

RESURRECTION CATHOLIC SCHOOL HANDBOOK



Primary Building
K-4 to 3rd Grade
32 West Vine Street
Lancaster, PA 17603
717-397-3136

Elementary Building
4th to 8th Grade
521 East Orange Street
Lancaster, PA 17602
717-392-3083

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RESURRECTION CATHOLIC SCHOOL

Directory Information

Primary Building

K-4 to 3rd Grade

32 West Vine Street
Lancaster, PA 17603
397-3136
FAX: 295-8475

Principal

Miss Brenda Weaver
397-3136 – Primary Building
392-3083 – Elementary Building
bweaver@resurrectioncatholicschool.net

Pastors / Parishes

Father Leo Goodman
St. Mary's Church
392-2578

Father Allan Wolfe
San Juan Bautista Church
392-4118

After School Program

Director – Miss Millie Banzhof
392-9335 (3:00 p.m. to 6:00 p.m.)
397-3136 (7:30 a.m. to 3:00 p.m.)

SCRIP Office

392-2930

Elementary Building

4th to 8th Grade

521 East Orange Street
Lancaster, PA 17602
392-3083
FAX: 735-7793

Executive Director

Father Daniel Mitzel
St. Anthony of Padua Church
394-0669

Msgr. Thomas Smith
St. Joseph's Church
397-6921

Father Ronald Moratelli
St. Catherine of Siena Church
786-2695

School Cafeteria

Director – Mrs. Angie Zigent
Primary – 392-9335
Elementary – 393-8891
(9:00 a.m. – 1:00 p.m.)

MISSION AND PHILOSOPHY STATEMENT

Where Faith and Knowledge Unite

Mission Statement

Resurrection Catholic School provides students with a Christ-centered education rooted in Sacred Scripture and the teachings of the Roman Catholic Church. By encouraging their spiritual, intellectual, emotional, social and physical development, nurtured in a multicultural environment, we guide each child on his or her journey to become a disciple of Christ.

Philosophy of Resurrection Catholic School

Education at Resurrection Catholic School embraces the spiritual, intellectual, moral, and physical dimensions of each individual.

We believe:

- Children are gifts from God entrusted to our care.
- Our children are the future of the Catholic Church and society.
- Each child needs a supportive, safe and caring, yet disciplined environment for learning.
- We support the parents / guardians in their role as primary educators.
- Catholic ideals, virtues and values are to be cultivated and practiced.
- Children learn at different rates and have different learning styles.
- Children need opportunities for their growth of self-confidence, respect, love of God and neighbor.
- Children need to be responsible citizens to deal with issues in today's world.

ADMINISTRATIVE INFORMATION

Admission / Registration Policies

Eligibility

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the requirements are eligible to attend Resurrection Catholic School. No child will be denied admission on the basis of race, ethnic origin, or religion.

Resurrection Catholic School is a consolidated Catholic School serving the parishes of St. Mary's Church, St. Anthony of Padua Church, St. Joseph's Church, San Juan Bautista Church, and St. Catherine of Siena Church. The following guidelines are used in accepting students:

- children from the supporting parishes
- children of Catholic parishes without schools
- children from other Catholic schools
- children from public schools (Catholic and non-Catholic)

All Catholic families sending their children to Resurrection Catholic School are expected to practice their faith by attending Mass every Sunday and living the Gospel values. All non-Catholic families who choose Resurrection for our religious based education are expected to attend weekly worship services in their own churches. All students will participate in daily religion classes (assignments and homework), prayer services, special projects, and school Mass.

Admission Criteria

K-4 (Pre-school)

Must be 4 years of age on or before September 1st of the entry year.

Kindergarten

Must be 5 years of age on or before September 1st of the entry year.

Initial Admission Requirements

- Birth certificate
- Baptism certificate
- Records of immunization
- Physical examination at entry level - Kindergarten and Grade 6 as required by the Commonwealth of Pennsylvania
- Proof of custody (where applicable)
- Registration fee
- Copy of the last report card and PSSA or standardized test scores

Initial Admission Requirements (Continued)

Parents should contact the school office to register a student. Students new to Resurrection Catholic School are accepted on a probationary status **for one year from the date of acceptance**. Failure to report accurately any child's learning disabilities or other problems could result in the child's removal from Resurrection Catholic School.

Fees and Tuition Policy

The yearly tuition is determined by the Resurrection Catholic School Board. This information will be available to all families before re-registration takes place for the new school year. Resurrection uses the FACTS Tuition Management Company to collect tuition. To use FACTS, each family must register and pay a one-time yearly fee. This fee is taken from the parents/guardian's checking or savings account the month before tuition payments are withdrawn. This process is done to make sure all accounts are set up correctly.

Tuition must be paid by using one of the following plans:

- Pay tuition in full by July 1st of the new school year.
- Pay tuition in two payments by July 1st and January 1st of the school year.
- Use FACTS to have it withdrawn from your checking or savings account for 10 or 12 months.

It is expected that tuition is kept current. If not, a child will not be allowed to return to school at the end of the trimester (December and August). Serious financial hardship should be communicated to the principal or pastor for any possible assistance.

Financial Assistance

Every effort will be made to sincerely assist families trying to give their child/ren a Catholic education. It is part of our obligation to assist if there is a genuine need to achieve this goal. Neumann Scholarships and Parish assistance forms are available each February for the next school year. Each family is responsible for applying to Neumann and FACTS if seeking aid from the pastors. It is required to comply with the deadlines designated. If you need help, please let the school office know. Financial aid may be available.

Insurance

School accident insurance is available for a nominal cost at the beginning of each school year. Forms are sent home the first week of school. This is an optional program.

Health Policies

A registered nurse from the School District of Lancaster is available to the school on an “as needed” basis. All school personnel are required to follow the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk to students, staff, and volunteers. The primary responsibility to administer medication to a student is a parent/guardian. Every effort should be made to administer medication during non-school hours. Should a student require a medication during school hours, a signed permission slip from the parent(s) must accompany both prescription and over-the-counter medication. The original prescription container must accompany all medication. The initial or first dose of medication should be given by the parent/guardian at home to ensure the student tolerates the medication. All medications require a permission form. Contact the school office for the Medication Permission Form.

The label on the container must contain information indicating the name of the student, name of the medication, name of the physician, date, and the directions for administering – including time and dosage. All medications will be kept in the school office and taken under supervision. Any student who is sick to their stomach, running a fever, or has an earache should not be sent to school.

Missed class work and homework will be sent home with the student when she/he returns to school. **Please do not call the school for missed work.**

Dress Code Diocesan Policy 513202

Students in the elementary schools of the Diocese of Harrisburg are expected to present a neat and clean appearance. Any dress or apparel that would not reflect the moral teachings of the Catholic Church is forbidden.

A student’s appearance, performance, and self-respect complement one another. Students are required to abide by the following regulations:

All Students – General

- Shoes are to be a brown, navy, or black oxford or loafer with a non-skid sole.
- Polished dress shoes must be worn with the summer and winter uniform.
- Students are not permitted to wear boots of any style, clogs, sandals, backless shoes, jellies, flip flops, ballet flats, crocs, or anything else that is not deemed appropriate. The heels of the shoes should not be higher than one inch.
- **Sneakers may only be worn on gym days.**
- Girls are to wear white, navy, or maroon knee-high socks or tights.
- Boys are to wear white, navy, or black dress socks. No sport socks.
- Socks are to be at least two inches above the shoe.

All Students – General Dress Code (Continued)

- All students may wear a navy or maroon sweater (cardigan, vest, pull-over).
- Girls and boys must wear solid belts (brown, navy, or black) with their slacks/pants or shorts.
- All slacks/pants/shorts must be worn at the waist.
- The students will wear their gym uniform to school on gym days.
- All jumpers/skirts may not be more than two inches above the knee.
- Shirts must be tucked in at all times. Only the top button of the blouse/shirt may be opened.
- School uniform slacks/pants are to be plain.
- Clothing with emblems, pictures or writing incompatible with Catholic teaching is not allowed.
- **Regular uniform** must be worn from October 1st to April 30th.
- **Summer uniform** may be worn from the 1st day of school to September 30th and May 1st to the end of the year. If a student decides not to wear the summer uniform, she/he must wear the regular uniform during that time.
- A uniform exchange closet is located in the Elementary Building. Gently worn uniform items may be donated and or received free of charge.

K-4 (Pre-school)

- Children in pre-school do not have a school uniform. They may wear sneakers or shoes with their play clothes. All foot wear must either be a tie or Velcro shoe or sneaker.

Girls – Kindergarten to 3rd grade

- Plaid school jumper with a white blouse with a peter-pan collar (short or long sleeve).
- Navy blue slacks
- A white/maroon knit polo shirt or turtleneck (short or long sleeve) may also be worn with the jumper.

Girls – Kindergarten to 3rd grade summer uniform

- Above uniform or
- Navy walking shorts with a polo shirt or white blouse.

Girls – 4th to 8th grades

- Plaid school skirt with a white blouse (short or long sleeve) or polo shirt or turtleneck (maroon or white).
- Navy blue slacks with a white blouse or a maroon or white turtleneck.

Girls – 4th to 8th grade summer uniform

- Above uniform or
- Navy walking shorts with a polo shirt or white blouse.

Boys – Kindergarten to 3rd grade

- Navy blue pants
- White or maroon polo shirt (short or long sleeve).

Boys – 4th to 8th grade

- Navy blue pants
- White polo or dress shirt (short or long sleeve) with a plain navy blue tie.
- Maroon or white polo shirt or turtleneck.

All Students – General Dress Code (Continued)

Boys – Kindergarten to 8th grade summer uniform

- Above uniform or
- Navy blue walking shorts with a polo shirt.

Gym Uniform – All Students

- Navy blue gym shorts with a light blue t-shirt – summer uniform.
- Navy blue sweat suit with a light blue t-shirt under the sweatshirt – regular uniform.
- Sneakers with white socks worn at least two inches above the sneaker.

Uniforms are to be ordered through Flynn & O’Hara. Parents/Guardians may contact them via phone at 1–800–441–4122 or via the Internet at <http://www.flynnohara.com>

Nearest Locations:

869 Eisenhower Rd. Harrisburg, PA 17111 717 – 939 – 5600	10905 Dutton Rd. Philadelphia, PA 19154 215 – 637 – 6400	Loch Raven Plaza 923 Taylor Ave. Towson, MD 21286 410 – 828 – 4709
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Order forms are available in the school office.

Dress Code for Dress Down Days

- Acceptable attire: jeans, corduroy, khaki, Capri, skirts, dresses, and during the summer, shorts that come to the knee. Blouses/shirts must fall below the waist and have sleeves.
- Unacceptable attire: slacks/pants with holes, shorts not reaching the knee, sleeveless tops or tank tops, tight clothing.
- Students may not wear make-up or any jewelry that is not part of the regular uniform code.
- Refer to the *Personal Grooming* section below for additional dress down day guidelines.

This list may not be all-inclusive; therefore the teacher and/or principal have the right to inform a student that her/his dress is inappropriate. The parent will be called for a change of clothes or the child may be sent home for the day.

Personal Grooming / Jewelry

The following may not be worn in school: make-up, nail polish, fake nails, rubber bracelets, jewelry (with the exception of a watch). The following are permissible: one ring and a religious medal with chain. Medical bracelets may be worn. Girls with pierced ears may wear one small post earring in each lobe. Boys may not wear earrings. No other body piercings are acceptable.

Hair should be kept neat and clean and in a conservative style appropriate for school. Hair may not have any coloration. Tapers, spikes, tails, Mohawks, or

Personal Grooming / Jewelry (Continued)

large afros are not permitted. In addition, the boys' hair may not fall below the eyebrows or over the collar. Girls' hair may not cover the eyes or any part of their face. Elaborate, distracting or fad hairstyles are not permitted for girls or boys. No deviations are acceptable.

Hand writing or drawing on the body and temporary or permanent tattoos are not acceptable.

Arrival / Dismissal Information

Student Arrival for School

No child is to be on the school property before 7:30 a.m. Teacher supervision begins at 7:30 a.m. when the doors are opened for the children to enter and go to the gym.

School Lateness

Tardiness to school results in the student missing parts of the school's academic program, as well as disruption to the class when a student comes in late. Therefore, we ask for your cooperation in having your child report to school on time. Should a student be late **three times** in one month due to reasons other than doctor, dentist, orthodontist, or other professional appointments, **detention** will be given to be served with her/his homeroom teacher. For professional appointments, the parent must bring a note from the professional to hand in when the student comes to school.

Absence

For the protection/safety of your child/ren, parents **must** report absences by calling the school office by 8:30 a.m. The school will initiate contact with parents if we do not hear from you. If we cannot reach you at home, we will call you at work. We ask that parents not send a child to school if she/he shows any signs of illness. When a child is home sick, she/he needs to rest and take some time to get better. Therefore, **do not call the school for missed work**. When the child returns to school, she/he will be given the missed assignments. Make up work is to be completed in a timely fashion as designed by the classroom teacher. A note of excuse stating the reason and date of absence **must** accompany the child upon returning to school. Anytime a child is absent three (3) consecutive days, she/he will need a doctor's note explaining the illness.

If the homeroom teacher becomes concerned that a pattern of absences is developing, a meeting will be called with the student, parent/s, teacher/s, and principal to discuss the absences.

Early Dismissal

Students leaving the school during the day due to illness, an appointment, or any other reason, must be picked up in the school office and signed out by the parent or guardian. A note should be sent to the homeroom teacher prior to the expected date of release, stating the reason and the name of the person picking up the child. When the child returns to school, the parent/guardian must return to the school office to sign the child back in school.

Take Your Child to Work

If you choose to take your child to work for the day, the student will be marked absent. This will be counted as an excused absence. Make up work will be given when she/he returns to school.

Vacations

Vacationing during the school term is not encouraged. The principal and homeroom teacher must be notified two weeks in advance if parents/guardians wish to take their child/ren out of school because of family vacation plans. No school work will be given to do over the vacation. All make up work must be completed within a reasonable time when she/he returns.

Emergency School Closing / Dismissal

Announcement of emergency school closing, necessitated by weather conditions or any other emergency, will be carried by radio stations WSBA (AM 910), WARM (103 FM), and TV WGAL 8 School Watch or internet postings on WGAL.com. Please do not call the school. If no information is forthcoming, school will be in session as usual.

Student Emergency forms must be on file in the school office. This form is sent home in the beginning of the school year.

Transportation

Parents must notify the school office in writing if there is a change in transportation.

Car Riders

Primary Building – Parents/guardians must park on the street and walk to the playground to pick up their children. **Do not park in the front of the school reserved for the school buses.**

Car Riders (Continued)

Elementary Building – Parents/guardians are not to drive through the school grounds during dismissal time (2:15 p.m. and 2:45 p.m.). **Do not park in the front of the school reserved for the school buses.**

Transportation (Continued)

All students must walk to the corner of Orange and Ann Streets to cross the street to meet their parents parked in the upper parking lot or across the street.

Bus Riders

Bus service is provided in accordance with each Lancaster County school districts' regulations. Schedules are arranged by the district's transportation director. The buses provide transportation both to and from the school on a daily basis. Transportation must be requested through the office of the public school in which you reside. The legal responsibility of the individual school districts is limited to transporting students in their district to and from the assigned stops. **It is not within the authority of Resurrection Catholic School administrator to grant permission to students to get off the bus at different stops or to "go home" with another student.** If the public school is not in session, the bus/school district may not provide transportation for Resurrection. Misconduct on the bus will not be tolerated. Cooperation with the bus driver is imperative.

If the bus driver sends a Bus Conduct Report to the principal, the following procedures will be followed:

- First offense - Telephone call or note will be sent to the parents/guardians.
- Second offense – A parent/guardian conference is required to be held with the principal.
- Third offense – The school district and principal will discuss if the child forfeits riding the bus for one week or for the rest of the year. It would then be the responsibility of the parents/guardians to provide transportation.
- Severe problems that endanger the safety of the other children on the bus will result in immediate suspension or expulsion from the bus.

After School Program

The After School Program (ASP) provides after school care for children from Kindergarten through 5th grade. Older children may participate in the program with the approval of the ASP Director. **The parents/guardians must fill out a registration paper for their child/ren to attend the program. Resurrection Catholic School asks all families to complete the form in case of emergency.** The form is sent home the first week of school.

The ASP operates Monday through Friday from 2:30 p.m. to 6:00 p.m. There is an hourly rate charged per hour per child plus a minimal weekly charge for snacks. When the school has an early dismissal, the ASP runs from 11:30 a.m. to 6:00 p.m. When school is dismissed early because of inclement weather, the

After School Program (Continued)

ASP will remain open. However, the children should be picked up by 5:00 p.m. or sooner for the safety of the children and school personnel.

Lunch Program

The Federal Hot Lunch Program is offered on a daily basis. Free or reduced lunches are available to all families that qualify. The form is sent home the first week of school. Children who have packed lunches may buy milk daily. A monthly menu is planned and sent home by the cafeteria manager. Resurrection Catholic School uses a pre-pay system for the lunches. For example, a family may send in \$20.00 and when that money begins to get low, the child will be informed by the cafeteria manager to bring in more money. When an unpaid lunch bill reaches \$10.00, the child will be given a peanut butter and jelly sandwich with milk until the bill is settled.

No fast foods may be delivered or brought to school. Soda is not allowed, even for class parties or special treats.

Proper manners and courtesy are expected in the cafeteria at all times.

Outdoor Rules

- Children must listen to the directives of the teacher/school personnel in charge.
- Children must play non-aggressively with one another (no pushing, hitting, shoving, grabbing, etc.).
- Children must respect the space of the other children (no running in other games or areas where organized games are taking place).
- Children must use acceptable language.
- Children are not permitted to play football or other ball games that require the students to throw a ball over the heads of the other children who are playing other games.
- Children may not be excluded from any game.
- Children must be respectful to other children as well as adults that are on the playground.

Unacceptable behavior may result in a conference with the principal.

Indoor Rules

The teacher/school personnel in charge will determine if the students will go to the gym or the classroom in the Primary Building. The elementary students may play table games in the cafeteria. The above rules about respect, behavior, and language applies here too. The children must play non-aggressively with one another (no pushing, hitting, shoving, grabbing, etc.).

Electronics

Pagers, hand held electronic games, personal CD players, I-pods, laser pointers and other items that, in the view of the school may be distracting or disruptive to the learning environment, are not permitted on school property. If any of the above are found, the item will be confiscated and held in the school office until the parent/guardian picks it up.

Cellular Telephones

Cell phones are discouraged. However, if a student must have one for family communication, it must be turned off during school hours. If a cell phone rings during school hours, the cell phone will be confiscated and sent to the principal's office. The student will receive a warning the first time it rings but after that, the parents must come to school to pick up the phone.

School Visitors

All visitors, parents, and salespersons, etc. must first report to the school office before going anywhere in the building. As a safety measure, children are not allowed to open the school doors even if she/he knows the person/s. Visitors must sign in and wear a Resurrection Catholic School pass throughout their stay.

Communication Envelopes and Folders

School information and important messages are sent home every Wednesday in the Big White Envelope. This communication envelope is sent home with the youngest or only child in a family. On the front of the envelope, you are asked to sign your name and return it to school the following day. Please inform the school office if you need two communication envelopes sent home weekly. The communication envelope is to be returned on Thursday.

The student's work folder is sent home every Friday. School communications may also be sent to the families in this folder. The signed work folder is to be returned on Monday.

Policy Regarding Non-Custodial Parents Section 5309 of Title 23

Section 5309 of Title 23 of the Pennsylvania Consolidated Status provides that each parent shall be provided access to all medical, dental, religious, or school records of her/his child. A non-custodial parent would, therefore, be entitled to all school records of her/his child, unless a court order states otherwise, or if the custodial parent and child are living at a shelter for battered spouses. Generally speaking, upon request, the school will give non-custodial parents information regarding their child's progress in school, report cards, etc.

Policy Regarding Non-Custodial Parents (Continued)

The school will not release a child into the custody of the non-custodial parent unless permission has been given to school officials in writing, or in person, by the custodial parent.

Discipline and Respect Diocesan Policy 5131

Students in elementary school in the Diocese of Harrisburg are expected to conduct themselves in a manner that reflects favorably on themselves, their families, and their schools. Students are expected to have respect and to show consideration to the other students in the school and to the administration, faculty, staff, and volunteers. They are to cooperate to create a harmonious school atmosphere.

Students are to recognize their individual responsibilities as a condition for their acceptance into the school and their fulfillment of them as a condition for their remaining in the school.

Students are expected to conduct themselves inside and outside of the school and at school-sponsored activities in a manner that reflects the moral teachings of the Catholic Church. Failure to do so may result in disciplinary action, including expulsion.

Preventive Discipline Policy

The below steps are intended to permit a fair, prompt and orderly response to any school related problem.

To avoid inappropriate behavior, the students will:

- Respect the authority of the principal, faculty, staff, and volunteers, as well as the rights of other students.
- Strive to develop the Christian values of honesty, courtesy, appropriate language, respect for school property, and the personal property of others.
- Strive to develop proper study habits.
- Realize their own self-worth and contributions, along with their strengths and limitations.

Parent / School Communication to Solve Problems

The parents and teachers should discuss any questions or concerns before they become difficult problems. It is important to withhold any hasty judgments until all facts are known. The following sequence is to be followed should any question or problem arise:

- First, contact the homeroom teacher.
- If a satisfactory understanding is not met, then contact the principal.
- Contact the Executive Director if your concerns have not been addressed.

General School Rules

The general rules for Resurrection Catholic School include the following:

- Rules deemed necessary by teachers for the proper conduct and administration of each classroom. Classroom rules may be posted in each classroom.
- Rules deemed necessary by the principal and/or Executive Director for the proper conduct and administration of the school.
- **Students must show respect for ALL individuals in the school community including school personnel, staff, volunteers, parents/guardians, visitors, and classmates at all times.**
- Students are to use polite language and manners when talking. (i.e. please, thank you, pardon me, “Yes, Miss Weaver”, etc.)
- Students are to keep their hands, feet, and all objects to themselves.
- Reverent silence is always to be kept in Church and during times of prayers.
- For the purpose of safety, students are to walk, not run in the building.
- On the stairways, students will keep to the right side of the stairs and follow the designated up and down staircase.
- Students are forbidden to carve or write on desks or chairs, or do any destruction to school property and textbooks. Students/parents/guardians will be held responsible for all damages.

Detentions

Students may receive detentions for violation of school or classroom rules. Detentions are held after school until 3:30 p.m. under the supervision of a classroom teacher or the principal. A detention slip explaining the infraction will be sent home. It must be signed and returned the following day. The student is required to serve her/his detention. As it is impossible to anticipate every possible occurrence, the list below is intended as a guideline of infractions that warrant detentions. These types of disciplinary offenses include, but are not limited to:

- Chronic failure to complete homework
- Disrespectful conduct or attitude to authority or classmates
- Foul language, gestures, drawings, or actions
- Lack of adherence to adult directions or requests
- Cheating
- Continued failure to observe the uniform code
- Disruptive behavior – interruptions, passing notes, etc.
- Running in the school building
- Loitering in the lavatories or hallways
- Cafeteria, hallway, or recess misbehavior
- Eating during class without the permission of the teacher
- Chewing gum on school property

Detentions and Suspensions

Junior High: Grades 7 and 8

Six detentions in one school year will result in an In School Suspension (ISS). The ISS will be served in the principal's office with no contact with the other students during that day. The student will eat her/his lunch in the office and will not attend any special classes. All the daily class assignments will be completed during the ISS. A parent conference will be held with the student, parents/guardians, teacher/s, and principal to address the problems and set the date for the ISS. After three ISS, the student will be given an Out of School Suspension.

Suspension

At times, a serious infraction may result in a suspension, which is a temporary dismissal of a student from school. Only the principal may suspend a student. This suspension is utilized only after the school personnel have made reasonable efforts to assist the student to adjust to the school's requirements.

Suspensions may take the following forms:

- In-school Suspension
The student is supervised, but isolated for the school day. The student completes all assigned class work during the suspension.
- Out-of-school Suspension
The student may be suspended from one to three days, during which time she/he is not permitted on school property or to participate in any school events, athletics, or activities. Make-up work will be given when she/he returns and must be completed within three days.

Serious infractions that could result in a suspension include, but are not limited to, the following:

- Academic dishonesty (copying, cheating, lying, plagiarism, etc.)
- Stealing
- Tampering with school computers
- Forgery of signatures
- Leaving school or classroom without permission
- Fighting
- Bullying
- Harassment
- Damage or theft of school property
- Repeated detentions

Expulsion – Diocesan Policy 5114.b

All Diocesan Catholic schools shall attempt to form young people in the ways of the Lord Jesus. If a student is unwilling or unable to abide by the rules and

Expulsion

Diocesan Policy 5114.b (Continued)

regulations of a Diocesan Catholic school and either breaks the rules consistently or does something of a very serious nature, she/he may be expelled.

The principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the principal is first to inform the student's pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

Bullying

Bullying of any kind is unacceptable and will not be tolerated. It is grounds for immediate disciplinary action.

Bullying includes, but is not limited to, the following:

- Physical acts (shoving, hitting, pinching, etc.)
- Verbal acts (name calling, spreading rumors, sarcasm, threats, ridiculing, teasing)
- Non-verbal acts (excluding others, rude or upsetting gestures, etc.)

Cyber-bullying is defined as any incident of bullying via the computer, cell phone, or related media (e-mail, blogs, Xanga, MySpace or related sites, instant messaging, pictures/photos, text messaging, etc.) which affect student relationships/behaviors within the school building are subject to disciplinary action. This applies to messaging which takes place outside of school, as well as any which might take place illegally within school.

Safe School Act of 1997

If a student transfers to another school, Resurrection Catholic School is required to notify the school if she/he was expelled or withdrew from school for any of the following infractions:

- An act or offense involving a weapon or possession of a weapon.
- Sale or possession of a controlled substance.
- Willful infliction of injury to another person or act of violence committed on school property or while in the custody of the school.
- Proven moral delinquency, which has a bad influence on other students.

Weapon or Threats of Violence

Diocesan Policy 5137.5

The possession of any weapon on school property or at any school-related activity and/or a threat to inflict violence on another person is action to be reported immediately to law enforcement officials. Any student in possession of any weapon or threatening violence of any kind on another person will be immediately suspended from school. If, in the judgment of the principal, there are no extenuating circumstances, the student shall be expelled from the school.

Weapon or Threats of Violence

Diocesan Policy 5137.5 (Continued)

The principal reserves the right to define “weapon” in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may fall into this category.

The principal is to inform the Superintendent of Schools if anyone is accused of possessing a firearm or of threatening to inflict violence on another individual.

Procedures to be Followed by Resurrection Catholic School

- Contact law enforcement officials, Executive Director, Superintendent of Schools.
- Contact parents/guardians
- Give immediate out-of-school suspension.
- Student must be evaluated and receive on-going counseling as a prerequisite for returning to school.
- Student will be placed on homebound study while such an evaluation is underway.

Student Support Team

Resurrection Catholic School has available a trained Student Support Team (SST) to help develop and implement strategies to assist students who are struggling academically and/or behaviorally at school. This team consists of the principal, classroom teachers, school counselor, related IU-13 personnel as needed (math/reading specialists, speech therapist, school psychologist), and parents/guardians. Should a classroom teacher feel that having a SST meeting about a particular student would be a helpful intervention, parents/guardians will be contacted and invited to attend the SST meeting. A follow-up meeting is generally held in about one month’s time to see if any improvement has been noted and to decide if further intervention is needed. Parents/guardians are welcome to ask their child’s teacher if they think an SST might be beneficial for their child.

Curriculum and Instruction

Religion

Priority at Resurrection Catholic School is given to the development of faith and trust in God. This is carried out by the study of the Catholic Doctrine, combined with the constant effort to inspire consistent growth in prayer life. The prime responsibility for the fulfillment of this obligation rests upon the parents/guardian since they are the primary teachers of their child/ren. Our goal is to make each student’s study and practice of religion become not merely a lesson learned but a life lived.

The students of each building celebrate Mass. Opportunities to receive the Sacrament of Reconciliation are provided several times during the school year.

Religion (Continued)

The Catholic students in Second Grade receive catechesis for the Sacraments of Reconciliation and First Holy Communion. Catholic students in Eighth Grade receive catechesis for the Sacrament of Confirmation. Parent meetings are held in your parish prior to the reception of these Sacraments.

Further opportunities to celebrate the faith are presented through liturgical prayer services on holy days. Church traditions and teachings are observed with special activities during the church season of Advent, Christmas, Lent, and Easter.

Community Service Project

Each class is also required to do a community service project during the school year. Service projects promote awareness and foster a spirit of charity.

Core Subjects

The core subjects are integrated language arts, math, science, and social studies. The curriculum Resurrection Catholic School uses was written by Diocesan teachers and administrators and meets all requirements of the Pennsylvania State Standards in all subjects.

Non-Academic Instruction

Students at Resurrection Catholic School receive weekly instruction in computer, music, art, physical education, and library.

- **Computer** instruction is based on the Diocesan guidelines and taught weekly to each class. Students and parents must sign the Internet User Policy Agreement to work online. This is given to each student in the beginning of the year.
- The **music** program offers the students to perform in the Christmas and/or Spring Concert. The school liturgy offers another opportunity for the students to sing in a choir.
- Lancaster Catholic High School offers an instrumental music program for students in 4th to 8th grades. This is an additional cost for the student.
- The **art** program promotes student creativity and self-worth while presenting the skill, concept and appreciation of art, past and present and the evaluation of materials and techniques. The annual art show is held in the spring of the year.
- In **physical education**, the students are given the opportunity to develop physically, socially, and emotionally through instruction that emphasizes sportsmanship, fitness, self-discipline, and healthy competition.
- In **library** class, the students are taught library skills and assistance is given to those doing research assignments. Children in the lower grades enjoy storytelling and are instructed in the care of books and good library behavior. Students must pay a late fee if their book(s) are overdue.

Progress / Grade Reports

Progress Reports are given three times a year in mid-trimester in Kindergarten to 8th grade. In addition, Grade Reports are sent home at the end of each trimester. K-4 children's Progress Reports are shared three times a year with the parent/guardian. Grade Reports reflect the level of achievement and conduct each child has earned that trimester. Please review your child/ren's progress carefully and contact their teacher if you have any questions or concerns regarding grades or comments.

Parent – Teacher Conferences

Parents are encouraged to keep close contact with teachers regarding student progress. Scheduled conferences for all families are required at the end of the first marking period. Additional parent conferences are held in the second trimester. However, a parent may request a conference at any time during the school year.

Field Trips

Teachers may schedule field trips during the school year. The PTO sponsors one field trip for each class every year. Field trips are privileges, not rights. Therefore, a student may be denied the privilege of going on a field trip. Parents of children participating in a school sponsored field trip are required by Diocesan policy to sign a permission slip. A child not returning the signed official Diocesan permission slip will not be allowed to go on the trip. **Phone permission is not allowed.** A hand written note is not acceptable; the school form must be used. If the child chooses not to participate in the field trip, she/he is not to come to school that day. All chaperones must have the proper clearances on file in the school office.

Birthday and Other Celebrations

Special treats are limited to simple items that can be passed out to the students quickly. The upper grades will distribute their treat during lunch. The primary students may give their treat out during morning snack time. Providing lunch for an entire class is no longer allowed because of the new Wellness Policy required by the State.

Examples of items that are to be **avoided** are the following:

- Gum or any gum candy
- Red dye candy
- Peanuts in any form
- Whole cakes that must be cut and served
- Ice cream that is not pre-packaged
- Soda of any kind

The State's Wellness Policy encourages all families to provide healthy snacks. If you would like your child to share a special treat with the class, you could consider giving

Birthday and Other Celebrations (Continued)

pencils, pens, erasers or any other necessary school supplies. You may also donate a book to the library in your child's name.

If you are having a party for your child and want to send the invitations into school, you must have one for everyone in the class. If you are not inviting the entire class, then send them in the mail. Please think of everyone's feelings.

Parental Clearances

Any parent or any adult who wants to volunteer at Resurrection Catholic School must have their Police and Child Abuse Clearances. You can get the forms from the school office. Both forms require a fee that you must pay – the school will not pay for any clearances.

Parent Organizations That Assist Resurrection Catholic School

School Board

The School Board of Resurrection Catholic School is an advisory Board assisting the Executive Director and principal. Their main contributions include recommendations and long-range school planning.

Parent-Teacher Organization (PTO)

Resurrection Catholic School's PTO is dedicated to assisting the growth and development of the school. They raise funds to provide our students with field trips and other special events / treats.

Volunteers

The principal, teachers, and students of Resurrection Catholic School rely on the support and assistance provided by volunteers. Volunteers are needed in many areas such as: classroom assistance, room parent, library aides, cafeteria/recess monitors, communication envelope organizers, guest speakers, science fair monitors, and helpers at school functions (Secret Santa, school concerts, etc.). If every family contributes to the school, the result is a stronger community – academically, physically, and spiritually. **All volunteers must have the proper clearances and sign in at the school office.**

Athletic Association

A very active basketball and cheerleading program involves students from Resurrection Catholic School and the Religious Education Program at the sponsoring parishes for boys and girls, grades 3-8. The various levels of teams compete in the Lancaster Catholic Youth Organization League. The regular season runs from the end of November through mid-February. The practices are generally mid-week at either St. Anthony's, St. Joseph's, or St. Mary's Parish gyms. The upper grade levels also compete in annual tournaments.

Athletic Association (Continued)

The fee per child to participate will cover insurance that is required by the Diocese and the loan of uniforms. Fund-raisers help defray any additional operating costs. Parent involvement is highly encouraged to make each season a success. Anyone interested in coaching, may contact the school office to learn more about the requirements. Parishes and school programs are expected to be in full compliance with the Diocese of Harrisburg Youth Protection Program. This includes criminal record checks, creating a safe environment training, and knowledge of the Diocesan Code of Conduct.

SCRIP Program

SCRIP is a gift card or merchant money. Families of RCS may send a completed order form in the SCRIP envelope with payment to school. If ordering Grocery SCRIP for \$100, the cost is \$100. The merchant or business provides a percentage to the school for purchase of their gift cards. There is no cost to RCS families. A percentage from your families order is then applied several times each year to reduce your tuition or to cafeteria bills if requested.

Orders are generally filled Monday, Wednesday and Friday. Orders for merchants in stock will be filled and sent home the same day with your child. Orders for all other merchants will be sent home within 5-10 school days. Large orders should be pre-ordered through the School Office.

Payments can be made by cash or checks that are payable to RCS. The office is unable to make change, so exact payment is required. A returned check fee of \$25 will be issued to you for any check returned and future orders will require cash.

Tuition vouchers are applied directly to outstanding tuition owed for the school year. If buying SCRIP to pay off tuition at Lancaster Catholic High School (LCHS), a check will be sent to LCHS when vouchers are issued.

School Office

The school office is open from 7:30 a.m. to 3:30 p.m. Messages for teachers will be taken in the office and will be delivered to the teachers. The teachers will make every effort to return phone calls or respond within 24 hours. The principal is available for conferences by appointment only. Call the school office if you wish to make an appointment.

Students are permitted to make phone calls only in an emergency, with the permission of the school office. **Forgetting books, gym uniforms, notes, etc. are not emergencies.** Students will not be called to the office to receive a phone call. The principal or secretary will deliver all messages to the student.

School Office (Continued)

Please send a written note to the school office if you have a change of address, employment, or telephone number during the school year. It is very important for all emergency information to be kept current.

Administrative Disclosure

The school administration of Resurrection Catholic School, in consultation with the Executive Director, reserves the right to amend this handbook as circumstances may warrant. Parents/guardians and students will be notified in writing of any policy changes or amendments.