

TABLE OF CONTENTS

MISSION and PHILOSOPHY	1-2
AWARDS	2-3
HISTORY and ACCREDITATION	3-4
SCHOOL THEME	4
SCHOOL ADMINISTRATION and STAFF	5-6
SCHOOL BOARD MEMBERS and HOME AND SCHOOL ASSOCIATION EXECUTIVE COMMITTEE	7
VALUES FIRST PROGRAM, VALUES CODE, and PBIS	8
SCHOOL OFFICE INFORMATION - Contact Information	9
SCHOOL DAY - Hours, Arrival and Dismissal Procedures, Weather Related Delays and Closures	10-11
ATTENDANCE POLICIES	12-13
STUDENT SAFETY	13-15
STUDENT HEALTH - Medication, Illness, Food Policies and School Counselor	15-22
STUDENT SERVICES	23
VISITORS/VOLUNTEERS and VIRTUS	23-24
TRANSPORTATION - Car and Bus Riders, Bus Conduct, Safety Patrols	24-25
COMMUNICATION and COMMUNICATION GUIDELINES	26-28
PARTNERSHIP WITH PARENTS	29
LUNCH AND RECESS	30
SCHOOL UNIFORM and PERSONAL APPEARANCE	31-34
STUDENT ACTIVITIES and ORGANIZATIONS	35-36
FIELD TRIPS	36-37
ACADEMIC POLICIES - Grading, Honor Roll, Work Habits, Homework, Academic Dishonesty, Responsibilities, Progress and Interim Reports, Codes, Conferences, IEP Policy, Retention/Summer School, Standardized Testing, and ACRE Testing	37-46
FERPA and PRIVACY POLICY	46-47
PBIS PROGRAM - Introduction and Procedures	48-53
DISCIPLINE POLICY - Code of Conduct, Guidelines, Harassment or Intimidation (Bullying) Reporting Form, Discipline and Remedial Measures, Search and Seizure	54-58
ADMISSION POLICY and PROCEDURE	58-59
TUITION POLICIES, TUITION PAYMENTS and OUTSTANDING DEBTS	59-61
FEES	62
FUNDRAISING POLICY	63-64
POLICIES REGARDING LEGAL MATTERS	64
ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS (parent/guardian copy)	64-66
HANDBOOK ADMISSION ACKNOWLEDGEMENT FORM (parent/guardian copy)	67



Resurrection-St. Paul School is a co-ed elementary school for PreK-3 through Grade 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Karen Murphy and Mrs. Kelsey Jordan. Religion is required for each year a student attends Resurrection-St. Paul School. All students enrolled in Resurrection-St. Paul School must attend religion classes and services.

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

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

MISSION

Resurrection-St. Paul School, through the teachings of the Catholic Church, is dedicated to the total formation of the child by preparing them for a global society through innovation, problem-solving, and cross-curricular collaboration.

PHILOSOPHY

Resurrection-St. Paul School is a fully accredited, Catholic interparish school, Grades PreK-3 through 8, serving the parish communities of the Church of the Resurrection and St. Paul's Church in Ellicott City, Maryland. Resurrection-St. Paul School is dedicated to excellence in education in light of the teachings of Jesus Christ through the Catholic Church. At the core of the school is a strong, Christ-centered, close-knit faith community where pastors, parish councils, school board, parents, faculty, and students work together to attain common goals. The school celebrates the uniqueness and dignity of each student and encourages every child to discover and develop their special talents, sense of self-appreciation, decision-making skills, and personal values guided by our Catholic traditions. Each student is thus enabled to witness his or her faith, to reach out to others in love and compassion, and to work toward solutions of human problems.

Resurrection-St. Paul School seeks to develop within each student a curiosity, love of, and responsibility for learning. Through a strong academic program, student learning is facilitated from its most fundamental stages to the complex level of mature, intellectual thinking where students analyze, synthesize, and critique subject matter of increased difficulty.

The school's educational process promotes the development of the total person by encouraging spiritual, intellectual, physical, social, and emotional growth. A variety of faith experiences, curricular and co-curricular opportunities, and activities round out the total development of our students.

This unique approach prepares our students to assume responsible, creative roles in an ever challenging and changing world, with the realization that Christ continues his work through them. Each child is empowered to become a committed and fully functioning member of the Catholic Church and the world of the 21st century.

ADMINISTRATION

The Resurrection-St. Paul School Board, which includes both the pastors of the Church of the Resurrection and Saint Paul, is the governing body. The Board hires the Principal who is responsible for hiring the Staff and implementing policies and curriculum outlined by the Archdiocese of Baltimore.



STEM AWARD

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

GREEN SCHOOL AWARD

In May of 2016, RSPS was 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.



NATIONAL DEPARTMENT OF EDUCATION BLUE RIBBON AWARD

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

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

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

HISTORY

Resurrection-St. Paul School is an elementary school, PreK-3 through Grade 8. It is located on 22 acres of land owned by the Church of the Resurrection at Paulskirk Drive in Ellicott City, Howard County, Maryland. The school shares the property and is adjoined to the Church of the Resurrection.

Resurrection-St. Paul School had its beginning in the town of Ellicott City in 1922. The school started as St. Paul School and opened with six grades staffed by the School Sisters of Notre Dame. A seventh grade was added in 1923 and an eighth grade was added in 1924. 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. In 2017, RSPS added a PreK-3 program. 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 Middle States under the new format of a description of the school, which has been placed on the World Wide Web. Again in 2000-2001, we submitted a report of further progress to Middle States. We prepared for our re-accreditation during the 2003-2004 school year with another self-study. Our Middle States Visitation occurred in November 2004. The school received its re-accreditation in May 2005.

In accordance with standards set by the Archdiocese of Baltimore, Resurrection-St. Paul School met the requirements established by the AdvancED Accreditation Commission and Board of Trustees and was thereby accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. This accreditation is valid through June 2022.

In 2015-2016, Resurrection-St. Paul School celebrated its 50th Anniversary providing Catholic Education on the Paulskirk Drive property. During this 2018-2019 school year, the school proudly celebrates its 97th year of providing Catholic Education in the Ellicott City area.

ACCREDITATION

Resurrection-St. Paul School is accredited by AdvancED through June 2022. In accordance with standards set by the Archdiocese of Baltimore, Resurrection-St. Paul School met the requirements established by the AdvancED Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.



SCHOOL THEME

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

2018-2019 Theme:

“For we are his handiwork, created in Christ Jesus for the good works that God has prepared in advance, that we should live in them.”

Our theme for this school year will be ***Created for Good Works!*** in collaboration with Pastors Monsignor John Dietzenbach, Father Warren Tanghe and Associate Pastor Father Conklin.

Prayer (we end each day with the following):

Lord Jesus,
You give us strength to overcome our struggles.
You give us courage to face everyday troubles.
You give us love to share with others.
You give us our imagination to explore life’s wonders.
Thank you God for the good works You have instilled in me.
May the actions I take bring hope, life, and courage to all who believe in you.

Symbol:

Open hand with person

Amen.

RESURRECTION-ST. PAUL SCHOOL FACULTY AND STAFF

2018-2019 School Year

Principal	Mrs. Karen Murphy
Assistant Principal	Mrs. Rosanna Rensberger
Administrative Assistant	Mrs. Joanne Dewey
Administrative Assistant (Part-time)	Mrs. Cheryl Martin
Business Manager	Mrs. Sharon Tornatore
Director of Advancement	Mrs. Stephanie Finamore
VIRTUS Program Coordinator	Mrs. Sue Gleichauf
Information Technology Specialist	Mr. Bob Buchta
Before and After Care Director	Mrs. Karina Dulaney
School Counselor	Mrs. Kelsey Jordan
School Nurse	Mrs. Julianne Rice
PreK-3	Mrs. Allison Wist
PreK-3 Teaching Asst.	Mrs. Dianna Bell
PreK-4A	Mrs. Cathy Zmijewski
PreK-4A- Teaching Asst.	Mrs. Suzanne McQueeney
PreK-4B	Mrs. Karrie Thompson
PreK-4B - Teaching Asst.	Mrs. Jennifer Marcinko
Kindergarten A	Mrs. Tracy Underwood
Kindergarten A - Teaching Asst.	Mrs. Kim Malloy
Kindergarten B	Mrs. Meredith Horstkamp
Kindergarten B - Teaching Asst.	Ms. Francesca Pescetto
Grade 1A	Mrs. Mary Pat Andreas
Grade 1B	Mrs. Laura Schwing
Grade 1 Teaching Assistant	Mrs. Lynne Cross
Grade 2A	Ms. Barbara Frederick
Grade 2B	Mrs. Terri Warehime
Grade 2 Teaching Assistant	Mrs. Sue Pajak
Grade 3A	Ms. MaryAngela Bands

Grade 3B	Mrs. Noelle O'Toole
Grade 3 - Teaching Asst.	Mrs. Leslie Luksic
Grade 4A	Ms. Katelyn Johnston
Grade 4B	Mrs. Shura Shontz
Grade 5A	Mr. JohnHenry Hain
Grade 5B	Ms. Kristin Urbanski
Grade 4 and 5 -Teaching Asst.	Mrs. Julie Boston
Grade 6A	Mrs. Sue DeNicolis/ Mrs. Adrienne Westlake Spanish gr. 5-8/ Math 3,6,7,8
Grade 6B	Mrs. Bobbi James Language Arts- 6,7,8
Grade 7A	Mr. Stephen Kain / Mr. Graham Bateman Language Arts 6,7,8/ Social Studies 6,7,8
Grade 7B	Mrs. Michele Ruppert
Grade 8A	Mrs. Kim Klingensmith / Mr. Brendan Nass Math 4,6,7,8 / Math 5,6,7,8
Grade 8B	Mr. Anthony Fiumara
Middle School Teaching Asst.	Mrs. Michelle Zalucki
Speech Pathologist	Mrs. Mary Ann Eikenberg
Reading Specialist	Mrs. Michelle Morin
Spanish - Grades PreK-4	Mrs. Fabiola Rubio-Pino
Spanish - Grades 5-8	Mrs. Susan DeNicolis
Art - Grades PreK-4-8	Mrs. Michele Ruppert
Music - Grades PreK-4-8	Mrs. Jane Bowie
Physical Education - Grades PreK4-8	Mr. Ryan Scanlon
Technology Integration/PowerSchool	Mrs. Jacqueline Wells
STEM Coordinator/Middle School Religion	Mrs. Patricia Grue
Media Center/Middle School Religion	Mrs. Dawn Keys
Cafeteria Monitor	Mr. Dave Hoffman
Maintenance	Mr. Jim Emery
Maintenance	Mr. Kevin Skerry

ORGANIZATIONS

Resurrection-St. Paul School Board

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

Board Members

Mr. Dave Kociolek	Chair
Ms. Kathy Corley	Vice-Chair
Mr. Keith Sigur	Finance Chair
Ms. Peggy Moseley	Secretary
Msgr. John Dietzenbach	Pastor, Church of the Resurrection
Reverend Warren Tanghe	Pastor, St. Paul
Mrs. Karen Murphy	Principal
Mrs. Christine Divver	Member
Judge Mary Reese	Member
Mr. Innocent Joseph	Member
Mrs. Sharon Ziegler	Member
Mr. Daniel Medinger	Member
Mr. Paul Heineman	Member
Mrs. Brooke Korch/Mrs. Aggie Wojdon	H.S.A. Liaison

Resurrection-St. Paul Home and School Association

All parents and guardians are considered members of the Home and School Association. Parents are encouraged to attend and support the meetings, events, and fundraisers sponsored by the Resurrection-St. Paul School Home and School Association. The meetings and events (posted on our website) are a wonderful way for families to get to know each other as well as to promote goodwill and camaraderie between the school staff, administration, and families. Children do not attend the Home and School general membership meetings unless noted or asked to attend.

H.S.A. Executive Committee

Mrs. Brooke Korch	Co-President
Mrs. Aggie Wojdon	Co-President
TBD	Vice-President
Mrs. Katia Klein	Treasurer
TBD	Corresponding Secretary
Mrs. Mandy Dishon	Recording Secretary
Mrs. Rachel Otten	Co-Room Parent Coordinator
Mrs. Nikki Honza	Co-Room Parent Coordinator
Mrs. Karen Murphy	Principal
Mrs. Rosanna Rensberger	Assistant Principal

H.S.A. Special Church Liaisons

Liz Heidtke	Church of the Resurrection
Mr. Josh Dishon	St. Paul Catholic Church

VALUES FIRST PROGRAM

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

Values Code

Honesty	I will be an honest person.
Respect	I am respectful of others.
Responsibility	I take responsibility for what I am supposed to do.
Self-Control	I will control my actions and words.
Hard Work	I take pride in being a hard worker.
Self-Respect	I have self-respect.
Concern for Others	I will show concern for all other people.
Tolerance	I am tolerant of others.
Cooperation	I will cooperate with those around me.
Fairness	I show fairness to those with whom I come in contact.
Forgiveness	I can forgive those who do me wrong.
Courage	I will be brave in facing life's challenges.
Self-Knowledge	I will pursue knowledge of myself.

PBIS Positive Behavior Intervention and Supports

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.

RSPS is pleased to be a State of Maryland GOLD Award recipient for our PBIS program for the past three years. This award recognizes that our positive behavior interventions have made a significant effect on our school environment over its five-year implementation. 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. This is our highest recognition yet and we continue to strive to improve PBIS to ensure that our students, parents and staff are immersed in a positive learning environment.

SCHOOL OFFICE INFORMATION

The school office is open for business from 8:15 a.m. to 4:30 p.m. School faculty, staff, and administration may be contacted through the school office or at their school email address, which can be found on the school website.

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

School Office	Telephone	410-461-9111 ext. 241
	School FAX	410-988-5470
	Nurse FAX	410-720-2191

Absentee Line		410-461-9111 ext. 250
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Before and After Care Program

Principal	Mrs. Karen Murphy	410-461-9111 ext. 243
Assistant Principal	Mrs. Rosanna Rensberger	410-461-9111 ext. 272
Administrative Assistant	Mrs. Joanne Dewey	410-461-9111 ext. 241
Administrative Assistant	Mrs. Cheryl Martin	410-461-9111 ext. 267
Business Manager	Mrs. Sharon Tornatore	410-461-9111 ext. 269
Advancement Director	Mrs. Stephanie Finamore	410-461-9111 ext. 242
VIRTUS Program Coordinator	Mrs. Sue Gleichauf	410-461-9111 ext. 267
School Counselor	Mrs. Kelsey Jordan	410-461-9111 ext. 268
School Nurse	Mrs. Julianne Rice	410-461-9111 ext. 261

School Address	Resurrection-St. Paul School 3155 Paulskirk Drive Ellicott City, MD 21042
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School Website	www.resstpaul.org
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SCHOOL DAY

Hours

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

Arrival

Student arrival by car begins at 8:40 a.m. Students may not enter the school building before 8:40 a.m. unless attending a pre-approved club or activity.

Students who arrive by car should enter the school through the lower level link doors or through the doors off of the first floor entrance near the playground. Car riders **should not** enter through the main foyer doors unless they are arriving early for a pre-approved activity or are tardy to school. Bus riders enter and exit through the front foyer doors. **Anyone arriving to school after 9:00 a.m. is considered late and must report to the front office for a late slip before entering their homeroom.**

Before and After School Care Program

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

Early Pick-up

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

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

In the event of an unforeseen early pick-up, parents/guardians should call the school office at ext. 241, prior to their arrival.

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

Dismissal

Car riders, grades K-8, are dismissed through the lower level link doors. Full day PreK-3 and PreK-4 students dismiss from the sidewalk area located next to the playground area. The ½ day PreK-3 and PreK-4 are dismissed at 1:00 p.m. at the side of the school by the cafeteria doors. Students will be escorted out by their teaching assistants. All car riders should be picked up outside of the school building, unless a note is sent in or a phone call is made to the school office necessitating departure from the school foyer. Students who are not picked up following dismissal will be sent to the school office. Students who are not able to be picked up from the school office by 3:45 p.m. will be sent to the After Care Program, where a \$30 fee will be charged.

Early Dismissal Days

Resurrection-St. Paul School designates days when students will dismiss at 12:30 p.m. instead of the usual 3:30 p.m. Please check the school calendar and school website for early dismissal dates. If your child is normally a bus rider, and bus service is not available on an early dismissal day, it is the parent/guardian's responsibility to make sure that the student has a ride home from school.

Special Circumstances

In the event that the pick-up of a student is delayed by an unforeseen or emergency situation, parents must contact the school office, ext. 241, to alert them of their late arrival. Students may be sent to the After Care Program, where a \$30.00 fee will be charged.

If a student is participating in a before or after school club and activity, it is the parents' responsibility to find other arrangements for siblings or carpool passengers. Only students participating in a club or activity may be dropped off at school outside of regular school hours. Students need to enter in the main door for morning club meetings and all students participating in after-school hour clubs should be picked up at the main lobby doors, except band which will exit through the back.

Weather Related Delayed Openings and Closures

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

A **two-hour delay** means the Resurrection-St. Paul School day will begin at 11:00 a.m. with the Before Care Program 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. There will be no 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 cancelled as well. Parents will be notified via K-Swift Alert.

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.

ATTENDANCE POLICIES

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

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

Regular attendance has a marked influence upon scholastic achievement. In accordance with Maryland law, parents are responsible for their child's attendance and punctuality. If a student is consistently absent or tardy, the administration has the right to consider retention for the following academic year.

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

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

Vacations and sports are not considered legitimate reasons for missing school and are therefore strongly discouraged. A calendar outlining the major holidays, planned days off, and early dismissal days can be found on the school website. Please consult this calendar when making vacation plans and appointments. Classroom instruction is difficult to replicate for a child who is absent. Missed work and assignments may only be obtained upon return.

Absentees:

The school attendance line (410-461-9111 ext. 250) must be called to report absences each day by 9:00 a.m. Failure to contact the attendance line regarding an absence will result in a phone call from school to report the absence. Parents may leave homework requests, if requested by 9:00 a.m., for after school pick-up in the office or for work to be sent with a sibling/friend on the attendance line.

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

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

As soon as a student has been absent ten (10) days, either consecutively or non-consecutively, a parent or guardian will be contacted. A conference may be set by an administrator with the student and parent or guardian to discuss the effects of absence on the student's academic performance. A student may be

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

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

Tardiness

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

In the event that a child will be late for school, a parent/guardian must call the office before 9:00 a.m. The student must first report to the school office where he/she will receive a Late Slip. The Late Slip will allow the school to change the child's attendance from absent to tardy.

Truancy

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

Policy Notes:

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

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

High School Visitation Policy

Students in the eighth grade are allowed two days (marked as excused absences) to visit the high schools they are interested in attending. The school absentee line should be called on the day of the absence or can be done prior. It is the responsibility of the student to obtain any missed assignments and complete them within the time designated by the teacher.

Make-up Work

It is the responsibility of the child to obtain, complete, and submit any missed work. All schoolwork and homework from the absence must be completed within a reasonable amount of time. Your child's teacher(s) should be consulted for that time frame. No assignments will be given to students ahead of time. Homework requests should be left on the absentee line, ext. 250 by 11:00 a.m. each morning the student is absent. Long-term assignments that are given ahead of time are still expected to be completed on time.

STUDENT SAFETY

Family Emergency Information Collection

An emergency card must be completed or reviewed for accuracy. The complete form must be signed by both parents and/or guardians and returned to the school as approved or with corrections noted by the

Friday of the first week of school. This information is used to contact you for student illness, school closures, and other important messages.

Emergency Plans

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

Playground/School Supervision Provisions

As a STEM school, outdoor education activities are part of our curriculum and students may use the playground/outside classroom stations during the school day. Students are escorted to and from the building with their teacher who will carry a walkie-talkie with them in case there is a need for communication with the teacher and the office. All students will be given an outside recess period either before or after their lunchtime (weather permitting). There will always be at least two school employees outside supervising the playground at all times. Teachers will have walkie talkies with them for emergency communication with the office and school nurse. Parents who are Virtus trained are strongly encouraged to join us for supervision of all students during their lunch periods during the school year.

Supervision Responsibilities Before and After the Official School Day

Students who are registered for Before Care are allowed to be signed into the Before Care Program by their parents starting at 7:00 a.m. in the link. Students attending before school clubs may enter the building at 8:00 a.m. in the main school doors. All other students may enter the building starting at 8:40 a.m. At the end of the school day, students who are staying for after school clubs need to report to the teacher moderator immediately following dismissal. Students registered for After Care need to report directly to the link where they are checked in. All other students need to either take the bus or be picked up at school at 3:30 p.m. Parents are required to follow the times stipulated when dropping off or picking up students. The school is NOT responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before and after school care, parents must comply with the rules established by the program for drop-off and pick-up.

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

AHERA Plan

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

comprehensive Management Plan for each of these locations detailing how the asbestos would be handled.

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

The following are reminders with regard to AHERA regulations:

1. The SCHOOL'S MANAGEMENT PLAN is to be located in the administrative office and available to the public, teachers, other school personnel and parents. Annually the school must notify the parents and teachers of the availability of the Management Plan and record this notification in the plan itself.
2. The SCHOOL'S MANAGEMENT PLAN must be current. Any work done, which involved asbestos-containing material (ACAM) removal, must be documented and included in this plan. The location and type of the ACAM that was affected, description, and abatement performed and the name of the contractor who performed the removal of the ACAM must be in the plan as well. A COPY OF THIS INFORMATION MUST ALSO BE SENT TO THE ARCHDIOCESE OF BALTIMORE AS WELL.

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

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

STUDENT HEALTH

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

Health Records

An individual health record is maintained for each student and kept on file in the school Health Room. Health records are confidential and health information is shared with school personnel on a "need to know" basis. Students are required to have the following information on file before they attend school: (1) an up to date record of immunization, (2) a physical examination, (3) a Resurrection-St. Paul School health form. A health forms packet may be obtained from the Health Room. Parents must list any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Immunizations

Maryland state law (COMAR 10.06.04.03) requires that all students be adequately immunized before attending school. No student is permitted to attend school without providing the school with a complete

record of immunization. Students will be temporarily admitted and have 20 calendar days from the start of school to be in compliance with the vaccine requirements. Maryland school year 2018-2019 vaccine requirements can be found at <http://phpa.dhmmh.maryland.gov/OIDEOR/IMMUN/sitePages/back-to-school-immunization-requirements.aspx>. Immunization records must have the month, day, and year of each vaccination, be signed by a physician or Health Department official, and be approved by the school. In the case of religious objection, or medical contraindication, form DHMH896 must be submitted and kept on file. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Physical Examination

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

Resurrection-St. Paul School Health Form

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

Illness During School

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

Allergies

Parents must notify the school of their child's allergies, including food allergies. School medication orders 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's order must date this requirement.

Bloodborne Pathogens

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

Communicable Diseases

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

Measles -regular or German (Rubella)
Meningitis
Hepatitis
Food poisoning
Head lice (Pediculosis)
Adverse Reaction to Pertussis Vaccine
Lyme Disease
Chickenpox (Varicella)

Tuberculosis (TB)
Whooping Cough (Pertussis)
Rocky Mountain spotted fever
Human Immune Deficiency
Virus Infection (AIDS) and all
other symptomatic infections
Impetigo

Any student with drainage from the eye 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 the school. Students who have chickenpox, are excluded from school until all lesions are scabbed over.

Concussion Policy

Background: Students who are suspected of having sustained a head injury in the school setting must be carefully evaluated by trained personnel in order to correctly identify those individuals who need immediate medical evaluation and, to prevent the possibility of further trauma or injury. The potential for head injury can occur anytime a student's head comes into contact with a hard object, or when the student receives a blow or jolt to the head. Head injury may also occur from a blow to the body which causes the head and brain to move rapidly back and forth or side to side. The Archdiocese of Baltimore has developed a policy and recommendations for school nurses, faculty and staff to follow in the event a student is suspected of having sustained a head injury. These recommendations include; documents to aid in assessment and communication and, head injury awareness education for students, parents/guardians, faculty and staff. Resources are provided to train school faculty and staff on head injury awareness and return to school protocols for students diagnosed with a concussion. To maintain confidentiality and ensure privacy, this protocol, the ***Suspected Head Injury Assessment Form*** and the ***Concussion Signs and Symptoms Checklist*** are intended for use by appropriately trained school professionals; defined by the Archdiocese as school nurses, athletic trainers, coaches, athletic directors, and school administrators. Note, this protocol is adapted from documents created by the U.S. Department of Health and Human Services Centers for Disease Control and Prevention.

Procedural Expectations:

1. Students suspected of having sustained a head injury will be evaluated by the school nurse or trained school personnel.
2. If a school nurse or trained staff member is available he/she will be alerted of the suspected injury by a supervising adult.
3. If student is unresponsive, convulsing or seizing, vomiting repetitively, slurring speech, experiencing weakness, numbness or decreased coordination or, if one pupil is larger than the other, school staff will immediately activate EMS by calling 911. Refer to ***Danger Signs*** on the ***Suspected Head Injury Assessment Form***.
4. If student is able to safely ambulate to the Health Room, they will do so directly, escorted by a responsible adult or classmate. Students suspected of having sustained a head injury will not be left alone.
5. The school nurse or trained staff member will assess the nature of the injury including the cause and force of the hit, bump, jolt or blow to the head.
6. The school nurse or trained staff member will assess victim's memory of the incident, paying close attention to memory lapses of events leading up to or immediately following the injury.
7. If a witness is available he/she will assist in determining the accuracy of the victim's account.
8. The school nurse or trained staff member will administer first aid as needed.
9. The school nurse or trained staff member will interview the victim and complete the ***Suspected Head Injury Assessment Form*** and ***Concussion Signs and Symptoms Checklist***.
10. The school nurse or trained staff member will contact parent/guardian to report incident, assessment and status of injured student.
11. In the absence of symptoms, the school nurse may determine the student is able to return to class.
12. If the student returns to class, the school nurse will make a plan with the student for alerting the nurse in the event symptoms develop during the school day.
13. The school nurse will plan follow-up same day visit(s) to the Health Room for reassessment.
14. The school nurse will notify appropriate teacher(s) and administrator(s) of incident.

15. Teachers, administrators and staff will alert the school nurse to any signs or symptoms of concussion observed or reported by student.
16. The school nurse completes *Suspected Head Injury Assessment Form* and the *Concussion Signs and Symptoms Checklist* to include documentation of communication with parents/guardians, teachers/administrators and additional assessments made following the first 30 minutes, vital signs if indicated and interventions, i.e. first aid.
17. The school nurse signs the *Suspected Head Injury Assessment Form* and the *Concussion Signs and Symptoms Checklist*, makes and maintains a copy in the student's health record, and sends the original home along with *Know Your Concussion ABCs Fact Sheet for Parents*.
18. Parents/guardians sign the completed *Concussion Signs and Symptoms Checklist* and return it to the Health Room.
19. The school nurse maintains the signed *Concussion Signs and Symptoms Checklist* in the student's health record.
20. If student is referred for medical evaluation, the The school nurse will complete *Report of Accident on School Grounds Form* and send to Risk Management.
21. The school nurse completes additional documentation as required.
22. The school nurse receives follow-up health care evaluation(s) and return to school care plan, communicates and supports students and faculty in providing academic accommodations and activity restrictions if indicated.

Insurance

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

Vision/ Hearing Screening

The school follows the directives of Howard County Health Department and responds to parent's requests for individual testing. This testing is usually done for all students in Grades Kindergarten, 3, 5, 7, and 8, as well as for new students in other grades.

MEDICATION

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

At times, a parent or physician may request that a student carry emergency medication or that emergency medication be stored in the individual student's classroom. All school medication requirements apply and special requests will be permitted on a case-by-case basis. Please consult the school nurse for all special medication requests.

A school medication order and administration form is to be completed by a certified healthcare provider and signed by the parent for any prescription, over the counter or homeopathic medication that is to be administered during the school day. Medication order and administration forms are available in the Health Room and on the school's website.

Food supplements, non-prescription, or non-medicated hand and body lotions, sunscreen lotion, contact lens solution, and non-medicated cough drops do not require a medication order form from a health care

provider; however, a note signed by the parent with the name of the product, instructions for application or administration, and time of administration is required.

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

Resurrection-St. Paul Medication Administration Information

- A new medication order form is required for any change in medication dose, time of administration, or route of administration.
- The first dose of any new medication must be given at home.
- All medication must be stored in the original container and labeled with the student's name, date of medication order, name of medication, dosage and strength of medication, route, and time and frequency of medication, and the name of the prescribing health care provider. This refers to both prescription and over the counter medication.
- Medication orders and medication should be delivered to the school nurse by the parent. Students are not permitted to transport and deliver medication to school.
- The school nurse must review the medication order form with a parent and approve the order before the first dose of any medication can be administered at school. Students with authorization to carry or administer emergency medication must meet with the nurse to discuss parameters of administration and safety.
- All medication kept in the school will be stored in a locked area accessible only to authorized personnel. Individual consideration will be given to students whose physicians request emergency medication to be kept in a child's classroom.
- Student confidentiality will be maintained to the extent possible by school staff. At the discretion of the nurse, school personnel may need to be aware that a student is receiving medication in order to monitor for effectiveness, adverse reaction, or because the staff member has responsibility for the student outside of the school (such as recess or a field trip). Information will be shared on a need to know basis.
- Under no circumstances may any medication be administered to a student unless the procedures for medication administration in schools, outlined by the Maryland State Board of Nursing, are followed. The school does not assume responsibility for medication administered outside this procedure.
- Expired medication will not be administered. Expired medication may be picked up by a parent or discarded by the nurse.
- Unused medication must be picked up by the parent at the end of the school year or the nurse will discard it.

Field Trip Medications

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

ILLNESS POLICIES

When to Keep Your Child Home

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

What to Report to the School Nurse

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

When to Provide Documentation from Your Child's Doctor

- When a child has been absent from school for diagnosis and treatment of a communicable disease, such as chickenpox, conjunctivitis, strep throat, staph infection, and influenza
- When returning from hospitalization or surgery
- When any limitations or restrictions due to surgery, injury, or acute/chronic health problems are indicated. This includes bone fracture, sprains, concussions, sutures, or oral surgery
- When a special accommodation, treatment or medication is prescribed that may impact student participation in school activities, alter the student's schedule, or require additional services involving the administrative staff, teaching staff, nurse or guidance counselor- Requests will be reviewed by the administrative team to determine if it is reasonable to provide services prescribed.

GENERAL USE EPINEPHRINE POLICY

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

CHILD ABUSE AND NEGLECT REPORTING POLICY AND PROCEDURES

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

FOOD SAFETY GUIDELINES AND PROCEDURES

Curricular Activities Involving Food

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

- Permission of the administration must be obtained.
- The school nurse will be consulted to assist in the identification of students who may have known food allergies.
- Any food allergy or other food concern will preclude the enhancement of the curriculum.
- Parents will be notified of the event/food in advance.

Food-Allergic Students

- Food-allergic students will sit at designated “food-safe” tables in the cafeteria.
- The parent of the child with food allergies will provide the food the student is permitted to consume or consult with the school food services staff and the school nurse to determine the foods served at school that may be safely consumed.
- Parent will notify the school administration and the school nurse of the student’s food allergies.

Food for Fundraiser

- No foods will be sold or provided to students other than the foods served through the hot lunch program or lunch food students bring from home during the school lunch period.

Graphing and Counting Manipulatives

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

Hand Washing

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

Lunch Eaten in Classroom

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

School Wide Celebrations - Food is Permitted

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

Student Birthday Celebrations - Non-Food Only

Student birthdays will be recognized with **non-food** items. Birthday treats (cupcakes, brownies, snacks, etc.) are not to be served during lunch or in the classroom during the school day. Parents may:

- Provide a favor for all classmates.
- Send in a “gift for the class” (book/game/craft) from the student who is celebrating a birthday.
- Purchase a “Birthday Balloon” book choice from the school library.

Teachers and Staff

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

Tree nut or peanut containing products are NOT

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

In the Classroom

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

Drinking Water Policy

Water is an essential component of health and well-being. Increasing hydration through the consumption of water has been shown to improve nutrition, decrease excess weight gain, and improve students’ cognitive function. Students may access water from the drinking fountains located in the school throughout the school day or bring a **non-breakable** bottle filled with water from home. The following guidelines apply:

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

Failure to abide by any of the above guidelines will result in loss of the student’s water bottle privilege.

STUDENT SERVICES

School Assistance Team (SAT)

The school has a School Assistance Team (SAT) that meets the second Friday morning of the month as well as when needed. The SAT consists of the counselor, the principal, the nurse, and several faculty members who meet for the purpose of supporting both the teachers and students to monitor both academic and social progress. The SAT can make recommendations to parents for outside evaluations.

ARD Referral Process

If a child is not progressing academically, the school may ask the parents to initiate or the parents may initiate on their own the process to request professional assistance from the local public school system. The Admission, Review and Dismissal Process (ARD) is available to children who may need further academic assistance. The ARD Process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial ARD meeting with the ARD committee from the child's local public school (Resurrection St. – Paul School must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary.

If an evaluation plan is determined, and the test results determine that there is a need for implementation of an Individualized Education Process (IEP), Resurrection St. –Paul School Administrators will consult with the parents to determine the most appropriate academic placement for the child.

School Counselor

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

VISITORS/VOLUNTEERS

Visitors:

In order to ensure a safe environment, all doors will remain locked during the school day.

All persons entering the school must enter through the main school foyer doors, announce who they are and report immediately to the first floor school office. In the office, all visitors will have their driver's license scanned through the RAPTOR system. All visitors must sign the visitor log book. If a parent or guardian is volunteering at the school, they also need to have visible their VIRTUS badge. All visitors must be identified and wear a VISITOR badge while in the building.

Please do not bring forgotten homework or schoolwork to school after the school day begins. These items will not be delivered to the students. Forgotten lunches and band instruments are the only things that can be left in the school office for pick-up at appropriate times. Students will not be permitted to call home for forgotten articles with the exception of band instruments since instruction is paid for by families.

Visitors are not permitted to interrupt classes during the school day under any circumstances. Visitors may not enter a classroom without specific authorization from a teacher or staff member. Parents and

guardians are welcome to meet with the teachers but must call or email in advance to make an appointment. All parents/visitors who are not wearing their VIRTUS badge will need to be escorted while in the building.

Volunteers:

Parents and guardians of the students in Resurrection-St. Paul School are encouraged to become actively involved by volunteering here at school. **All volunteers at school must be VIRTUS certified and have visible their 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 volunteer hours in the volunteer logbook that is kept in the front office or keep a personal copy for your hours. This will ensure that you receive credit for your service hours. Any family member over the age of 18 years, with VIRTUS certification or between the ages of 16 and 18 with Worthy of the Call certification, may volunteer here at school.

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

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 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.**

TRANSPORTATION

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

Car Riders

Parents are responsible for transporting their children to and from school if they reside outside of the approved Howard County Board of Education bus transportation service area.

Parents are required to show respect to teachers, patrols and parent volunteers in the school parking lot during arrival and dismissal. People being disruptive, displaying rude behavior, and/or using inappropriate language may be barred from the property.

Howard County School Bus

School bus transportation is available through the Howard County Department of Pupil Transportation Services. Boundary and bus routes are set by the county and change somewhat annually. These are available from the school office.

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

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

Bus stops, within the busing boundaries, are established using the criteria set by the Howard County Board of Education's Department of Transportation. Parents will need to check the bus route schedule to determine the safest, closest bus stop location for their child.

Parents need to be at the bus stop 10 minutes prior to scheduled pick up and drop off.

School Bus Conduct (per Howard County "On Board Responsibilities" for student bus riders)

- Students are to walk to their seat and be seated as quickly as possible.
- Books or other materials should be held by students or placed on the floor directly beneath their seat. Nothing can be placed in the aisles.
- Students are to sit in their seats, facing forward, with feet out of the aisle, and hands, arms, and head inside the bus.
- Eating, drinking, smoking, lighting matches or lighters, and littering are prohibited.
- Students shall not throw paper or any other matter out of bus windows.
- Loud conversations, profanity, obscene gestures, rough play, and fighting are not permitted.
- Any damage to the interior or exterior of the school bus is prohibited and will be cause for suspension of riding privileges. In addition, the parent and student are responsible for any financial restitution caused by such damage. Reinstatement of bus riding privileges will only be considered after financial restitution has been made.
- Students are not to touch or tamper with the emergency door or emergency window handles unless directed to do so by the bus driver.
- Students are not to sit in the driver's seat or tamper with any controls or equipment.
- Students must obey all directions from the driver. The bus driver is in charge of and responsible for students on the bus unless a teacher is on the bus.
- **Electronic devices and cell phones are not to be used on the bus at any time.**

Furthermore, students should consider riding the bus as an extension of school and conduct should likewise reflect the policies and values of Resurrection-St. Paul School.

COMMUNICATION

Between Home and School

Parents are afforded a variety of methods to communicate with the school administration and staff. All school personnel has access to email. The listings can be found on the school website. Parents may also send in written notes that will be forwarded from the school office to the proper recipient(s).

Weekly Newsletter and Calendar

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

Facetime Thursday

Each Thursday afternoon from 2:45-3:15 p.m. there will be an administrator in multipurpose room 4 of the school to address any parent questions or concerns in person. Parents and guardians are encouraged to stop by to ask questions or to get clarification on anything going on at the school.

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

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

School Phones

School phones are to be used for school-related matters by teachers, staff, and administration only. Students will be allowed to place and receive calls, in an emergency, after receiving approval from a teacher, staff member, or the administration. Students are not permitted to call home for forgotten articles, except a band instrument. Only essential telephone messages will be delivered to the student during school hours.

Cell Phones

Students are permitted to bring a cell phone to school, but it must be brought to the designated drop-off point immediately upon the student's arrival to school, checked in, and should then be retrieved from this point at dismissal. At no time during the school day, or while in the school building, are students allowed to have access to their personal cell phone. If a student is found in possession of a cell phone during the school day, it will be confiscated and kept in the office until a parent, student, and administrator meeting takes place. The student will receive consequences for not following the policy. Consequences will be determined by the administration. The school will assume no responsibility for lost or damaged cell phones. Cell phones may not be used on the school bus, during Before and After Care, or during after school clubs and activities. Cell phones are to be left off until the student has left the property.

Electronic Devices

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

E-Readers

Students in Grades 4-8 are allowed to bring their e-readers to school as long as they have taken the after school work session with Mrs. Wells and the parents have signed the permission slip. Please contact Mrs. Wells at jwells@resstpaul.org for more information.

SCHOOL COMMUNICATIONS GUIDELINES AND USE

Communication Guidelines Purpose

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

The Role of Administration

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

Guidelines for Communication Methods

For the purposes of this policy, communication methods are grouped as the School Newsletter, *News and Notes*; the Alert Solutions message system; the Wednesday Folders, Fliers, Letters, Room Parents and Social Media.

A. The School Newsletter, *News and Notes*

- a. *News and Notes*, the primary communication tool, will be sent home every Wednesday afternoon with the youngest or only child in their school folder. The newsletter will also be posted on the school website and will be sent electronically via subscription to Alert Solutions.
- b. Submission requests for the newsletter are due to newsletter@resstpaul.org by 10:00 a.m. on the Monday of the week the information is to run. If that Monday is a holiday, the deadline is Friday, the week prior, at 10:00 a.m.
- c. 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.
- d. Topics submitted to the newsletter should only be run one time to ensure the timing of the information is relevant.
- e. Edits may be made to all *News and Notes* submissions due to space constraints.

B. K-Swift Message System

- a. K-Swift Message System, our vehicle to send emails and automated voice messages, will be used at the discretion of School Administration to communicate notices or reminders that cannot wait for the Wednesday Newsletter.

C. Wednesday Folders, Fliers, Letters

- a. Wednesday Folders, that contain the school newsletter, will go home weekly with the youngest or only child.
- b. Every student will have a Wednesday Folder for classroom communication, chaperone forms, permission slips, etc. Teachers will communicate whether or not the school work contained in the folders needs to be returned or kept at home.
- c. Fliers will be primarily posted on the school website. Online fliers will be mentioned in the school newsletter. Fliers for special events, major announcements, lengthy information or information requiring a form to be returned to an individual or group may be sent home in Wednesday Folders.
- d. Restaurant Night fliers will be sent home the day of or the day before the event.
- e. Fliers should be submitted for approval to the school principal a minimum of one week prior to the Wednesday it is to be sent home.
- f. Letters will be sent home at the discretion of the school administration.
- g. All items to be sent home will be distributed at the discretion of the school administration.

D. School Website

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

E. Room Parents

- a. Communication sent through room parents must have the approval of the HSA Room Parent Coordinator and the school administration.
- b. 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.

F. Social Media

- a. Official Resurrection-St. Paul School social media pages or groups will only be administered by an employee of the school. The site will contain notices, reminders and announcements.
- b. Groups using the Resurrection-St. Paul School name (including our “RSPS” acronym) and/or logo must register the group with the school and receive approval from the school administration. The RSPS parent Facebook network is a private Facebook site for current RSPS parents only. In a 2014 survey, it was indicated that parents want this type of parent to parent/administration networking. Postings relating to school classes or school

sponsored activities and events, whether on site or off campus, must be approved by the school administration.

Promotion of Events

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

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

The Use of the School Name and/or Logo

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

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

PARTNERSHIP WITH PARENTS

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

1. Being a partner with the school in the education of your child;
2. Understanding and support the Catholic mission and identity of the school;
3. Reading all communications from the school and to request clarification when necessary;
4. Knowing who your child’s teachers are and to observe parent/teacher conference dates and any special requests for meetings;
5. Discussing concerns and problems with the person(s) most directly involved;
6. Being active as you can be in the life of the school and to volunteer assistance when possible;
7. Promoting your school and to speak well of it to others;
8. Meeting your financial obligations in a timely manner and to support the fundraising efforts of the school when possible;
9. Appreciating that Catholic education is a privilege that many persons do not have.

Grievance Policy

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

Lost and Found

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

Parental Support/Compliance

In cases of serious or repeated non-compliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school and/or Before and After School Care.

LUNCH AND RECESS

Lunch/Recess Schedule

The lunch periods are as follows:

- Grades K, 1-2: Lunch 11:00-11:20 a.m. and Recess from 11:20-11:45 a.m.
- Grades 3-5 : Lunch 11:30-11:50 a.m. and Recess from 11:50 a.m.-12:15 p.m.
- Grades 6-8 : Lunch 12:00-12:20 p.m. and Recess from 12:20-12:45 p.m.

Pre-K3 and Pre-K4 students eat in their classrooms from 12:30– 1:00 p.m.

Students in Grades K-8 may bring a lunch from home or purchase one from the school's Hot Lunch Program.

Hot Lunch Program

Our Hot Lunch Program is run by All About Lunch. Procedures regarding how to order a hot lunch from All About Lunch can be found on the RSPS website.

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 during the first week of school. Fees for milk orders will be processed through the FACTS system in September.

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.

Playground Rules

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

- All playground equipment is to be used in a safe manner.
- Only faculty-approved games may be played on the playground.
- The school provides playground items such as balls, jump ropes, etc.
- Students will stay in their designated play areas.
- Re-entry into the school building during recess will only be permitted for first-aid or with permission of the playground supervisor.
- Gaga Pit can only be in play when there is extra adult supervision at recess.

SCHOOL UNIFORM

Requirements

It is important that students wearing the Resurrection-St. Paul School uniform recognize that they are representing the school. The uniform should be neat, clean, and worn properly, even when students are not in school but are still in uniform. Shirts must be tucked in, unless they are the girls banded bottom shirt. Approved school belts must be worn with slacks and shorts. When shorts, jumpers, skorts or skirts are worn, they must 2 inches below the fingertips of the student when their arms are extended downward against their sides.

Lands' End 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 shoelaces tied at all times.

Lands' End

School ID 900160813

Landsend.com/school

1-800-469-2222

Items can be viewed for size purposes at the Lands' End section at your local Sears store

UNIFORM CHECKLIST

Pre-K and Kindergarten

GIRLS Year Round Uniform

Navy micromesh logo shorts

or

Navy skort

Navy logo t-shirt

Navy logo sweatpants (winter)****

White crew or ankle socks ***

Athletic shoes (no lights)

Optional:

Navy logo crew sweatshirt

BOYS Year Round Uniform

Navy micromesh logo shorts

Navy logo t-shirt

Navy logo sweatpants (winter)****

White crew or ankle socks ***

Athletic shoes (no lights)

Optional:

Navy logo crew sweatshirt

UNIFORM CHECKLIST

Grades 1-5

GIRLS Gym Uniform

Navy micromesh logo shorts

Navy logo t-shirt

Navy logo sweatpants (winter)****

White crew or ankle socks ***

Athletic shoes*

BOYS Gym Uniform

Navy micromesh logo shorts

Navy logo t-shirt

Navy logo sweatpants (winter)****

White crew or ankle socks ***

Athletic shoes*

Optional:

- Navy logo crew sweatshirt

GIRLS Uniform

- Plaid blue/gray LE jumper
- White monogram peter pan collar shirt (short sleeve)
- Uniform shoes**
- Navy knee socks, navy tights, or white ankle socks ***

Optional:

- Navy logo cardigan sweater

Optional:

GIRLS Spring/Fall Uniform *****

- White logo golf shirt (short sleeve)
- White monogram peter pan collar shirt (long or short sleeve)
- Navy shorts
- Navy skort or navy skirt with pockets
- White ankle or crew socks ***
- Uniform shoes**

UNIFORM CHECKLIST

Grades 6-8

GIRLS Gym Uniform

- Navy micromesh logo shorts
- Navy logo t-shirt
- Navy logo sweatpants (winter)****
- White crew or ankle socks ***
- Athletic shoes*

Optional:

- Navy logo crew sweatshirt

Optional:

- Navy logo crew sweatshirt

BOYS Uniform

- Navy LE pants
- White logo golf shirt (long or short sleeve)
- Uniform shoes**
- Black or brown solid belt
- Solid black, navy, or white crew socks or solid white ankle socks ***
- Navy logo v-neck or vest sweater

Optional:

BOYS Spring/Fall Uniform *****

- White logo golf shirt (short sleeve)
- Navy LE shorts
- Black or brown solid belt
- White ankle or crew socks ***
- Uniform shoes**

BOYS Gym Uniform

- Navy micromesh logo shorts
- Navy logo t-shirt
- Navy sweatpants (winter)****
- White crew or ankle socks ***
- Athletic shoes*

Optional:

- Navy logo crew sweatshirt

GIRLS Uniform

- Navy kilt or skirt
- White monogram oxford shirt (long or short sleeve)
- Uniform shoes**
- Navy knee socks, navy tights, or white ankle socks ***

Optional:

- Navy logo cardigan sweater

GIRLS Summer Uniform – Optional *****

- White logo golf shirt (short sleeve)
- Navy shorts
- Navy skort, kilt, or short with pocket*****
- White ankle or crew socks ***
- Uniform shoes**

BOYS Uniform

- Navy pants
- White monogram oxford shirt (long or short sleeve)
- Black or brown solid belt
- Blue/red tie
- Uniform shoes**
- Solid black, navy or white crew socks or solid ankle socks ***

Optional:

- Navy logo v-neck or vest sweater

BOYS Summer Uniform – Optional *****

- White logo golf shirt (short sleeve)
- Navy shorts
- Black or brown solid belt
- White ankle or crew socks ***
- Uniform shoes**

Please Note:

* Gym shoes should be athletic (no skate or light up styles).

** Refer to shoe guide for appropriate regular uniform shoe options.

*** Socks must be solid color. Ankle socks must be worn above the shoe.

**** November 1st- March 31st: In addition to the gym t-shirt and shorts, the navy blue sweatpants with school name silkscreen must be added and worn. The school sweatshirt with silkscreen is optional.

***** The Optional Spring/Fall uniform may be worn the first day of school until October 31st and April 1st through the last day of school.

***** Skirts should be 2 inches below the fingertips of the student when their arms are extended downward against their side.

PERSONAL APPEARANCE

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. 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.

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 during the school year.

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 tortoiseshell.
- 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 tips, may be worn.

Backpacks

Backpacks should be non-rolling.

Disciplinary Action for Non-Compliance with the Dress Code

Students who are not in compliance with the school uniform or personal appearance guidelines are subject to disciplinary action. A point system is in place for uniform violations which will result in a detention and possible suspension for repeat offenses. 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.

Non-Uniform Days

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

Occasionally during the school year, students are allowed to come to school out of uniform (and theme shirt). Attire on these days should be appropriate for Resurrection-St. Paul School. **Students will be asked to call home for a change of clothes if the administration or faculty deems that any article of non-uniform day clothing is suggestive or inappropriate.**

- Shorts may not be worn on non-uniform days during the months of November-March.
- If shorts or a skirt 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.
- Pajama bottoms may not be worn to school at any time.
- Leggings and yoga pants can be worn with tops that come down over the hips.
- Flip-flops, boots, clogs, Uggs or sandals should never be worn to school. Students may only wear gym shoes, school shoes, or appropriate closed-toed, low heel dress shoes to school on non-uniform days.

STUDENT ACTIVITIES AND ORGANIZATIONS

National Junior Honor Society

Academically qualified students in Grades 7 and 8 are invited to apply to the National Junior Honor Society after the first trimester. In order to be offered membership into the National Junior Honor Society, students must have at least a 3.8 GPA and received Good or Outstanding in all Effort/Conduct areas 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 all students who desire to run meet the grade, effort and conduct requirements. Students who run for officer positions must have a Good or above in Effort/Conduct on their prior school year's T-3 Progress Report and grades of B or better final grade on their prior year's Progress Report. 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 positions 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 Good 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.

Band

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

Safety Patrols

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

Additional Clubs

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

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

FIELD TRIPS

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. Students are expected to stay until the end of the regular school day following the return from a field trip. In advance of the trip, a permission form, required by the Archdiocesan Division of Catholic Schools, is sent home. A student will be permitted to attend the trip **ONLY** if the permission slip is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. Faxed permission slips are acceptable, but a verbal OK over the phone or handwritten note cannot be accepted as permission. If, for some extraordinary reason, a student is unable to participate in a field trip, the student is expected to attend school on that day. **Fees must still be paid since the rate the school is quoted reflects total class participation.** The teacher(s) will supply work, and the student will be assigned a classroom in which to work under the supervision of a staff member. The teacher must be notified in advance if a child will not participate in a field trip experience. If a student is unable to attend because of illness, we cannot promise a refund. Students who are kept home from the field trip will be marked absent.

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

Teachers are responsible for the safety and care of students both in and out of the school building. First aid kits and medications for students who require them will be sent on all field trips. The school nurse will prepare the medications that are to be administered to students during the trip and notify teachers. Teachers should consider the medication needs of the student and the teacher's supervisory role when

arranging bus transportation and student groupings for the field trip. All medications are to be kept in the possession of the teachers in charge at all times and administered by the teachers to the students who require them during the trip. Parent chaperones are not permitted to carry or administer medication to students, unless for their own child, and have made prior arrangements in collaboration with the nurse and teacher. All students need to ride the bus both ways. Attendance on a field trip is considered a privilege and students may be denied participation if they fail to meet academic or behavioral requirements.

ACADEMIC POLICIES

Grading

Grades are based on the degree of success the individual student has achieved in completing their program. Students shall be graded in accordance with their ability and achievement. 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 at the beginning of the school year.

Parents/guardians of children in Grades 3-8 may view their child's progress online by accessing the PowerSchool website via access codes which will be sent home the first few weeks of school. Please check the school weekly newsletter and calendar for available dates. Issued passwords, if misplaced or forgotten, may be obtained by calling the main office.

Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities.

Honor Roll

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

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

Progress Report

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

Promotion Requirements

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

Retention

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

Work Habits

- Written assignments must be neat, legible, and complete.
- All papers for students in Grades 2-8 must display the proper school heading according to grade level expectations.
- Books, book bags, pencil cases, and notebooks should be free of scribbling and graffiti inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- At all grade levels, students are required to do homework.
- Requirements for homework are determined by the staff annually and communicated to the parents via a letter or at the Back to School Night meeting.
- **Students must always have a book with them to read!**

Homework

Homework will be given in Grades K-8. Homework is intended to underscore and provide practice in the subject matter addressed during the school day. Completing homework in a timely manner is an important organizational skill for students to learn. Students are accountable for homework and will be given credit for their work. Understandably all assignments are not going to be of equal value. Friday homework is given at the discretion of the teacher. Extended projects are part of each student's core curriculum.

On the average, homework will follow the time allotment below:

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

Middle school (Grades 6-8) homework accountability should follow the following guidelines:

- Daily or cyclical homework assignments, such as math/vocabulary, will be valued at a consistent amount. If many problems are incorrect due to carelessness/lack of effort or late, points may be deducted.
- If a student does not have his/her completed assignment at the time it is due, the student may be required to work on the work during their lunch period in one of the administrators offices'. It is important that the student do the assigned homework and it is important that teachers follow through with collecting assignments on time.
- Long-term assignments will usually carry more point value. Students are responsible for turning in work on time and will be penalized for lateness.
- Collaborations with other students on independent homework assignments are not acceptable and can be considered cheating in which consequences may result.
- If the Internet is to be used to research answers and/or complete assignments, students should use Work Cited references.
- Assignments will be posted on each teacher's Google site.
- Students who have an excused absence for an extended length of time will be permitted a reasonable deadline that will be determined by their teacher.

Academic Dishonesty

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

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

Parent/Guardian Homework Responsibilities and Student Support

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

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

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

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

While it is the student's ultimate responsibility to write down the daily assignments in their daily planners, homework for students is available on the school website at www.resstpaul.org.

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

Testing-Related Penalty:

This measure may involve subtracting points from a student’s test score (to be determined based upon the total value of the points on the test/quiz), confiscating a student’s test paper, or lowering a student’s test score or grade. The action may result in an immediate detention as well. Cheating includes, but is not limited to: obtaining unauthorized information on a quiz or test, plagiarizing written work, copying another student’s homework or report, and giving aid by allowing another student to copy a quiz, test, exam composition, lab report, research paper, or homework.

Progress Reports and Interim Reports

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

Archdiocesan Progress Report Grading Codes by Grade Level:

Course	PreK - 2	Grades 3-5	Grades 6-8
Language Arts	Progress Codes	Letter Grade	Letter Grade
Math	Progress Codes	Letter Grade	Letter Grade
Science	Progress Codes	Letter Grade	Letter Grade
Social Studies	Progress Codes	Letter Grade	Letter Grade
Religion	Progress Codes	Letter Grade	Letter Grade
Spanish	Progress Codes	Letter Grade	Letter Grade
Library	Progress Codes	Achievement Comments	Letter Grade
Computer	Progress Codes	Achievement Comments	Letter Grade
Physical Education	Progress Codes	Achievement Comments	Letter Grade
Art	Progress Codes	Achievement Comments	Letter Grade
Music	Progress Codes	Achievement Comments	Letter Grade
All Classes		Effort and Conduct	Effort and Conduct

Progress Codes:**I = Independent:**

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

P= Progressing:

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

E= Emerging:

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

NA= Not assessed at this time

Letter Grades:

A+ = 97-100

A = 93-96

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

Achievement Comments:

P= Demonstrates Proficiency

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

V= Very Good Progress

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

G= Good Progress

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

S=Satisfactory

- Demonstrates meeting the level of expectation.
- Demonstrates average application of skills or processes required to complete grade level academic performance tasks
- Demonstrates average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates average knowledge of important information
- Demonstrates average ability to use required knowledge to communicate ideas
- Completes and turns in average class work and homework

I= Improvement Needed

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

N=Not Progressing

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

Effort Codes:

O= Outstanding

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

G= Good

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

S=Satisfactory

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

I=Improvement Needed

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

U=Unsatisfactory

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

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

Parents will be contacted by the teacher by mid-trimester for students who are failing, are in danger of failing the trimester, or who have had a significant change in their academic status. In many cases, a conference will be requested and scheduled to help identify the support the student needs to meet with success.

After this communication from the school, it is the responsibility of the parent/guardian to check with the teacher on their child's progress.

Conduct:

Outstanding

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

Good

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

Satisfactory

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

Improvement Needed

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

Unsatisfactory

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

Conferences/Teacher Communication

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

Every parent is requested to attend a conference with each child's teacher at least once a year. Due to the many responsibilities our teachers have before and after school, **teachers may be seen by appointment only.**

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

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

Preschool Inclusion Policy

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

If the student is eligible for special education services, every effort will be made by the Resurrection-St. Paul School staff to complete the required paperwork, to attend the IEP meetings, and to support the parents and student. The administration is responsible for making sure the student accommodations agreed upon in the IEP meeting with the parent/guardian are implemented by the teachers. This may involve special pencil grips, special seating, extra gross motor work, etc.

Individualized Education Policy

If a student is not progressing academically, the school may ask the parent /guardian to initiate or the parent /guardian may initiate on his/her own, the process to request a professional educational evaluation of the student from their local school system. The Individualized Education Process begins with the collection of screening information and professional evaluations to determine if there is a reason to suspect a disability that impacts learning under special education laws. An initial meeting with the IEP committee from the child's home school and participants from Resurrection-St. Paul School will determine whether or not specialized educational services are necessary. ***Federal Law requires the implementation of an individualized education plan (IEP) only in the public sector.*** However, if testing and evaluation results determine that there is a need for the implementation of an individualized education plan for the student, Resurrection-St. Paul administrators will consult with the parent/guardian to determine the most appropriate academic placement for the student.

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

Retention/Summer School

- Resurrection-St. Paul School follows Archdiocesan guidelines in terms of retention. If retention appears to be a possibility, then by mid-February the teacher(s), administration, parents (and student if applicable) meet to review the students work performance to date and to discuss the possibilities of his/her academic success for the remainder of the year.
- The parent/guardian will be notified in writing by the middle of the third trimester if there is a likely possibility of retention, failure, or dismissal of a student for academic reasons.
- The teacher(s) will continue to provide all assistance possible and regularly discuss the student's progress or lack of progress throughout the rest of the third trimester.
- If a student fails one academic subject for the year, that student must successfully attend summer school prior to entering the next grade for the new school year. Written proof will be required.
- If a student fails two or more academic subjects for the year, he/she will be automatically retained for the following school year.
- Neither conduct nor attendance should be considered the sole basis for retention, but may be contributing factors.
- Diplomas will be issued to those students who have successfully completed the 8th grade requirements. Those who have not successfully completed the requirements will be issued a certificate of attendance.
- If for any reason parents/guardians wish their child to be retained in the same grade, the school principal must be notified in writing by the beginning of the third trimester.

Standardized Testing Program

During the spring of each school year, in compliance with the Archdiocesan policy, The Iowa Test of Basic Skills (Iowa) will be administered to students in Grades 2-8. Students in Grades 2, 4, 6 and 8 will also be given the CogAT (cognitive abilities test). The computerized Home Report, which explains the scored results, will be sent home to parents and guardians when the school receives the reports. It is very important that all students are present for this testing. Make-ups will not be given. Please consult the school calendar for testing dates.

ACRE Testing

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

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

FERPA POLICY

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

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Mrs. Karen Murphy, principal, a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to Mrs. Karen Murphy, principal, and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's educational record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 1. To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
 2. To other schools to which a student is transferring.
 3. In connection with financial aid under certain circumstances.
 4. To specified officials for audit or evaluation purposes.
 5. To organizations conducting certain studies for or on behalf of the school.
 6. To accrediting organizations.
 7. In order to comply with a judicial order or lawfully issued subpoena.
 8. To appropriate officials in cases of health and safety emergencies.
- Resurrection-St. Paul School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in drama productions,

the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

- The School has designated the following information:
 1. Student's name
 2. Participation in officially recognized activities and sports
 3. Address
 4. Telephone listing
 5. Electronic mail address
 6. Photographs
 7. Honors and awards received
 8. Grade level
- Parents who do not want Resurrection-St. Paul School to disclose the above directory information without their prior written consent must notify Mrs. Karen Murphy, Principal, in writing by September 15th of each school year.
- A log will 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 will 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 Ave. S.W., Washington, D.C. 20202-8520.

PRIVACY POLICY

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 Videotaping

Photographs and videotaping taken by Resurrection-St. Paul School administration, staff, and authorized third parties, such as the school photographers, are the property of Resurrection-St. Paul School. **Parents and visitors to the school must obtain the express written permission of the school if they want to photograph or videotape persons or property associated with Resurrection-St. Paul School.** Parents and student family members will be allowed to photograph or videotape their children, their child's classmates and school personnel at specific school functions. In exchange for the allowance of this photography and videotaping, the families of Resurrection-St. Paul School agree to keep the photographs and videotapes confidential and not to disseminate them to any other persons, businesses, or other third parties without the express written permission of Resurrection-St. Paul School and the parties involved. The unauthorized 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.

Panther Pride:

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

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

We are consistent.

In each area of our school (cafeteria, bathrooms, hallways, recess, and classrooms) students are expected to show Panther Pride by being **R**espectful, **S**afe, **P**repared and **S**mart.

Expectations are taught and retaught.

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

Our program is data-driven.

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

	Bathroom	Cafeteria	Recess	Hallway	Special Events	School Bus
R Be Respectful	<ul style="list-style-type: none"> Stay Quiet Flush the toilet Respect other's privacy Use one paper towel and put it in the trash 	<ul style="list-style-type: none"> Wait patiently in line Only touch what belongs to me Speak in a conversation tone. Use kind words. Listen to all adults Clean up all trash in my area 	<ul style="list-style-type: none"> Take turns and cooperate Include others Be mindful of others space and activities 	<ul style="list-style-type: none"> Quiet voices Use appropriate language Keep hands, feet, objects, and bodies to myself Pick up trash and throw it away 	<ul style="list-style-type: none"> Be kind to all Use manners Listen and follow directions 	<ul style="list-style-type: none"> Speak appropriately to peers and Bus Driver Say "Hello" and "Thank You"
S Be Safe	<ul style="list-style-type: none"> Wash Hands Use the equipment properly 	<ul style="list-style-type: none"> Eat my own food Be knowledgeable of students with allergies 	<ul style="list-style-type: none"> Honor freeze bell Walk to get in line Stay in coned area Keep hands and bodies to myself 	<ul style="list-style-type: none"> Walk to the right Keep my locker clean and closed 	<ul style="list-style-type: none"> Use appropriate entrances and exits Stay in assigned area Keep outside doors closed at all times 	<ul style="list-style-type: none"> Stay in seat and sit facing forward Keep all materials and bodies inside bus Listen to Driver and Safety Patrols
P Be Prepared	<ul style="list-style-type: none"> Be signed out or have a bathroom pass Check uniform before returning to class Return to class promptly without disrupting class upon entry 	<ul style="list-style-type: none"> Know what I want to eat before I get in line Bring lunch or have money in my account Begin eating right away 	<ul style="list-style-type: none"> Dress appropriately for the weather Return equipment Report broken or missing equipment 	<ul style="list-style-type: none"> Take most direct path to destination Only use lockers at scheduled time 	<ul style="list-style-type: none"> Arrive on time Bring all necessary materials Wear complete and proper uniform 	<ul style="list-style-type: none"> Arrive to bus stop on time Take all belongings with me
S Be Smart	<ul style="list-style-type: none"> Report any needed supplies to teacher Report vandalism and inappropriate behavior to my teacher 	<ul style="list-style-type: none"> Make healthy food choices Stay in my seat Raise hand for help 	<ul style="list-style-type: none"> Accept consequences without arguing or complaining Line up calmly, quietly and quickly in correct line Report any inappropriate behavior to teacher on duty 	<ul style="list-style-type: none"> Accept consequences without arguing or complaining Use manners 	<ul style="list-style-type: none"> Use applause appropriately Accept consequences without arguing or complaining 	<ul style="list-style-type: none"> Pick up trash and throw it away Follow posted bus rules Report vandalism and bullying

Procedures for Rule Violations Pre-K-K

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
<i>Behaviors that do not appear chronic or significantly violate the rights of others</i>	<i>Behaviors that put others at risk or harm, are chronic (occur 3 times) L1 behaviors, significantly violate the rights of others</i>	<i>Behaviors that violate RSPS policies, require administrator involvement, chronic (occur 3 times) L2 behaviors</i> <i>(points are assigned by administration)</i>
<p>Behaviors:</p> <ul style="list-style-type: none"> ● Calling out ● Minor inappropriate language ● Refusing to work ● Minor dishonesty ● Not having materials ● Non-compliance ● Running ● Minor disruption ● Pattern of not completing homework 	<p>Behaviors:</p> <ul style="list-style-type: none"> ● Refusing to work ● Minor dishonesty ● Minor inappropriate touching ● Minor aggression ● Unsafe or rough play ● Disrespectful tone, actions (others or property), body language 	<p>Behaviors:</p> <ul style="list-style-type: none"> ● Bullying/harassment ● Academic dishonesty (copying) ● Major dishonesty (lying repeatedly) ● Abusive language/threatening ● Physical aggression ● Vandalism ● Chronic minor infractions ● Major/chronic refusal to follow school rules ● Theft ● Major classroom disruption ● Major disrespect toward others or property ● School bus offense
<p>Procedure:</p> <ol style="list-style-type: none"> 1. Inform student of rule violated 2. Describe expected behavior 3. Time-Out 4. Contact parent if necessary 5. Debrief and reteach school-wide expectation <p>*for uniform infractions, pattern of not completing homework, missing materials, and tardiness a gentle reminder will be sent to parents</p>	<p>Procedure:</p> <ol style="list-style-type: none"> 1. Inform student of rule violated 2. Describe expected behavior 3. Contact parent if nec. 4. Complete documentation form (MIR) 5. Submit form 	<p>Procedure:</p> <ol style="list-style-type: none"> 1. Inform student of rule violated 2. Describe expected behavior 3. Complete Office Discipline Referral form 4. Send student to office with ODR. 5. Contact Parents.

Procedures for Rule Violations 1-2

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
<i>Behaviors that do not appear chronic or significantly violate the rights of others</i>	<i>Behaviors that put others at risk or harm, are chronic(occur 3 times) L1 behaviors, significantly violate the rights of others</i>	<i>Behaviors that violate RSPS policies, require administrator involvement, chronic(occur 3 times) L2 behaviors</i>
	(all receive 1 point)	(points are assigned by administration)
Behaviors: <ul style="list-style-type: none"> ● tardiness ● Calling out ● Refusing to work ● Minor dishonesty ● Not having materials ● Non-compliance ● Running ● Minor disruption ● Pattern of not completing homework (5 times in a trimester) 	Behaviors: <ul style="list-style-type: none"> ● Minor inappropriate language 1pt if harmful ● Refusing to work 1 point ● Minor dishonesty 2nd time- 1 pt ● Minor inappropriate touching 1 pt ● Minor aggression 1 pt ● Unsafe or rough play 2nd time- 1 pt ● Disrespectful tone, actions (others or property), body language 1 pt 	Behaviors: <ul style="list-style-type: none"> ● Bullying/harassment ● Major dishonesty (lying repeatedly) ● Abusive language/threatening (4 letter words) ● Physical aggression ● Vandalism ● Major/chronic destruction of property ● Chronic minor infractions ● Major/chronic refusal to follow school rules ● Theft ● Major classroom disruption ● Major disrespect toward others or property ● School bus offense
Procedure: <ol style="list-style-type: none"> 1. Provide multiple (3) warnings. 2. Inform student of rule violated 3. Describe expected behavior 4. Contact parent if necessary 5. Debrief and reteach school-wide expectation <p>*for uniform infractions, pattern of not completing homework, missing materials, a gentle reminder will be sent to parents</p>	Procedure: <ol style="list-style-type: none"> 1. Provide warning 2. Inform student of rule violated 3. Describe expected behavior 4. Contact parent if nec. 5. Complete documentation form (MIR) 6. Assign points 7. Submit form 	Procedure: <ol style="list-style-type: none"> 1. Inform student of rule violated 2. Describe expected behavior 3. Complete Office Discipline Referral form 4. Send student to office with ODR. <p>*suggested 3 points for each L3 behavior.</p> <ol style="list-style-type: none"> 5. Contact Parents.

Procedures for Rule Violations 3-5

Level One	Level Two	Level Three
<i>Behaviors that do not appear chronic or significantly violate the rights of others</i>	<i>Behaviors that put others at risk or harm, are chronic(occur 3 times) L1 behaviors, significantly violate the rights of others</i>	<i>Behaviors that violate RSPS policies, require administrator involvement, chronic (occur 3 times) L2 behaviors</i>
	(all receive 1 pt)	(points are assigned by administration)
Behaviors: <ul style="list-style-type: none"> ● tardiness ● Calling out ● Refusing to work ● Minor dishonesty ● Uniform violation ● Non-permitted food or drink ● Not having materials punctuation	Behaviors: <ul style="list-style-type: none"> ● Minor inappropriate language ● Refusing to work (complete refusal) ● Minor dishonesty (impacts others or chronic) ● Minor inappropriate touching ● Non-compliance ● Running ● Minor disruption ● Minor aggression ● Unsafe or rough play ● Disrespectful tone, actions (others or property), body language ● Pattern of not completing homework (3 times) 	Behaviors: <ul style="list-style-type: none"> ● Inappropriate display of affection ● Bullying/harassment ● Inappropriate dress (out of uniform) ● Major dishonesty (lying repeatedly) ● Abusive language/threatening (4 letter words) ● Physical aggression ● Vandalism ● Major/chronic destruction of property ● Chronic minor infractions ● Major/chronic refusal to follow school rules ● Theft ● Major classroom disruption ● Major disrespect toward others or property ● School bus offense
Procedure: <ol style="list-style-type: none"> 1. Provide multiple (3) warnings. 2. Inform student of rule violated 3. Describe expected behavior 4. Contact parent if necessary 5. Debrief and reteach school-wide expectation *for uniform infractions, pattern of not completing homework, missing materials, a gentle reminder will be sent to parents	Procedure: <ol style="list-style-type: none"> 1. Provide warning 2. Inform student of rule violated 3. Describe expected behavior 4. Contact parent if necessary 5. Complete documentation form (MIR) 6. Assign points for all L2 behaviors 7. Submit form 	Procedure: <ol style="list-style-type: none"> 1. Inform student of rule violated 2. Describe expected behavior 3. Complete Office Discipline Referral form 4. Send student to office with ODR. 6. Contact Parents.

Procedures for Rule Violations 6-8

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
<p><i>Behaviors that do not appear chronic or significantly violate the rights of others</i></p> <p><i>(MIR with 1 point Repeated behavior moves to level 2)</i></p>	<p><i>Behaviors that put others at risk or harm, are chronic (occur 3 times) L1 behaviors, significantly violate the rights of others</i></p> <p><i>(all receive 2 pts and a lunch detention)</i></p>	<p><i>Behaviors that violate RSPS policies, require administrator involvement, chronic(occur 3 times) L2 behaviors</i></p> <p><i>(points are assigned by administration)</i></p>
<p>Behaviors:</p> <ul style="list-style-type: none"> ● tardiness ● Calling out ● Refusing to work ● Uniform violation ● Non-permitted food or drink ● Not having materials 	<p>Behaviors:</p> <ul style="list-style-type: none"> ● Minor inappropriate language ● Refusing to work (complete refusal) ● Minor dishonesty ● Minor inappropriate touching ● Non-compliance ● Running ● Minor disruption ● Minor aggression ● Unsafe or rough play ● Disrespectful tone, actions (others or property), body language ● Pattern of not completing homework 	<p>Behaviors:</p> <ul style="list-style-type: none"> ● Inappropriate display of affection ● Bullying/harassment ● Inappropriate dress (out of uniform) ● Major dishonesty (lying repeatedly) ● Abusive language/threatening (4 letter words) ● Physical aggression ● Vandalism ● Major/chronic destruction of property ● Chronic minor infractions ● Major/chronic refusal to follow school rules ● Theft ● Major classroom disruption ● Major disrespect toward others or property ● School bus offense
<p>Procedure:</p> <ol style="list-style-type: none"> 1. Inform student of rule violated 2. Describe expected behavior 3 .Contact parent if necessary 4. Debrief and reteach school-wide expectation 5. Issue MIR with 1 point- if behavior is repeated- move to level 2. 6. Submit Form 	<p>Procedure:</p> <ol style="list-style-type: none"> 1.Inform student of rule violated 2. Describe expected behavior 3 .Contact parent if necessary 4..Complete documentation form (MIR) 5 Assign a lunch detention 7. Submit Form 	<p>Procedure:</p> <ol style="list-style-type: none"> 1.Inform student of rule violated 2.Describe expected behavior 3.Complete Office Discipline Referral form 4. Send student to office with ODR. 5. Teachers or Administration to contact parents.

DISCIPLINE POLICY

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

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

Behavior

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

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

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 follows:

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, 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 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 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Student Code of Conduct

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

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

Harassment Policy

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

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, 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.)

1. Scope

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

ii. Prohibited Conduct

- A. *For purposes of this Policy, “harassment” means verbal or physical conduct that denigrator shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:*
- (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;*
 - (ii) Has the purpose or effect of unreasonably interfering with an individual’s academic performance; or*
 - (iii) 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. “Sexual” harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive environment.*

iii. Procedure

- A. *Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student’s teacher, the principal of the school, the Superintendent of Catholic Schools.*
- B. *Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.*
- C. *Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.*
- D. *Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation’s findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.*

Bullying Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. 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 prevention and intervention.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. A standardized reporting form is available from the school office. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that 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,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

Media Center Policy

Students may check out two books at a time. He or she is allowed to keep them for two weeks (unless they check them out over Christmas or Spring break). If your child is in need of certain books for a project, they may gain permission from the Media Specialist to check out what they need for that special project. If your child joins the birthday book club program, he or she will be allowed to have the birthday book checked out, in addition to the other two choices. Students may also choose to renew their books (unless there is a waitlist for that particular book). Students will not be able to check-out new books until their late books are returned.

If a book is lost or damaged, the family will be responsible for paying to replace it. Late notices will be sent home weekly. If you find a discrepancy with the notice, please contact the Media Specialist as soon as possible. If the book is not located by the end of each trimester, a bill will be sent home for the replacement cost of the book. The student will lose check-out privileges until the account has been settled.

Search and Seizure

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

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

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

ADMISSION POLICY AND PROCEDURE

Admission Policy

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 **Pre-K** and **Grade K**:

- The child must be four years of age (PreK) and five years of age (Kindergarten) by September 1st, as verified by a birth certificate.
- 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 available space. A waiting list will be established, and reduced, as space becomes available on the basis of the general admission criteria.

TUITION AND TUITION POLICIES

Tuition Rates Per Grade	Catholic Plan I	Catholic Plan II	Catholic Plan III	Other Faith Plan I	Other Faith Plan II	Other Faith Plan III
Grades K-8	\$7,295	\$7,395	\$7,545	\$10,355	\$10,505	\$10,730
PK4 Full Day	\$8,025	\$8,135	\$8,300	\$11,390	\$11,555	\$11,805
PK4 5 Half Days	\$4,980	\$5,045	\$5,145	\$6,950	\$7,050	\$7,200
PK3 Full Day	\$8,025	\$8,135	\$8,300	\$11,390	\$11,555	\$11,805
PK3 5 Half Days or 3 Full Days	\$4,980	\$5,045	\$5,145	\$6,950	\$7,050	\$7,200
PK3 2 Full Days	\$3,230	\$3,280	\$3,345	\$4,450	\$4,515	\$4,615
PK3 3 Half Days	\$2,990	\$3,025	\$3,085	\$4,175	\$4,235	\$4,325
PK3 2 Half Days	\$1,990	\$2,020	\$2,055	\$2,785	\$2,815	\$2,880

Plan I:

- Single payment due in May 2018

Plan II:

- Two equal payments due in May and November 2018

Plan III:

- Ten equal payments due May 2018 - February 2019

Tuition for Catholic Discounted Rate

This rate is intended for active Roman Catholic families, registered in a Catholic Parish, who participate in the weekly Sunday offertory envelope program and attend parish liturgies on a regular basis. In order to be considered for the Catholic discounted rate, parishioners of Church of the Resurrection or St. Paul's must provide an envelope number and parishioners of all other parishes must provide a Letter of Good Standing.

Tuition for Other Faiths

This rate applies to those families who are not registered parishioners in a Catholic Parish.

Financial Aid/Scholarships

Financial aid is available through Church of the Resurrection Parish and St. Paul's Parish. Please contact the respective parish offices or the school's Business Manager to obtain additional information about these programs. Merit-based scholarships may be available through outside organizations such as Knott.

Tuition Policies

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

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

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

Tuition Payment Plans

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

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

- Plan I: One payment of full tuition by May 20th, via check, ACH debit, or credit card.
- Plan II: Two payments of one-half tuition by May 5th or May 20th and by November 5th or November 20th through pre-authorized transfers on your checking or savings account. At your option, you can set up a "custodial account" to satisfy this payment plan through your bank.
- Plan III: Ten equal payments of tuition on a monthly basis beginning in May and ending in February, through pre-authorized payment transfers on either the 5th or 20th of each month. At your option, you can set up a "custodial account" to satisfy this payment plan through your bank.

Resurrection-St. Paul School uses FACTS Management Company, (“FACTS”) to manage the tuition collection process. All school families are required to pay tuition through FACTS.

Payment Plans II and III may also be charged to an American Express, MasterCard, or Discover Cards (no Visa cards). Please note that there is an additional fee of 2.75%, in addition to the FACTS fee, associated with this credit card option only.

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

A processing fee of \$30 will be charged by FACTS for any checks or ACH payments returned by the bank.

Outstanding Debts

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

1. Resurrection-St. Paul School reserves the right to refuse admittance to class, withhold Progress Reports and transcripts, and/or shut off PowerSchool parent access when the family fails to meet payments satisfactorily or to conclude a financial arrangement mutually convenient to both parties. No Progress Reports or transcripts will be issued for any family whose financial obligations are not met.
2. **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. Once tuition obligations have been met, a student may be re-admitted on a space available basis.

We realize that extenuating circumstances may occur which would prevent you from paying your tuition in a timely manner or may necessitate a different payment arrangement. Please contact the school principal to establish a mutually satisfactory arrangement. The school principal must approve all special arrangements.

Withdrawal

Upon acceptance of a student by Resurrection-St. Paul School and execution of a tuition contract, the full year’s tuition shall be considered payable. If a student should leave Resurrection-St. Paul School for any reason during the school year, Resurrection-St. Paul School will refund tuition based upon the following schedule:

Academic Year	% of Tuition Refund
Prior to May 20th	100% (less non-refundable deposit)
Prior to July 1st	90%
Prior to start of school year	75%
Prior to November 1st	50%
After November 1st	0%

All tuition refunds are contingent upon Resurrection-St. Paul School receiving written notice prior to the student’s actual departure date and the refund amount will be determined based on the actual departure date.

FEES

New Student Application Tuition Deposit

All prospective families are charged a non-refundable, non-deductible application fee of \$100 per student. If the student is accepted, a tuition deposit of \$200 per student is due at this time. The \$200 deposit is applied towards the upcoming school year's tuition.

Re-Registration of Tuition Deposit for Current Students

Re-registration for returning families for the next school year takes place at the end of February. The re-registration form and the tuition deposit of \$200 per child are due on the date stated on the re-registration form. If the \$200 per child tuition deposit has not been received by the due date on the form, the student will be subject to open enrollment procedures. Students will need to register as a new student and will be subject to the non-refundable \$100 application fee noted above. The registration fee for Before and After Care is \$25.00 per family.

Graduation Fee

A graduation fee of \$200 will be collected for each 8th grade student. Graduation fees are charged through the FACTS management system. The due date for graduation fees is October 30.

Library/Media Late, Lost or Damaged Book Fee

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

Volunteer Service Hours

Each family with a child/ren in full day PreK-3 through Grade 8 is required to provide 30 hours of service to the school. Families with a child in the ½ day PreK-3 or PreK-4 only (no other sibling attending full day) are required to provide 15 hours of service to the school. Single-parent families are obligated to perform 15 hours of service. Single-family volunteer service fee status must be presented to and approved by Karen Murphy, school principal, prior to October 1st of the current school year.

The full volunteer service fee is \$450 or \$225 for a single parent household or a family with only a half day preschool student. Families not fulfilling their volunteer service requirement will be charged for unmet hours at the rate of \$15 per hour.

Volunteer hours are due in the log book by May 15th. **Outstanding service fees will be charged to the family's FACTS account on June 20th.** If a family knows that they will be performing volunteer hours for the school after the May 1st deadline, they should log that service into the volunteer log book, prior to May 15th, 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 Cultural Arts night, etc. It is not the school's obligation to log volunteer hours into the log book on the behalf of our families. **All bills not paid by the end of the school year will result in Progress Reports 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 15 hours of CYO basketball or Scout troop volunteer

time may be logged towards volunteer service for a family and up to 7.5 hours for a single-family household may be logged. The remaining 15 hours or 7.5 service hours need to be performed for the direct benefit of the school.

FUNDRAISING POLICY

Fundraising Purpose

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

Types of Fundraisers

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

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

The Use of the School Name and/or Logo

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

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

Implementation of Guidelines

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

- A. Student safety is upheld at all times.
 - a. If students are involved, all adult volunteers must be VIRTUS trained and certified in accordance with the Archdiocese of Baltimore policy.
 - b. If an adult volunteer is not VIRTUS trained and students are present, the adult must vacate the premises immediately.
- B. Participation is voluntary.
- C. Group incentives are the preferred means to motivate and reward students.
 - a. All incentives must be approved by the Principal.
- D. Students' participation in door-to-door fundraising activities will be of limited nature.

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

Payment Guidelines

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

POLICIES REGARDING LEGAL MATTERS

Sexual Harassment

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

Child Custody Issues

Parents should provide the school with any information and documentation regarding child custody, if applicable. In the case of a change of custody, a copy of the portion of the court order that describes the custody of arrangements must be on file with the school.

Buckley Amendment/ Non-Custodial Parent

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

ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS

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

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

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

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

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

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

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

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

- Violating the rights or privacy of others, including by photographing or filming an individual without consent.
- Posting or distributing videos or photographs without consent of the persons depicted and the School.
- Using technology to send profanity, obscenity, or other offensive or harmful language.
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music).
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym).
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols.
- Revealing personal information beyond what is required for login while using Internet or web-based resources.
- 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.

Web-based Services

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



Student(s) Last Name _____ Date: _____

Resurrection-St. Paul School

HANDBOOK ADMISSION ACKNOWLEDGEMENT

Please sign and return this acknowledgement page to the school office by Friday, Sept.14, 2018.

I/We have received a copy of the Resurrection-St. Paul School 2018-2019 Parent-Student Handbook and have carefully read and understand the policies, procedures, and regulations of this school, including tuition charges, parent responsibilities, student responsibilities, dress and disciplinary regulations. I/We hereby express acknowledgement of these policies, procedures, and regulations, and accept them as conditions for the enrollment of our child/children in this school.

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

I realize the my child/ren will be photographed or possibly videotaped for inclusion in, but not limited to the school yearbook, class group photos, school advertisements, school related newspaper articles, or the end of the year dvd presentation. **If I do not want for my child/ren photographed or videotaped, I will submit my non-consent in writing to the school principal prior to Friday, September 14, 2018.**

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

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

I hereby express acknowledgement of these policies, procedures, and regulations, and I understand that I will be accountable for adhering to them. **(Both parent signatures are required)**

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Student(s) Name(s) (print):

