, Houses compete in friendly challenges and earn points for academic achievement, positive behavior, and participation in school activities. Individual students can also earn points for their House.

At the end of the year, the House with the highest total points is awarded the House Cup, a symbol of teamwork, school pride, and living out our Catholic values.

Lent

Lent is a sacred season of prayer, fasting, and almsgiving as we prepare our hearts for Easter. During this time, our school community participates in Mass, Reconciliation, the Stations of the Cross, and service projects that help us grow in faith and compassion. Students are encouraged to make personal sacrifices and acts of kindness as we journey together toward the celebration of Christ's Resurrection.

May Procession & Crowning

May Crowning is a special tradition honoring the Blessed Virgin Mary as the Queen of Heaven and Mother of the Church. During this celebration, students participate in a Mass and procession, offering flowers to Mary and placing a crown upon her statue. This beautiful devotion helps our school community grow in love for Mary and deepen our commitment to living as faithful disciples of her Son, Jesus.

Pastor's Contact Information

Father Andy Aaron
aaaron@archbalt.org
410-989-6275

Religion Curriculum

(Policy INST 1.4; INST 1.5)

Our religion curriculum is rooted in the teachings of the Catholic Church and integrated into every aspect of school life. Students use Finding God: Our Response to God's Gifts textbooks from Loyola Press, which combine Scripture, tradition, and prayer to help children grow in faith. We also incorporate Gospel Weeklies, connecting the Sunday Gospel to students' daily lives, and the Growing with God: Safe and Sacred™ program, a child safety and family life curriculum grounded in Church teaching. Through these resources, students deepen their understanding of the Catholic faith and learn to live as disciples of Christ.

Retreat (8th)

The 8th Grade Retreat is a special year-end experience designed to help students reflect on their faith journey, celebrate their time at our school, and prepare for the transition to high school. Through prayer, discussion, and activities, students grow in friendship, gratitude, and trust in God's plan for their future. This retreat serves as a meaningful capstone to their Catholic elementary school experience.

Sacraments (First Eucharist, Reconciliation, Confirmation)

Sacrament of Reconciliation

Students in grades 2–8 have the opportunity to receive the Sacrament of Reconciliation twice each year, once during Advent and once during Lent, as part of their spiritual preparation for Christmas and Easter.

First Eucharist & Confirmation

Preparation for First Eucharist and Confirmation takes place through each student's home parish. Families should coordinate directly with their parish for sacramental preparation and celebration.

School Liturgy Schedule

Our school community gathers for All-School Mass every Wednesday at 9:15 a.m. Parents, grandparents, and parishioners are warmly invited to join us in worship as we celebrate the Eucharist together each week.

Service Projects

Each month, our school participates in a service project to support those in need, reflecting our commitment to living out the Gospel through action. On designated Casual for a Cause days, students may dress out of uniform with a specified donation benefiting the month's service project or charity. These activities help students grow in compassion, generosity, and social responsibility.

Academics

Curriculum

(Policy INST 2.0; INST 2.2; INST 2.3; INST 2.4) Resurrection-St. Paul School follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis.

<https://sites.google.com/archbaltschools.org/curriculum-parent-portal?usp=sharing>

Academic Integrity Policy

The Academic Integrity Policy includes consequences for cheating and plagiarism (including work that used Generative AI/ChatGPT to plagiarize).

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.

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.

Grading Policy

(Policy INST 2.0; INST 3.9; INST 4.0) All archdiocesan K-8 schools shall follow this grading policy to ensure consistent, transparent, and fair grading of students' academic performance. The purpose is

to ensure consistent, transparent grading practices that accurately reflect students' academic performance and mastery of the curriculum.

Overview of Grading and Reporting

Grades serve as a tool to measure and communicate a student's academic performance and mastery of the curriculum. They provide valuable feedback to students, parents, and educators about the student's understanding of the material, areas of strength, and areas needing improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the educational process. By reflecting academic achievement, grades aim to motivate students to strive for excellence and foster a culture of continuous learning and growth.

Kindergarten – Grade 2

In Kindergarten through Grade 2, grading is standards-based and reflects students' developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. (Consistently Developing, Making Progress, Support Needed, and Not Assessed at this time).

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.

Assessment Practices

Assessment methods may include: teacher observation, classwork and student discussions, work samples and portfolios, checklists and rubrics aligned to standards, formal quizzes and tests.

Formal quizzes and tests may be administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K-2, assessment results are used to inform instructional decisions and report progress toward grade-level students.

Homework

Homework is used to reinforce skills already taught and may be graded when appropriate.

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 and may include study time:

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

Special Subjects

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, and Physical Education.

Grades 3-8

Components of Grading

Grades should primarily reflect the student's academic mastery of the subject content. Each subject is divided into grading categories. Each category is assigned a percentage weight that reflects its importance in determining the final grade. This means that not all assignments carry the same impact. For example, a test may be worth more toward the final grade than a homework assignment. The use of weighted categories ensures that a student's overall grade reflects both daily effort and mastery of key skills. Examples of what each category may consist of are below

Content Knowledge ~55%

This category will represent the student's mastery of core subject content.

- **Classwork:** Assignments completed during class that show understanding of the material. These assignments should be graded for accuracy, comprehension, and depth of thought.
- **Practice Activities:** These include tasks that help reinforce learning, such as drills, exercises, and review activities. These activities should be integrated with class content and help students solidify their understanding.
- **Tests and Quizzes:** Frequent quizzes and formal tests will assess student retention and comprehension of key concepts. Quizzes assess smaller chunks of content, while tests cover larger units or major concepts. Tests will weigh heavily in this category, given their comprehensive nature.

Assessment of Learning ~25%

This category includes more formal assessments such as larger tests and projects that evaluate how well students have mastered the material.

- **Projects:** Assignments that require students to apply learned concepts in more complex, real-world situations. These projects should be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).
- **Major Tests:** These will account for a significant portion of this category, reflecting a student's overall understanding of unit content.

Skills Application and Critical Thinking ~15%

This category assesses how students apply their learning in complex or real-world contexts. It encourages critical thinking and problem-solving, going beyond simple recall of facts.

- **Problem-Solving Assignments:** These include tasks where students need to analyze, synthesize, and apply learned concepts to new or unfamiliar situations. Examples include science experiments, math problems requiring creative solutions, or essay questions that ask students to analyze a situation.
- **Critical Thinking Projects:** These might include essays, presentations, or research projects that require students to demonstrate higher-order thinking skills, such as analysis, evaluation, and synthesis of information.

Homework and Practice ~5%

- Homework and in-class activities should provide students with opportunities to reinforce and apply skills and concepts that have already been taught. Homework completed outside of school should be purposeful, developmentally appropriate, and should not introduce new content.
- Practice activities, completed during the school day, such as exit tickets, fluency drills, or review exercises, support ongoing learning and skill development. Both contribute to a deeper understanding of the material.
- Homework: Homework assignments will be graded for completion and may be graded for accuracy if the learning concepts are previously taught concepts. These assignments should provide students with opportunities to practice and review the content discussed in class.
- Practice Assignments: Practice assignments structured tasks completed during class that reinforce previously taught concepts. These may include exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

Behavior

Behavior should not be included in academic grades. It is essential that grades accurately reflect a student's academic performance, rather than their behavior.

Subjects and Activities Requiring Participation

There are courses and activities in which demonstration of mastery through participation is the only way to assess skills and application. These include, but are not limited to:

Music: Participation in performances, rehearsals, and practice sessions is essential to demonstrate mastery of musical skills.

Art: Active participation in art projects, critiques, and exhibitions is necessary to showcase artistic abilities.

Class Discussion: Engaging in class discussions helps demonstrate understanding and the ability to articulate thoughts clearly.

Physical Education: Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

Participation in these activities may be graded according to expectations for the course or activity. This ensures that students are actively engaged and effectively demonstrate their level of mastery.

Weighting of Grading Categories

Category	Weighting (%)
Content Knowledge	~50%
Assessments of Learning	~30%
Skills Application and Critical Thinking	~15%
Homework/Practice Activities	~5%

Trimester Report Card Grade Keys

Trimester Grade Key	
Grades 3-8	
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

Trimester Grade Key Grades K-2	
Consistently Developing	93-100
Making Progress	75-92
Support Needed	74 and below
	Not Assessed at this time

Trimester Grade Key Special 3-8	
Consistently Developing	93-100
Making Progress	75-92
Needs Improvement	74 and below
NA	Not Assessed at this time

Report Cards and Progress Reports

In the Archdiocese of Baltimore, students in pre-kindergarten through grade 8 will receive report cards three times a year, at the conclusion of each trimester. In addition, the school will send progress reports home for grades 3-8 during the middle of each trimester.

Progress Report = October 10
End of T1 = November 14
Progress Report = January 23
End of T2 = February 27
Progress Report = April 24
End of T3 = June 10

Honor Roll Policy

All Archdiocesan schools shall honor academic achievement with an Honor Roll based on specific criteria. The purpose is to recognize and encourage high academic achievement and positive contributions to the learning environment in accordance with the values of the Catholic archdiocese.

All Archdiocesan K-8 Schools that recognize Honor Roll students must follow the minimum requirements below, and these guidelines will be communicated in the Student Handbook

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 Making Progress (MP) or better in all classes and conduct including unstructured time
- **Second Honors:** All A's and B's (at minimum, one A) and Making Progress (MP) or better in all classes and conduct including unstructured time

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects each 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

Policy INST 5.0 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 after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.

- In the event of a proposed retention, parents can request a review by the Department of Catholic Schools.
- A school's failure to give such notice shall not result in automatic promotion of the student.
- 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.
- 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.

Graduation Requirements

Students in eighth 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 eighth-grade student must be in good academic, financial and behavior standing to participate in the end of the year graduation activities.

Power School Access

(Policy INST 4.0) It is also the parents' responsibility to obtain their passwords for PowerSchool and to monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

Communication

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. Parent/Teacher Conferences are held in the fall. Conferences will be held on Monday, November 24 from 2-7pm and on Tuesday, November 25 from 8am - 3pm. 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.

Other Student Services

Our school provides a variety of student support services to meet individual learning needs and

promote academic success. Services may include speech therapy, support from our Learning Resource Team (math specialist, reading specialist, and middle school resource teacher), and before- or after-school academic support for students referred by their teacher. Middle school students may also participate in an optional study hall when available. A special educator is available for students with an active Student Assistance Team (SAT) plan, based on caseload availability.

To access these services, begin by contacting your child's teacher with your concern(s). The teacher will guide you through the Student Advocacy Team (SAT) process and discuss the next steps for potential evaluation and support.

Learning Support and the Student Advocacy Team (SAT) 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.

In the 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.

(Policy INST 4.1) 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. Student Advocacy Team members and particularly 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 by the Student Advocacy Team 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 is developed at your child's Catholic School.

Field Trips

(Policy ADM 26.0) 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. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member (This policy excludes NorthBay. Students unable to attend NorthBay shall remain home for the trip.) If a student is unable to attend because of illness, we cannot promise a refund. Parents must notify the teacher if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are

not allowed. The school does not permit parents who are not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to comply with the school's policies, to adhere to the Archdiocesan Child and Youth Protection policies, and to complete VIRTUS training in advance of the field trip. Any parents who are driving on field trips will have additional requirements.

Admissions

Application Process

(Policy ADM 3.0; ADM 3.1; ADM 3.2; ADM 4.0) Students must be in good standing (financial, academic, and behavioral) to be accepted into a Catholic school. Parents or guardians must provide pertinent information, including required forms for admission as well as additional information that may assist the school staff with your child(ren).

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.

Placement

(Policy INST 3.0) Students are initially placed using the results of the following:

- School administered placement test
- Teacher recommendation (from sending school)
- Report cards
- Standardized test results

High School Admissions and Visitation Policy

Eighth grade students are allowed up to 3 days for shadow visits to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building. Communication with the school should be done ahead of time. It is the responsibility of the student to obtain any missed assignments and complete them within the time designated by the teacher.

Non-Discrimination Statement

(Policy: ADM 1.0; ADM 2.0) The State of Maryland requires the following statement in the Student Handbook:

“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 State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to the school administration and Learning Resource Team.

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. We will always teach and act consistent with the tenets of the Catholic Church.

Assessment Program

Standardized Testing

(Policy INST 3.1) All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten Students

(Policy ADM 3.1) Pre-kindergarten 3, Pre-kindergarten 4, and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

Elementary Students

(Policy INST 3.2) Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth. Grades 3, 5, and 7 also take the Science Assessment each Spring. Parents are given feedback about their child's performance at the end of each trimester.

Assessment of Child/Youth Religious Education (ACRE)

(Policy INST 3.3) All students in 5th and 8th grades are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. ACRE is a school assessment; therefore no individual student scores are obtained from the assessment.

Attendance and Student's Records

Absences

(Policy ADM 1.0) Regular attendance is considered essential for learning aired of all of us as we go through life. When a student is absent from Resurrection-St. Paul School, a parent/legal guardian must telephone the school between 7:45 and 3:00 to report the reason for absence. All absences and tardiness become part of a student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents.

Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. The teacher's instruction cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students.

Tardiness (arriving at school late or leaving school early) is another action that affects a student's readiness to learn. Coming in and/or leaving early, not only disrupts the educational learning for your child, but also those of other students in the class. Parents will be notified in writing for 5 or more tardies (arriving at school late or leaving school early) and a conference may be requested by the administrative team to address the issue and consequences.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, and possibly field trips. After 7 student absences in a trimester, a parent, teacher and administrator conference may take place to discuss the potential educational impact on the students academic standing.

After an absence and 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. A child may not return to school until he/she is well enough to participate in all school activities including recess.

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.

Per the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of the student with excessive absences and tardies at any point during the school year to make parents and students aware of the possible

consequences of not attending school on a consistent basis. Child Protective Services (CPS) may be called due to excessive absences.

Truancy

(Policy SS 1.0; SS 1.1) Students in Catholic Schools must comply with Maryland State law concerning compulsory attendance. The law requires regular attendance during the entire school year. Students are held accountable for time(s) they are absent from school. A principal may excuse a student for a necessary absence.

Regular school attendance is expected in order for students to achieve their academic potential. Each student’s attendance is carefully recorded and permanently retained. Therefore, absence for reasons such as a vacation is strongly discouraged. Excessive absence has a serious impact on the student’s academic performance.

The purpose of compulsory attendance is to ensure the continuous development and progress of the child’s education. Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.

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 and may be reported to the Maryland State Department of Education.

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.

Transportation Procedures

Students are only to be released to custodial parents, legal guardians, or those adults listed on emergency contact forms. Students may NOT leave school in an UBER, Lift, or any private transportation company. (Policy ADM 13.0)

Morning Arrival Procedures

Student arrival by car begins at 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.

Lateness & Assignments

Students may enter their homerooms at 8:40 am. The school day begins at 9:00 am. Any student arriving after 9:00 am is considered late and must report to the office for a late slip. 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 lateness.

Early Departure & Late Arrivals

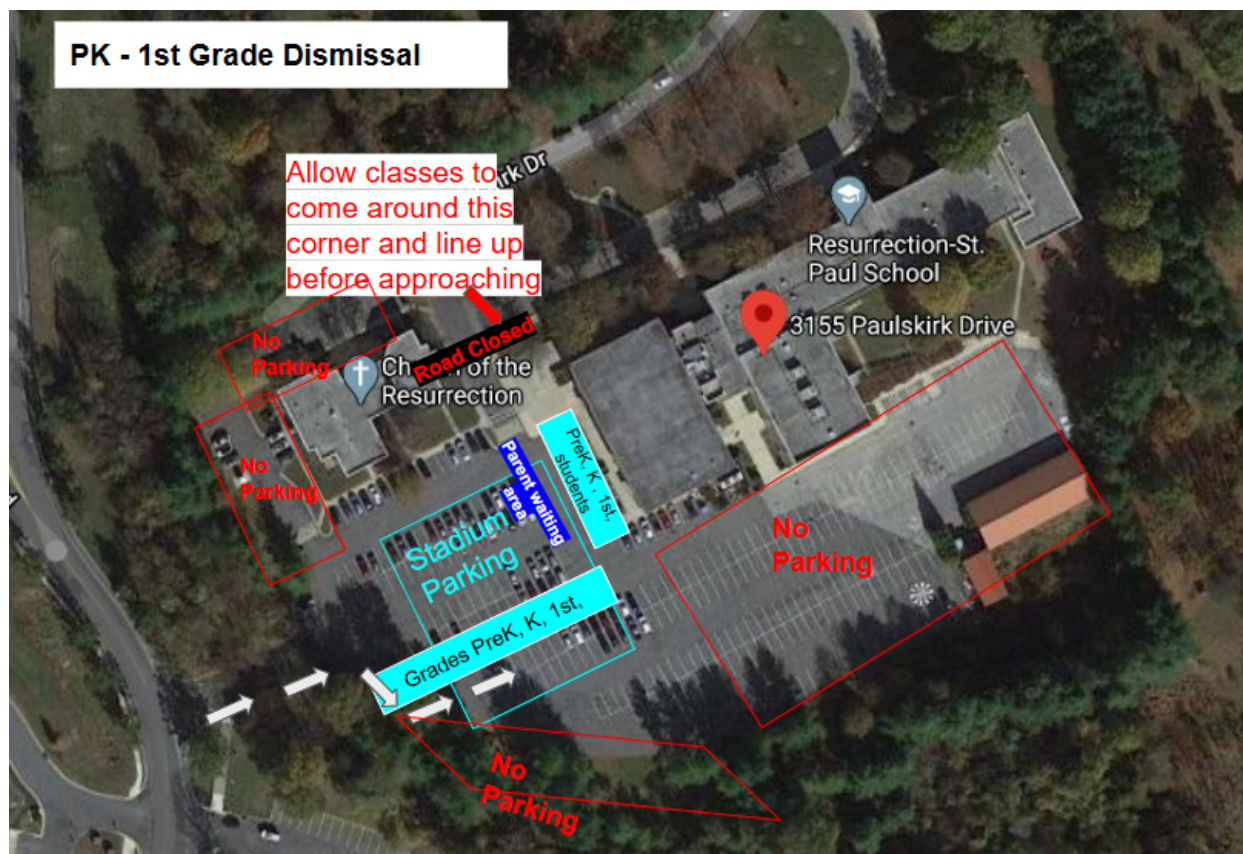
The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session. All early departures should happen before 3 pm.

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 (NEW 2025-2026)

***For the safety of our families and neighbors, we ask all 2nd–8th grade families to form the pickup car line around Paulskirk rather than backing up onto Church Gate. We recommend entering from N. Chatham and driving around to Paulskirk to form the line. This route helps avoid congestion on Church Lane and ensures our neighbors can enter and exit their driveways safely.

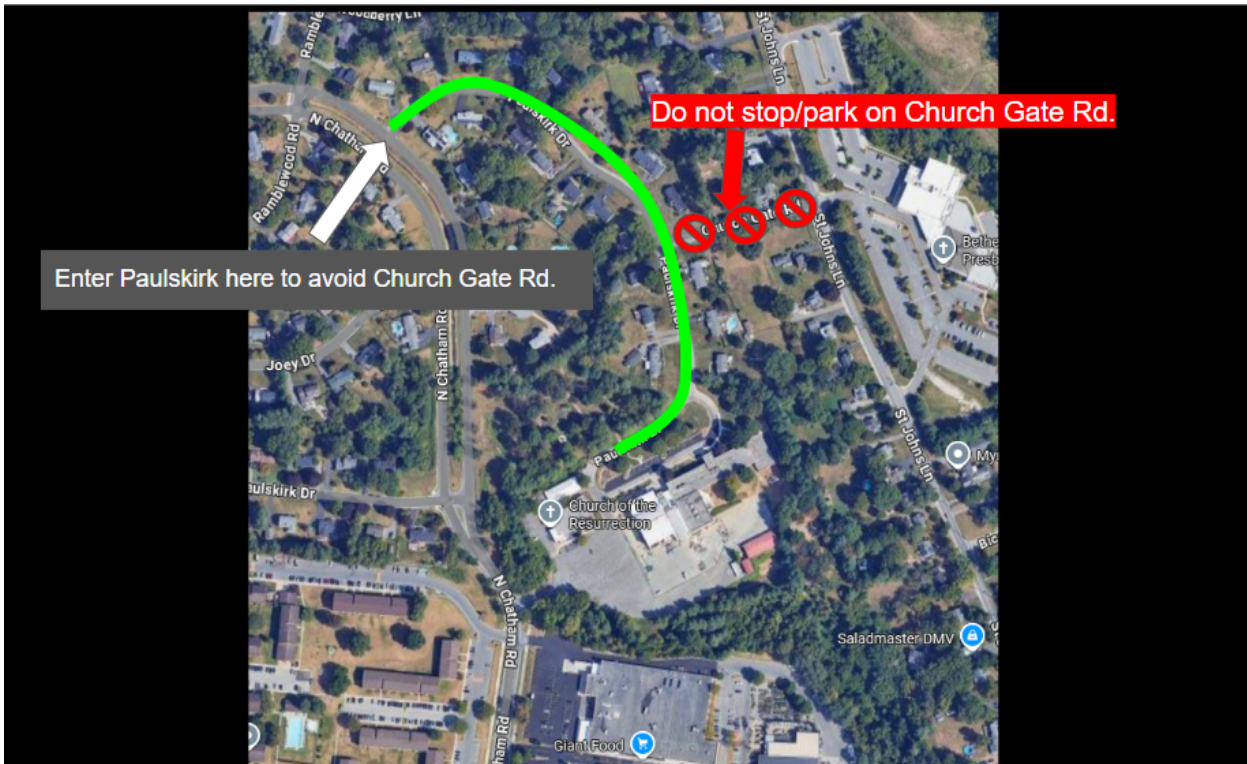
If you happen to enter from St. John's Lane and notice that the line has formed up to or past the Church Gate Rd. "T," please turn right onto Paulskirk to join the end of the line rather than creating congestion on Church Gate and, subsequently, St. John's Lane. See Map Below***

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.

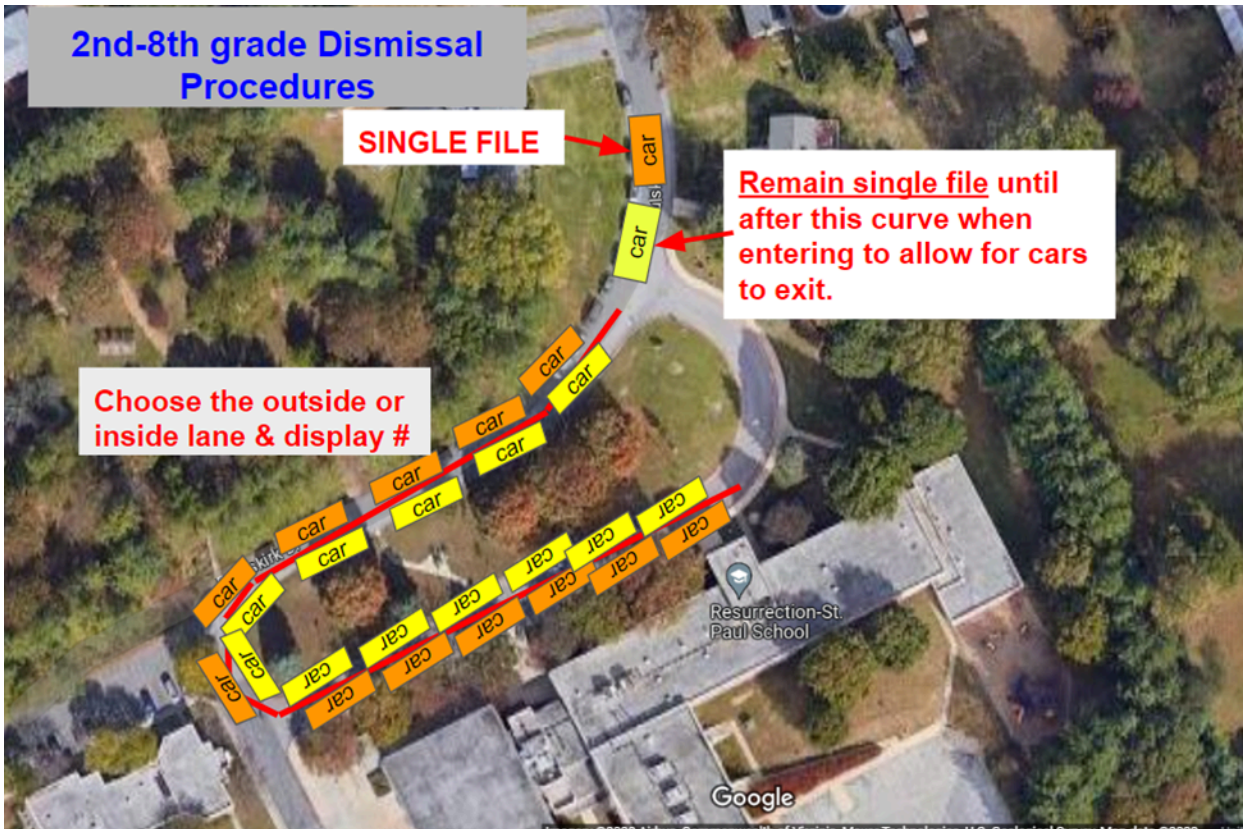
Watch [this video](#) to see it in action.

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



Front Loop Lanes-Dismissal



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.



Location & Access to Student's Records

(Policy ADM 5.1) Student's 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)

(Policy ADM 5.0) [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 [school name] are as follows:

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to [insert title of appropriate school official] 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 the 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
- Telephone listing
- Electronic mail address
- Photograph
- Honors and awards received
- 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 the Principal in writing by September 19, 2025.

- 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 name of the 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.

Discipline

Statement on Philosophy of Discipline

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.

Positive Behavior Intervention and Support (PBIS)

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

	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: ● Calling out ● Minor inappropriate language ● Refusing to work ● Minor dishonesty ● Not having materials ● Non-compliance ● Running ● Minor disruption ● Pattern of not completing homework	Behaviors: ● Refusing to work ● Minor dishonesty ● Minor inappropriate touching ● Minor aggression ● Unsafe or rough play ● Disrespectful tone, actions (others or property), body language	Behaviors: ● 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: ● 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: ● 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: ● 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: ● tardiness ● Calling out ● Refusing to work ● Minor dishonesty ● Uniform violation ● Non-permitted food or drink	Behaviors: ● 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: ● 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 as 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.

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 to each other, including peers, teachers, faculty and staff
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations.
- Gum
- Harassment of any kind by word or action including but not limited to digital harassment
- 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) including distribution of both physical and digital
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Public displays of affection
- Harassment

After school activities, while riding on buses to sports games or other school or parish sponsored activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action to support the school environment.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as outlined in Policy SS 2.0; SS 2.1; SS 2.2. The principal will exercise his/her discretion whether the suspension should be served in-school or at home.

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, (unless approved in consultation with the superintendent) the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

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 later. If a student is 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 working days of the notice of intent to expel. In some cases, 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.

Search and Seizure

(Policy ADM 18.1) Resurrection-St. Paul School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

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.

Bullying Policy

(Policy ADM 2.0; SS 6.0) 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.

Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation 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:
 - 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
 - Is sexual in nature; or
 - 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, gaming device, tablet, 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).

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported

Reporting forms are located in the main office and on the school’s website. Refer to the bullying policy here.

Harassment Policy

(Policy ADM 2.0) It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, 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.

A. 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.

B. 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, sexual orientation, or protected activity, that:

- Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
- 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, or sexual orientation. "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.

C. 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. A bullying/harassment form should be filled out.

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.

Financial Obligations

104.10 Financial: Release of Tuition Obligation/Tuition Refund

All schools, both elementary and secondary must have a release of tuition obligation or a tuition refund policy that is detailed on the Tuition & Fees page of the website as well as in the parent handbook and tuition contract.

Procedures

Should a family enroll in an AOB school, and later decide to withdraw, responsibility for tuition payment may remain with the family to compensate the school for expenses already incurred as well as the potential lost opportunity to fill that seat with another student. The amount of tuition obligation is dependent on the date of withdrawal. Please note that tuition deposits, whether applied against tuition or charged as a separate fee and made at the time of contract signing are non-refundable and non-transferable regardless of the date of withdrawal.

Elementary School release or refunds

- Date of Withdrawal after June 1st: Family Tuition Obligation is 25% of annual tuition and fees
- Date of Withdrawal after First Day of School: Family Tuition Obligation is 50% of annual tuition and fees
- Date of Withdrawal after start of Second Trimester: Family Tuition Obligation is 100% of annual tuition and fees

Registration Fees

(Policy FIN 1.0) All registration fees are non-refundable. These fees are collected to secure a student's place in the school or activity and cover administrative costs related to registration processing. Once paid, registration fees will not be refunded for any reason.

Activity Fees

(Policy FIN 1.0) All activity fees collected for school-sponsored events, extracurricular activities, or programs are non-refundable. These fees are used to cover the costs associated with the activity, including materials, staffing, transportation, and facility use. Once paid, fees will not be refunded under any circumstances, even if the student is unable to participate in the activity due to illness, scheduling conflicts, or other reasons. Please plan accordingly when enrolling in activities

Withdrawal from School

(Policy FIN 7.0) A family with outstanding financial obligations to the current school is not to be accepted at another Catholic school within the Archdiocese of Baltimore.

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 2025-2026

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	\$9,000.00	\$9,190	\$9,375	\$10,255	\$10,390	\$10,605
Pre-K 3 & 4 Full Day	\$10,545	\$10,680	\$10,880	\$11,845	\$12,000	\$12,235
Pre-K 3 & 4 5 Half Days	\$6,545	\$6,615	\$6,750	\$7,275	\$7,380	\$7,525
Pre-K3 Only 3 Full Days	\$6,545	\$6,615	\$6,750	\$7,275	\$7,380	\$7,525
PK3 only 2 Full Days	\$4,365	\$4,415	\$4,500	\$4,865	\$4,935	\$5,015
PK3 only 3 Half Days	\$4,065	\$4,110	\$4,190	\$4,475	\$4,530	\$4,630
PK3 2 Half Days	\$2,710	\$2,745	\$2,795	\$2,990	\$3,030	\$3,085

*(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. The family that is referred to RSPS must note on their New Student Application the name of the current RSPS family that referred them in order to qualify for a referral credit.

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 3.05% is charged for credit card payments. To avoid the additional 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 \$15 will be charged by FACTS for any returned payments.

Delinquent Tuition

(Policy FIN 7.1) If a student transfers without having fulfilled all financial obligations, the school is only required to release health records and grade level to the new school. Copies of academic records will be released once all financial obligations are met.

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.

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 fully 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

Academic Year 2025-2026	% of Release of Tuition Obligation
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.

Health

Maryland School Immunization Requirements

(Policy HE 2.0) All students in Catholic schools must be immunized in accordance with Maryland State Law. A child may not enter school unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, 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.

Dispensing of Medication

(Policy HE 5.0) The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

A student is not permitted to possess, administer, or distribute medication, whether prescription or non-prescription. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Mumps	Virus Infection (AIDS and all
Adverse reactions to Pertussis Vaccine	other symptomatic infections)
Lyme disease	Animal bites / Rabies
Chicken Pox (varicella)	Influenza
Covid 19	

Conjunctivitis (Pink Eye)

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school.

Varicella (Chicken Pox)

Students who have chicken pox are excluded from school until all lesions are scabbed over.

Health Records

(Policy HE 1.0) The school maintains a health file for each student for the duration of enrollment. Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, then the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Allergies

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

Bloodborne Pathogens

(Policy ADM 16.0) 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.

Vision & Hearing Screening

(Policy HE 4.0) The school follows the directives of Howard county/city Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

- 1.) All new students who have not provided documentation for screening in the past year;
- 2.) All students the year they enter the school in Grades PreK, kindergarten, 1, and 8 or 9; 3.) Grade 3 or Grade 4 if funding is available;
- 4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

Birthdays

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. Party invitations should be mailed or sent electronically, not distributed at school.

General Use Epi Pens

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 days 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.

Brochodilators

Resurrection-St. Paul School has adopted a policy allowing the availability of a stock bronchodilator through the health suite for use in the event of an emergency when a student is, or is perceived to be, experiencing asthma-related symptoms or respiratory distress and the student does not have a bronchodilator of their own readily available. The stock bronchodilator is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. Students with a known history of asthma are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Naloxone (Narcan)

(Policy HE 9.0) Resurrection-St. Paul School has adopted a policy allowing the availability of Naloxone through the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the “Start Talking Maryland Act” a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources:

https://youtu.be/p9hYzykHs_o and [Pages - Home \(maryland.gov\)](#).

Partnership and Communication with Parents

Responsibilities

In enrolling your child in a Catholic School, you agree to certain important responsibilities and conduct which include:

- to be a partner with the school in the education of your child
- to understand and support the Catholic mission and identity of the school
- to read all communications from the school and to request clarification when necessary
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- to discuss concerns and problems with the person (s) most directly involved
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- to promote your school and to speak well of it to others to include, but not limited to, social media platforms.
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
- to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party site, and including sporting events.
- 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.
- To demonstrate appropriate behavior and respect to all teachers, staff, and administrators, this includes verbal, written or electronic exchanges.

Support, Partnership, and Compliance by Families

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 a child(ren) from the school. Depending on the severity of the breach of partnership with the school, parent, or other family members may be prohibited from entering the campus.

Communication

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet. Due to instructional time with their students, teachers may respond to emails and calls up to 48 hours on business days. Teachers typically do not respond to emails and calls during the evening or over the weekend.

(Policy ADM 4.1) Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information

in case of an emergency. This information will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher immediately.

Non-Custodial Parent

(Policy ADM 4.1; ADM 5.3; ADM 5.4) Emergency contact information for each child is to be kept current in School Admin. 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.

Change in Name, Family Status, and Custody

(Policy ADM 4.1) If there is a change in the family status/or the change of a child's name, or a change in custody arrangement, it is important that the school be informed promptly of the change. 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. The parent also needs to notify the principal.

Change in Address, Telephone Number, and Email Address

(Policy ADM 4.1) When there is a change in address, phone number or email address, parents need to update school admin immediately.

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 oversee and manage all school-wide communication efforts; and 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 evening. The newsletter will also be posted on the school website. Submission requests for the newsletter are due to office@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. Requests for newsletter content are accepted at the discretion of the school administration.

Bright Arrow

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.

Parent Teacher Conferences

Parent/Teacher Conferences are mandatory at least once in the fall. Conferences will be held on Monday, November 24 from 2-7pm and on Tuesday, November 25 from 8am - 3pm.

Home & School Association

(Policy ADM 11.0) The purpose of a Home and School Association is to partner with the school in providing support for both the academic and social aspects of the school.

https://drive.google.com/file/d/1ULei_pUjrFF-g9VCPcFjGRBr-E7XyU8K/view?usp=sharing

Homeroom 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.

Safety

Emergency Plan

(Policy ADM 12.0; ADM 12.1; ADM 12.2; ADM 12.3; ADM 15.0; ADM 16.0; ADM 18.2; ADM 41)

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

(Policy ADM 12.2) 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. Friday, September 19th @ 10:00
2. Tuesday, October 14th @ 9:30
3. Thursday, November 6th @ 10:00
4. Monday, December 1st @ 9:05
5. Friday, January 16th @ 9:05
6. Tuesday, February 3rd @ 10:15
7. Thursday, March 5th @ 9:05
8. Friday, April 17th @ 10:00
9. Tuesday, May 5th @ 10:00
10. Thursday, May 14th @ 9:30

Below is the schedule for the required 3 lockdown drills (active shooter) for the year.

1. Thursday, September 25, 2025 @ 9:05
2. Tuesday, January 27, 2026 @ 10:30
3. Tuesday, March 3, 2026 @ 9:30

The following drills are planned for the following dates:

- Drop, Cover and Hold “Great Shake Out” (Shelter): Thursday, October 16, 2025 @ 10:17
- Reverse Evacuation (Secure) & Hold: Thursday, November 6th (immediately following the fire drill)
- Severe Weather (Shelter): Thursday, September 11th @ 9:05

Emergency & Weather-related Closings and Delayed Openings

(Policy ADM 12.4; ADM 13.1) 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 communication 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.

Asbestos Hazard Emergency Response Act (AHERA)

(Policy ADM 17.0) AHERA – 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 problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Child and Youth Protection

(Policy ADM 26.0) Resurrection-St. Paul School follows the policies and procedures as outlined by the Office of Child and Youth Protection.

Child Abuse and Neglect Reporting Policy Procedures

(Policy ADM 1.0) 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. The Office and Child Youth Protection (OCYP) director, Archdiocese of Baltimore, may also be contacted.

Student's Cell Phones & Smart Watches

To maintain a safe, respectful, and faith-centered learning environment, the use of cell phones and smart watches with calling or messaging capabilities is prohibited during the school day and in the before/after care programs.

Cell Phones

Students are permitted to bring their cell phones to school, but they must be powered off and turned in to their homeroom teacher upon arrival. 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 meeting is held with a parent/guardian, student, and administrator. The student will receive consequences for not following the policy, to be determined by the administrator. The school assumes 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 must remain off until the student has left school property.

Electronic Devices

Students should not bring other types of electronic devices to school, such as handheld computer games, iPods, cameras, iPads, Apple Watches, smart watches, etc. The same policy regarding confiscation and responsibility for loss or damages applies to these 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 Fitbits, will not be permitted if they have the capability to access the internet, take photos or videos, record audio, or connect to Wi-Fi.

Definitions

Portable Electronic Communication Device (“Device”):

- Any technology device carried, worn, or transported by an individual to receive, communicate, or record voice, image, and/or text content. This includes, but is not limited to: cell phones, smartphones, tablets, laptops, wireless headphones/earbuds, geolocation devices, and wearable technology such as smart watches. This does not include location tracking devices without communication or recording capabilities (e.g., Bluetooth trackers) or school-issued laptops/devices.

Powered Off:

- When a device is completely shut down so it cannot receive, communicate, or record voice, image, and/or text content. A device in “airplane mode” or silenced is not considered powered off.

Secured:

- When a student device is stored and locked away in a location where it is not directly accessible to be used by the student, using a method including but not limited to one of the following:
 - The device is collected by the classroom teacher and stored in a locked cabinet in the classroom

Use:

- Utilizing and/or being in possession of a device which is not powered off and is visible or audible to others.

Securing Student Devices

- All devices must be powered off and turned in to the teacher upon arrival.
- Devices must remain off and secured for the entire school day, including before/after care, unless expressly permitted by the principal or teacher.
- Devices may not be used during any school-sponsored activity unless approved in advance by the principal (e.g., certain field trips or extended travel).

Consequences for Improper Possession or Use

- Students who violate this policy may receive detention.
- The principal or designee will notify the student and parent/guardian in writing of the consequence.
 - 1st offense: MIR
 - 2nd offense: Detention
- Additional consequences may be assigned if a student repeatedly misuses a device or intentionally circumvents the policy (e.g. turning in a non-working phone while keeping the real device).

Confiscating Student Devices

- A staff member may confiscate a device if it is visible, being used, or causing a disruption when it should be secured.
- Confiscated devices will be turned in to the principal or designee, stored securely, and returned to the parent/guardian at the end of the school day or school activity.

Communication During the School Day

- Parents/guardians who need to reach a student during the school day should contact the school office. Messages will be delivered promptly.
- Students may not use personal devices to communicate during school hours.

Special Accommodations

- Any required device use for health, learning, or communication accommodations must be documented in the student's Student Accommodation Plan and approved by the principal.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge through RAPTOR before visiting other parts of the school building.

Volunteers

(Policy ADM 26.0) Prior to volunteering, all volunteers must be fully trained in VIRTUS as required by the Archdiocese of Baltimore. All policies and procedures must be followed for Child and Youth Protection.

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. If you misplaced your badge, please contact Mrs. Afable PRIOR to volunteering.**

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.

[Use this link to enter your service hours.](#)

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.**

Use only the **first and last name** of your **youngest** child in RSPS when entering your volunteer hours. Please share this information to anyone in your family who will be volunteering on your behalf.

Any questions regarding VIRTUS training or logging in your volunteer hours should be directed to Mrs. Joy Afable by email @ jafable@resstpaul.org.

Playground & School Supervision and 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. 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 School Day)

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 the drop-off time and after the pick-up time, as listed above. The school is not liable for any injuries or accidents which may occur before the drop-off time or after the pick-up time, as 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 or 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.

Tobacco and Drugs

(Policy ADM 15.0; ADM 41.0) Resurrection-St. Paul school is a tobacco-free and drug-free workplace.

Student Services

Before & After School Care

The school offers a before and after school program for an additional charge. The before school program accepts registered students beginning at 7:00 am and our after-care program accepts registered students from 3:45 pm - 6:00 pm. As an extension of Resurrection-St. Paul School, our program strives to maintain the same high quality standards for our children, both before and after school. We offer them a warm and loving environment where they can continue to grow, play and learn within the teachings of the Catholic Church. We follow the same set of rules and regulations as the RSPS handbook as well as those of the State of Maryland Department of Education Office of Child Care.

Program Hours

The program hours are: Monday through Friday mornings, 7:00 AM to 8:45 AM and Monday through Friday afternoons, 3:30 PM - 6:00 PM.

Admission

RSPS students in Pre-K 3 through 8th grade are eligible to participate in the Before and After-care Program or Drop-in Care Program. Registration is required to participate in the programs, which are licensed by the State of Maryland. Space is limited. Drop-ins are only permitted if the state mandatory guidelines for staff to student ratio are maintained. In order to be considered for Before/Aftercare for the 2025-2026 school year, you must be in good financial standing from the previous year. If there is an outstanding balance for Before/Aftercare from the 2025-2026 school year, you may not be enrolled in Before/Aftercare for the 2026-2027 school year.

Before-care Arrival

A parent or guardian, upon arrival, each morning must sign in all students. At 8:45 AM, all students will be released from Before-care to go directly to their classrooms. We will have a staff member walk the Pre-K 3, Pre-K 4 and Kindergarten students to their classrooms.

After-care Program Arrival/Dismissal

Our afternoon program is available from dismissal until 6:00 PM. **(See below list for closings)**. If school is closed or closes early for inclement weather, After-care will also close. There is no After Care for 12:30 PM dismissal days. Students will move to various activities that include homework time Monday through Friday. Children may be picked up at any time between the hours of 3:45 and 6:00 PM. Parents must enter the school where they will be admitted by a staff member and required to sign out their student.

Children must be picked up by 6:00 PM. A late fee will occur beginning at 6:01 PM and fees continue to accrue each minute after, see the “Late Fee” section. Alternative arrangements will need to be made for students who are repeatedly picked up late.

All students must be signed out by a parent, guardian, emergency card authorized adult, or a change in transportation slip that has been authorized from the main office before leaving After-care. Please be prepared to show ID if asked.

Before & After Care will be closed on the following days for the 2025-2026 school year. There may be other dates that are not noted below due to schedule changes, weather, etc. We will communicate these changes with you as soon as we know them.

September 1, 2025 - Labor Day
October 3 & 6, 2025 - School Closed
October 30, 2025 - 12:30 Dimissal
October 31, 2025 - School Closed
November 14, 2025 - School Closed
November 24, 2025 - 12:30 Dismissal - Conferences
November 25-28, 2025 - Conferences and Thanksgiving Holiday
December 11, 2025 - Faculty & Staff Christmas Gathering
December 19, 2025 - 12:30 Dismissal
December 20 - January 2, 2026 - Christmas Break
January 16, 2026 - 12:30 Dismissal
January 19, 2026 - School Closed
February 5, 2026 - 12:30 Dismissal
February 9, 2026 - School Closed
February 16, 2026 - School Closed
February 27, 2026 - School Closed
March 12, 2026 - 12:30 Dismissal
March 13, 2026 - School Closed
April 2, 2026 - 12:30 Dismissal
April 3-10, 2026 - Spring Break
April 24, 2026 - 12:30 Dismissal
May 8, 2026 - 5K - After Care Closed
May 22, 2026 - School Closed
May 25, 2026 - School Closed
June 9 - 10, 2026 - 12:30 Dismissal

Availability

For information about the availability of openings in the Before or After-care Program please contact our program director, Karina Messier, via email (re: bacare@resstpaul.org.)

Billing

The Before and After-care monthly billing statements will be sent out by the RSPS Accounting Office, using FACTS. Before and After Care charges are now ***billed in 9 monthly installments through FACTS*** Incidental billing beginning in September and ending in May. Invoices are posted around the 5th of the month to your FACTS account and ***payment is due on the 25th of the month***. Once you have selected your enrollment option you will be billed the monthly amount starting in September and ending in May. If you attend any portion of the month you are obligated for the cost of the entire month. Late fees will apply for children picked up after the close of After Care. A non-refundable Registration Fee of \$25 and a Before & After Care Enrollment Deposit of \$100 per child is required to register. The deposit will be applied to your first month billing.

The pricing below details a total amount for the 2025-2026 school year and the monthly amount for each enrollment option:

Before Care

7:00 AM – 8:45 AM

	1 Day	2 Days	3 Days	4 Days	5 Days
Yearly Rate	\$945.00	\$1,260.00	\$1,440.00	\$1,710.00	\$1,980.00
Monthly Rate (over 9 months)	\$105.00	\$140.00	\$160.00	\$190.00	\$220.00
Drop In Rate	\$33.00				

After Care

3:30 PM – 6:00 PM

	1 Day	2 Days	3 Days	4 Days	5 Days
Yearly Rate	\$1,035.00	\$1,485.00	\$1,845.00	\$2,070.00	\$2,250.00
Monthly Rate (over 9 months)	\$115.00	\$165.00	\$205.00	\$230.00	\$250.00
Drop In Rate	\$36.00				

You may receive an end of the year tax statement by logging into your FACTS account.

Drop in Care Before & After Care Description

Drop in care is available at a daily rate. All fees and registration forms with fees are due at the time of service. We use My School Wallet App to pay Drop in Care fees. Requests for short-term care must be received at least one week prior to attendance and are subject to availability. There is no After-care on 12:30 PM dismissal days. See the “Billing” section for the Drop in fees.

Late Fees

Children must be picked up by 6:00 PM. A late fee will occur beginning at 6:05 PM. There will be a \$5 charge and then \$5 for each subsequent minute that a parent/guardian is late. An attempt to contact the person listed on the RSPS emergency contact form will be made at 6:01 PM. If by 6:15 PM arrangements cannot be made for immediate pickup Social Services will be contacted as stipulated by the Maryland State Department of Child Care licensing. If a late fee has incurred, the fee may be paid at time of pick-up in the form of a check made payable to RSPS or your FACTS account will be charged. Alternative aftercare arrangements will need to be made for students who are repeatedly picked up late.

Enrollment Changes

You will be able to make changes to your enrollment option (if necessary) once a trimester by the following dates:

- August 1, 2025 (changes for September, October & November billings)
- December 1, 2025 (changes for December, January & February billings)
- March 1, 2026 (changes for March, April & May billings)

If you are removing days from your schedule and your changes are not communicated with Before & After

Care by the above dates, you will be responsible for the amount billed the previous months. If you are adding days to your schedule, Before & After Care will need to be notified by the above dates. You will be notified if Before & After Care staffing allows us to accommodate your request.

Requests for changes should be emailed to bacare@resstpaul.org by the dates noted above to be considered.

Snacks/Lunch

A snack is provided in After-care. Students may bring their own breakfast/snack to After-care and Before-care. (Snacks are not provided to students in Before-care.) If After-care is in session on a half-day all students must bring lunch. Kindergarten may have a rest period and should bring a blanket and optional stuffed animal.

Changes in Transportation

All changes in transportation including After-care need to be made through the front office. Please notify the homeroom teacher and After-care staff at bacare@resstpaul.org of the changes.

Clubs

If your child attends an after school club/activity please notify the staff as to the club/activity and which day they will attend. Students will check in first with the Before and After-care Program and then be released to their club/activity. After the club/activity has concluded, students will return to the Before and After-Care Program. If a parent wishes to pick up their child/children from the club/activity, please notify the Before and After-care staff. You will still be responsible for Before and/or After Care payment with the activity fee.

Inclement Weather

We follow Howard County School closings. If Howard County Schools are on a late arrival; one hour late Before Care starts at 8 AM or if it is two hours late Before Care starts at 9 AM. If it is a leave early/early dismissal decision, After Care will not be open. The school will communicate this information to you.

Illness and Medication Management

If your child becomes ill while in the program, we will notify the parents/guardians immediately. Arrangements will have to be made to pick up your child at this time.

In accordance with the RSPS Medication Policy in the RSPS Parent Student Handbook, please be advised, if your student has been diagnosed with a health concern potentially requiring the need for emergency medication (i.e., EpiPens, inhalers, diabetic supplies, seizure medication etc.) the emergency medications provided to the Health Room for your student is available only during published school hours of 9:00 AM-3:30 PM. Therefore, ***an additional supply of the emergency medication and medication order must be provided to the Before or After-care program.***

Students who require emergency medication such as EpiPen's or inhalers can only attend once a medication order has been completed by a physician AND the medication has been delivered to Karina Messier.

Before and After-care Contact Information

The school office and switchboard is open between the hours of 8:00 AM and 4:00 PM Monday through Friday. If you need to contact Before and After-care between 7:00 AM to 8:30 AM or from 3:30 PM - 6:00 PM, please contact Karina Messier - call/text the Before & After Care cell phone: 410-707-0374 or email: bacare@resstpaul.org.

Cafeteria: Milk & Lunch Program

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.

School Activities & Organizations

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.

Guidance & Counselor

Our guidance counselor supports the academic, social, emotional, and spiritual well-being of all students. Services include individual and small group counseling, classroom lessons, and collaboration with teachers and parents to address student needs. Rooted in our Catholic values, the guidance program promotes character development, conflict resolution, and healthy decision-making, helping students grow into confident, compassionate individuals.

Leadership Programs

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 MP and CD in all 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 2025-2026 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 2025-2026. 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.

Technology

Acceptable Use Policy for the Internet and Technology Tools

(Policy ADM 29.0) 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, I-Pads, 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
- 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 behaviors 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.

Chromebook Responsibility

Chromebooks issued to students remain the property of the school and must be treated with respect and care at all times. Students are expected to use their device responsibly and avoid any actions that could cause damage.

Any damage, loss, or misuse of a Chromebook, whether accidental or intentional, is the financial responsibility of the student and their family. This includes damage caused to another student's Chromebook.

A repair or replacement fee of up to \$350 may be assessed based on the extent of the damage. Repeated incidents may result in disciplinary action and/or restricted device use.

Artificial Intelligence

(Policy ADM 29.0; INST 7.0) Principals must ensure staff and students in the Archdiocese of Baltimore use generative artificial intelligence (AI) in an ethical and responsible manner, following all policy guidelines listed below.

Purpose

- To provide clear expectations for staff and students on how to use generative artificial intelligence (AI) ethically and responsibly in the Archdiocese of Baltimore.
- To ensure generative artificial intelligence (AI) supports teaching and learning without replacing critical thinking, creativity, and/or effort.
- To ensure the use of generative artificial intelligence (AI) is aligned with the teachings of the Catholic Church and our Catholic values.
- To protect the privacy and safety of all staff and students by ensuring compliance with data privacy laws (e.g., FERPA) and safeguarding personal information.
- To help prevent potential exposure to misinformation, inappropriate content, and unauthorized generative AI use, ensuring that it is used responsibly and ethically.

Introduction and Definitions

- Artificial intelligence (AI) refers to computer systems designed to perform tasks that usually require human intelligence, such as reasoning, problem solving, learning, and decision-making.
- As stewards of creation, we are called to use AI to enhance teaching and learning while preserving human judgment and dignity, ethical responsibility, personal interaction, and the common good. AI should serve as a complement to traditional education, rather than a replacement.
- *Generative AI* is a type of artificial intelligence that creates new content, such as text, images, videos, or music, based on patterns it has learned from existing data. Examples include chatbots that write responses, or tools that generate pictures or videos.

Student Use

- PreK–Grade 4 are not permitted to use *generative* artificial intelligence (AI) at this time.
- Grades 5–8 are not permitted to use *generative* artificial intelligence (AI) at this time.

Privacy and Safety

- Any user of generative artificial intelligence (AI) must protect student, parent, teacher, and school data by never sharing private information, including but not limited to student names, grades, SAP (Student Accommodation Plan) details, or any other personally identifiable information (PII).

Misinformation and Potential Bias

- Staff and students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.
- All staff must carefully review AI-generated content before using it in lessons, parent communications, or content generation.

Resources

[Academic Artificial Intelligence \(AI\) Privacy and Safety Requirements for All Staff in the Archdiocese of Baltimore \(Updated 2025\)](#)

Web-based Services

(Policy ADM 29.0) 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.

Uniforms

Student Uniforms

(Policy ADM 8.0) Students wear uniform clothing in the elementary and secondary school.

Uniform Company

Please contact Flynn O'Hara for RSPS school uniforms

By Phone: (800) 441-4122

<https://flynnohara.com/>

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.

PreK and Kindergarten

Girls Uniform (PK-K)	
Fall/Spring (September- 3-October 31, April 1-June 11)	Winter (November 1-April 2)
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 (August 25-October 31, April 13-June 11)	Winter (November 1-April 2)
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 (August 25-October 31, April 13-June 11)	Winter (November 1-April 2)
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)
Tennis/Athletic shoes 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)
	Tennis/Athletic shoes Brown, Black or Navy Dress Shoes

Boys Uniform (Grades 1-5)	
Fall/Spring (August 25-October 31, April 13-June 11)	Winter (November 1-April 2)
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
Tennis/Athletic shoes Brown, Black or Navy Dress Shoes	Charcoal Grey/Navy 1/4 Zip Pullover w/School Logo (optional)
PE Crewneck Sweatshirt w/School Silkscreen and white polo underneath (optional)	PE Crewneck Sweatshirt w/School Silkscreen and white polo underneath (optional)
Charcoal Grey/Navy 1/4 Zip Pullover w/School Logo (optional)	White Crew Socks
	Tennis/Athletic shoes Brown, Black or Navy Dress Shoes

Boys Uniform (Grades 6-8)	
Fall/Spring (August 25-October 31, April 13-June 11)	Winter (November 1-April 2)
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	Navy Fine Gauge V-Neck Sweater Vest w/School Logo
White Crew Socks	White Short or Long Sleeve Polo Shirt w/School Logo
Tennis/Athletic shoes Brown, Black or Navy Dress Shoes	Charcoal Grey/Navy 1/4 Zip Pullover w/School Logo (optional)
PE Crewneck Sweatshirt w/School Silkscreen and white polo underneath (optional)	PE Crewneck Sweatshirt w/School Silkscreen and white polo underneath (optional)
PE Crewneck Sweatshirt w/School Silkscreen and white polo underneath (optional)	PE Crewneck Sweatshirt w/School Silkscreen and white polo underneath (optional)
Charcoal Grey/Navy 1/4 Zip Pullover w/School Logo (optional)	White Crew Socks

	Tennis/Athletic shoes Brown, Black or Navy Dress Shoes
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Girls Uniform (Grades 6-8)	
Fall/Spring (August 25-October 31, April 13-June 11)	Winter (November 1-April 2)
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)
Tennis/Athletic shoes 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)
PE Crewneck Sweatshirt w/School Silkscreen and white polo underneath (optional)	PE Crewneck Sweatshirt w/School Silkscreen and white polo underneath (optional)
	Black Cotton/Lycra Modesty Short (optional)
	Tennis/Athletic shoes Brown, Black or Navy Dress Shoes

Gym Uniform Grades 1-8

Boys and Girls Gym-wear Uniform Grades 1-8	
Fall/Spring (August 25-October 31, April 13-June 11)	Winter (November 1-April 2)
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 Crewneck Sweatshirt w/School Silkscreen or Oxford Heavyweight Hooded Sweatshirt w/School Silkscreen (optional)
White Crew Socks	Navy Heavyweight Sweatpant w/School Silkscreen
Tennis/Athletic shoes (no basketball shoes)	White Crew Socks Tennis/Athletic shoes (no basketball shoes)

Uniform Notes

- The hooded sweatshirt w/ school silkscreen is for PE ONLY.
- Gym shoes should be athletic (no basketball, skate, or light up styles).
- Socks must be solid white. Ankle socks must be worn above the shoe.
- November 1st - April 2nd : 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 13th 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.

Shoe Policy

Tennis/athletic shoes will be an acceptable alternative to dress shoes. This change from past years is intended to provide an option for students and families while maintaining the appropriateness of our school uniform. The dress shoes previously worn by students remain perfectly appropriate, and families who prefer to continue with them are welcome to do so.

This change is part of our ongoing commitment to the safety, comfort, and overall well-being of our students. We recognize that dress shoes may not always be the most practical option for an active school day, which includes physical education, outdoor recess, and daily movement around campus. Allowing tennis/athletic shoes will help ensure that students are able to fully engage in all school activities without discomfort or limitations.

Key Points Regarding the Shoe Policy:

- **Tennis/athletic shoes with lights or roller skates are prohibited.**
- **Tennis/athletic must be appropriate for the school setting** and suitable for physical activity
 - Prohibited: basketball shoes, crocs, boots, slip-ons, high tops.
- **Dress shoes will still be an option** for families who prefer them.

- Keep it simple and don't overthink it. Basic tennis shoes are what we are going for.

Please note: The images provided below serve as a guide to illustrate what is and isn't acceptable. However, they are not all-encompassing. If you have any questions about appropriate footwear, please feel free to reach out for clarification.

Examples of Acceptable Shoes



Examples of Unacceptable Shoes



PERSONAL APPEARANCE

The final decision as to what constitutes acceptable dress and grooming rests with the principal. Students and parents who have questions regarding the acceptability of certain types of clothing and grooming should consult with the principal before appearing in school with them.

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

To maintain a safe and uncluttered school environment, rolling backpacks are not permitted unless required for a documented medical or health-related need.

Families requesting an exception must provide written documentation from a licensed medical professional. Approved accommodations will be reviewed on a case-by-case basis.

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 winter uniform time period.
- 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.

Labeling Clothes & Belongings

Please label all clothes, and belongings so that we may return it back to your student if it should end up in the lost and found. Any unclaimed items left in the lost and found **WILL BE** donated to charity at the end of each trimester. RSPS cannot be held responsible for any unclaimed items that end up in the donation box.