

MISSION AND PHILOSOPHY STATEMENT

“Where Faith and Knowledge Unite”

Mission Statement

Resurrection Catholic School assists parents in the education of their children in a Christ-centered environment, preparing them to be successful of a multicultural society and contributing members of a Christian Community.

Philosophy of Resurrection Catholic School

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

Therefore, WE BELIEVE:

- * Our children are our hope, the future of the Church and society. We join with parents, the primary educators, at the center of the educational process.**
- * Catholic ideals, virtues and values are to be cultivated and practiced.**
- * Each child needs a supportive, safe and caring, yet disciplined, environment for learning.**

- * Each child must be able to make decisions according to Catholic principles. The school encourages self-discipline, self-respect and respect for others, and growth in learning to deal with issues in a real world.**

ADMINISTRATIVE INFORMATION

Admission/Registration Policies

Eligibility:

Students who desire an educational experiences founded on the Catholic philosophy of education and who fulfill the requirements for enrollment are eligible to attend.

No child will be denied admissions to school on the basis of race, ethnic origin or religion.

Resurrection Catholic School is a consolidated and Catholic school serving the parishes of St. Mary's, St. Anthony's, St. Joseph's, San Juan and St. Catherine's parishes who are given first priority. After accommodating the parishioners, Resurrection will have openings available to children of Catholic parishes without schools, from other Catholic schools and from public schools. ALL Catholic families sending children to Resurrection Catholic School are expected to practice their faith by attending Mass on Sundays and Holy Days of Obligation.

Children of other faiths will be accepted in this order:

From families with children enrolled in the school and from parents who desire a religious atmosphere for their children's education. These students are expected to participate in, and respond to, our religious activities in Church and classroom with respect. All enrolled students will participate in all aspects of the Religious education program with the exception of the final phases of the sacramental preparation programs. These requirements include the attendance at regularly scheduled religion classes, fulfillment of other requirements of the subject and attendance at religious functions offered as part of the school's program. All students are expected to attend weekly worship services in their own churches.

Admission Criteria:

Pre-School:

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

Kindergarten:

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

Initial Admission Requirements:

- Birth Certificate
- Baptism Certificate
- Record of Immunization
- Physical examination at entry level, K and grade 6 as required by the Commonwealth Of Pennsylvania
- Proof of custody where applicable
- Social Security Number
- Recent Report Card

Registration of a student is a matter of contract. Students new to Resurrection Catholic School are accepted on a three month probation period. Failure to report accurately any learning disabilities or other problems a child may have will result in the child's removal from Resurrection Catholic School.

Fees and Tuition Policies

The Resurrection Catholic School Board determines the tuition amount each school year. Each year a non-refundable fee (\$40.00) is charged per family at the time of application or re-registration, or tuition payments can be made over a ten month period beginning in July and ending in April. Tuition may be paid in full by July 1 of the given year. Tuition is due on the 5th or 20th of each month to F.A.C.T.S. F.A.C.T.S. withdraws the required amount from your checking account. It is expected that tuition be kept current. Tuition must be kept up-to-date each semester. If not, your child will not be allowed to return to school in January or the following year.

Financial Assistance:

Every effort will be made to assist families sincerely trying to give their child/ren an education in a Catholic/Christian environment. It is part of our obligation to assist if there is genuine need to achieve this objective. If you need help, please let the school office know (392-3083). Financial aid may be available.

Health Policies

A registered nurse from School District of Lancaster is available to us on an as needed basis. A signed permission slip from the parent must accompany both prescription and over the counter medication. The original prescription container must accompany all medication. The label on the container must contain information indicating the name of the student, name of the medication, direction for administering-including time and dosage, name of the physician and date. Please notify the teacher in writing if a student is on medication that must be taken during the school day. All medications will be kept in the school office.

The following narrative is included in this handbook in accordance with Diocesan Policy #5150.

Students with HIV/AIDS or related diseases: Students who are HIV- infected or have AIDS or other related diseases and desire to attend a diocesan elementary school will not be denied admission to or discriminated against solely because of their medical condition. Resurrection Catholic School does reserve the right to dismiss a student or curtail a student's activities(curricular, extracurricular). This will be done on a case by case basis by the principal in consultation with the student's attending physician if it is determined that the student presents a substantial risk to himself/herself or others. If for some reason of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the principal and the parent/guardian.

Parent/guardians are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school. In all cases the students and their parents are to be treated with Christian compassion and care by all school personnel. Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on an age-appropriate basis.

The school follows the Universal Precaution to Prevent the Spread of Infectious Diseases to reduce the risk for students, employees, and volunteers.

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.

Dress Code

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

Girls K-3:

Plaid school jumper (not more than 2 inches above the knee)

White (long or short sleeve) blouse

White, maroon or navy blue knee socks

OR

Navy blue pants

Maroon or white knit polo(long or short) sleeve shirt

Maroon or white turtlenecks are optional

Navy or maroon cardigan or vest

Black or brown belt must be worn with the pants

Girls 4-8

Plaid school skirt (not more than 2 inches above the knee)

White (long or short sleeve) blouse

White, maroon or navy blue knee socks

OR

Navy blue pants

White (long or short sleeve) blouse

White, maroon or navy blue knee socks

Maroon or white turtlenecks are optional

Navy or maroon cardigan or vest

Boys K-3

Navy blue slacks

White or maroon knit polo (long or short) sleeve shirt

Navy or maroon cardigan or vest

Black or brown belt must be worn with the pants
Navy , black or brown socks

Boys 4-8

Navy blue slacks
White (long or short sleeve) shirt
Maroon or White turtlenecks are optional
Navy or maroon cardigan or vest
Black or brown belt must be worn with the pants
Solid navy tie
Navy , black or brown socks

Shoes

Navy blue, black or brown oxford or loafer with non-skid sole. Students are not permitted to wear boots(of any type), clogs, sandals, backless shoes, "jellies, or anything else that is not deemed appropriate.

Gym Uniform (students in grades K-8)

Navy blue gym shorts and light blue tee shirts
Navy blue sweat suit with light blue tee shirt underneath the sweatshirt (from October 15 through March 30)

Dress Code for dress down days:

The following attire is allowed on those occasional dress down days:
Pants: Jeans, corduroy, khaki, warm up pants. } must be worn at the waist
Blouses/shirts: shirts with sleeves, full length shirts, sweatshirts
Dresses, jumpers, skirts no shorter than 2 inches above the knee.

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

School and gym uniforms are ordered through Flynn and O'Hara. Order forms are available in the school offices.

**** Students may wear navy walking shorts (belt) and white polo shirts the first and fourth quarter of the school year. Students may begin wearing summer uniforms on the day in which third quarter report cards are distributed. Polo shirts must be worn inside the walking shorts. White socks with sneakers may be worn during this time.**

Flynn and O'Hara locations are as follows:

**10905 Dutton Road
Philadelphia, PA 19154
215-637-6400 or 1-800-441-4122**

FAX: 215-637-6392
869 Eisenhower Road
Harrisburg, PA 17111
939-5600

Loch Raven Plaza
923 Taylor Avenue
Towson, MD 21286
410-828-4709

Personal Grooming:

Make-up, nail polish, fake nails, jewelry, with the exception of a religious medal, chain and a watch may not be worn in school. Medical bracelets may be worn. Girls with pierced ears may wear one small post earring on each lobe. Boys may **not wear earrings.**

Hair /Tattoos

Hair should be kept neat and clean and in a conservative style appropriate for school. It may not have any coloration. Tapers, spikes, tails or large afros will not be permitted. In addition, boys' hair may not fall below the eyebrow nor over the collar. Elaborate, distracting or fad hairstyles are not permitted for boys or girls. No deviations are permitted.

Writing or drawing on the body (including temporary or permanent tattoos) is not acceptable.

Arrival/Dismissal Information

Student Arrival for School:

No child is to be on the school property before 7:30 A.M. School doors will be opened at 7:30 A.M. where the children report to the school auditorium.

Supervision by a teacher is provided in the morning for general safety.

Lateness for School

Students arriving after 8:00 are to report to the school office for written notes of lateness. Late slips are then presented to the teacher by the student.

Absence

For the protection and safety of your child/children, 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 the parent at work. Parents must call the school in the morning to request assignments for their sick child. Assignments may only be picked up at the end of the day.

A note of excuse must accompany the student upon returning to school. Anytime a child is absent three (3) consecutive days, he/she will need a doctor's note explaining the illness.

Early Dismissal

Students leaving school during the day due to illness, appointment, or any other reason, must be called into the school office. A note should be sent to school prior to the expected date of release, stating the reason and the name of the person who will call for the child. The child/children must be signed out in the office by the parent or designee. When a child is returned to school, the parent signs the child back in by entering the time of his/her return.

Take Your Child to Work:

If you choose to take your child to work for a day, the student will be marked absent. This will be counted as an excused absence.

Emergency School Closing:

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 Schoolwatch or Internet postings on WGAL.com. Please do not call the school. If no information is forthcoming, school will be in session as usual.

Vacations

Vacationing during school terms is not encouraged. The Principal must be notified two weeks in advance if parents wish to take their child/children out of school because of family vacation plans. Make-up work following vacations is completed as directed by the teacher.

Transportation

Bus Riders:

Bus service is provided in accord with each Lancaster County school district's regulation. Schedules are arranged by the district superintendents. 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.

Misconduct on the bus will not be tolerated. Co-operation with the bus driver is imperative.

1. First offense will result in a phone conversation with parents.
2. Second offense will result in forfeiting bus riding for a week.
3. Third offense is forfeiting bus riding for the remainder of the year. It would then be the responsibility of the parents to see that the child is brought to school.

After School Program

The After School Program provides after school care for children from Pre-K through Grade 4.

Lunch Program

The federal hot lunch program, including milk and juice is offered on a daily basis. A monthly menu is published and sent home. Students pay daily or weekly. No lunch bill will exceed \$10.00.

No fast foods may be delivered or brought to school. Soda is not allowed.

Proper manners and courtesy are expected in the cafeteria.

Outdoor Rules:

Children will listen to the directives of the teacher in charge.

Children will play NON-aggressively with one another.

I.E. no pushing, punching, shoving, grabbing.

All unacceptable behavior will result in a conference with the principal.

Indoor Rules:

Children will use inside voices.

Children will have table games to play.

Cellular telephones/pagers/handheld electronic games, personal CD players and other items that, in view of the school may be distracting or disruptive to the learning environment, are not permitted in school.

Communication

Weekly Envelope

Resurrection Catholic School believes in maintaining open communication with parents. School information and materials will be sent home every Wednesday with the youngest child. On the front of the envelope you are asked to sign your name and return it to school the following day. When there is a need for two family envelopes you are requested to send funds for the mailing of one envelope.

School Visitors

All visitors, parents and salespersons, etc. must first report to the office before going anywhere in the building. As a safety measure, children are not to open te school doors for anyone.

Policy Regarding Non-Custodial Parents

Section 5309 of Title 23 of the Pennsylvania Consolidated Statutes provides that each parent shall be provided access to all medical, dental, religious or school records of the child. A non-custodial parent would, therefore, be entitled to all school records of his/her child, unless a court order state 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.

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.

Telephone Policy

Messages for teachers will be taken in the office and will be returned within a 24 hour period.

Students are permitted to make calls only in an emergency, with the permission of the office. Only emergency calls will be given to the student.

DISCIPLINE AND RESPECT

Statement

In guiding the child's growth in habits of virtue and in Christian attitudes, it is the school's policy to emphasize the positive. Discipline is seen as something essentially positive, coming from each student following the precepts of Christ. The essence of Christian discipline is self-discipline. The closest co-operation between parents and teachers is vital in this important area of development, children learn best in an orderly, pleasant environment.

All children are expected to comply with school directions and school policies.

If a child's behavior demands detention, the parent will be notified through a detention slip, which the parent is expected to sign and return to the teacher.

Parent/School Communication

It is very important that complete unity between teacher and parent exist. It is important to withhold any hasty judgements until all facts are known. The following sequence is to be followed should any problem or question arise.

1. The classroom teacher is to be contacted FIRST.
2. Should a satisfactory understanding not be met, then contact the Principal.
- 2, If a satisfactory understanding not be met, then contact the Executive Director.

Preventive Discipline Policy

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

To avoid inappropriate behavior the students will:

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

General School Rules

The general school rules include the following:

1. Rules deemed necessary by teachers for the proper conduct and administration of each classroom.
2. Rules deemed necessary by the Principal and/or Executive Pastor for the proper conduct and administration of the school.
3. Students are to keep their hands and feet and all objects to themselves.
4. Reverent silence is always to be kept in Church.
5. For the purpose of safety, students are to walk, not run in the building. On stairway students will keep to the right side of the stairs.

Destruction of School Property

Children are expected to take care of all school property. They are forbidden to carve write on desks or chairs, or to do any destruction to anything around or on school property. Failure to comply will be cause for immediate detention. Student will be responsible for damages.

Discipline Code

As order is essential to the effective management of any school, Resurrection Catholic School encourages personal responsibility and accountability in our students. In an attempt to follow the guidelines of Project Peace, it is our attempt to utilize the skills learned of peer mediation to resolve conflict in a positive, constructive manner. If parents need to be called and further action taken, it will be decided at the time of the incident.

It is the policy of Resurrection Catholic School to notify the school to which a student transfers if a student is expelled or with draws from school and is involved with any of the following infractions:

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

This policy reflects our commitment to the Safe School Act of 1997.*

Procedures for Dealing with Weapons on Threats of Violence(Diocesan Policy #5137.5)*

Below is the specific procedures to be followed with any student who has in his/her possession a weapon on school property or at any related activity and/or threatens to inflict violence on any other person. Such actions must be taken seriously for the protection of all other students and will be dismissed.

Diocesan policy calls for:

1. Immediate reporting of possession of any weapon and/or threat to inflict violence to law enforcement officials.
2. Immediate suspension with the possibility of expulsion if there are extenuating circumstances.
3. Informing the Superintendent of anyone so accused.

Procedures to be followed:

1. Contact law enforcement officials.
2. Immediate out-of-school suspension (length determined by the gravity of the circumstances and previous history.)
3. Dependent upon the student's prior disciplinary record or the specific circumstances, the Principal should mandate that the student be evaluated and receive on-going counseling as a prerequisite for returning to school.
4. The student may be placed on homebound study while such an evaluation is underway.
5. Written communication to the parents of the reason for and duration of suspension.

NOTE: If the student has had a previous suspension within the year, communication must also indicate that the student is subject to expulsion for any further infractions of the rules and/or regulations of the school.

- * **Notify the Superintendent of such incidents and the actions that have been taken.**
- * **Document and file the sequence of events, the students involved and each of the actions taken including parent contacts, etc.**

In the event that the threat is of such a grave nature, the Principal may request the parents to withdraw the student without previous suspensions. This consequence must be given to the parents in a formal, written notice that failure to withdraw will result in expulsion. In that event, parents must be given a formal written notice that they have the right to appeal the decision. (Policy#5114.b)

**Consultation with the Executive Director principal, teacher, diocesan personnel, parents and student precede expulsion. Christian regard for self and others is expected at all times.

The Principal reserves the right to define 'weapons' 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. (Diocesan Policy 5137.5)

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 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 since they are the primary educators of their children.

Our goal is to make each student's study and practice of religion become not merely a lesson learned but a life lived.

Religious Observance

The students of each building celebrates Mass once a week. The Primary Building celebrates Mass on Tuesday morning at 9:00. The Elementary Building celebrates Mass

on Wednesday morning at 10:15. Opportunities to receive the Sacrament of Reconciliation are provided several times a year.

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

Further opportunities to celebrate the faith are presented through liturgical prayer services at holiday times, the Passion Play, Sedar Meal, Stations of the Cross, May Crowning, and Devotional prayers serve to deepen the children's spiritual life as do daily prayers.

Non-Academic Instruction

Students at Resurrection Catholic School receive weekly instruction in Technology, Music, Art, Physical Education and Library.

Technology:

Individual classes are offered to students once a week and follow curriculum guidelines. On-line services are available to all students with supervision. Students must have a permission slip signed by the parent /guardian to work on-line.

Music:

The regular music program offers a Christmas and Spring concert for all children. The weekly school liturgy offers an opportunity for choir. Resurrection Catholic School also offers an instrumental music program for students in Grades 4-8 through Lancaster Catholic Music Program.

Art:

The art program strives to provide students with the opportunity to deepen their awareness of the natural beauty of God's creation. It 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. An annual art show is held during the second semester.

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. Instruction follows a continuum of physical development from gross motor to fine motor skills. As skills are acquired, instruction progresses to situations that encompass the rules of play and strategic thinking. Within this setting, co-operation, fair play, sportsmanship, communication and a positive acceptance of others are modeled. A doctor's note must accompany any child who is to be excused from physical education.

Library:

The library is an important part of the school curriculum. Each class has a scheduled library period once a week. 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. There is a \$.05 late fee charged for each day past the due date of books checked out of the library.

Care of Textbooks

Children are expected to take care of books given for their use. **ALL** textbooks are to be covered throughout the year. Defacing books, loss of books, or improper handling will result in the child paying for the book. **ALL** students must use school bags.

Educational Testing/Services

Standardized Testing

Students in Grades 3-8 take a national standardized test(ITBS). Test results are used primarily to identify strengths and weaknesses in order to develop an effective instructional plan to further assist in the academic development of each student. Testing is administered for both cognitive ability and basic skills.

Testing and Counseling

Through the use of state funds, Resurrection Catholic School shares in certain services provided for all non-public school under Act 89. Lincoln Intermediate Unit 13 provides the following:

- *Speech and Language Therapy
- *Remedial Math and Reading
- *Counseling and Psychological Services

Monies allocated through Act 90/195 are used for the purchase of secular texts.

Homework

Homework is a reinforcement of the teaching presented in the classroom and a preparation for the next class day. Parents are asked to help their children develop good study habits. Written assignments should be checked for completeness and neatness. Study material should be reviewed nightly. The following time is suggested:

Grades 1-3	30 minutes of written homework 20 minutes of study time
Grades 4-8	45-60 minutes of written homework 30-40 minutes of study time

Student Progress Reports

Student Progress Report is sent home at the half way point in each quarter. This form alerts parents about the progress of their child.

Report Cards/Folders

Report cards reflect the level of achievement and conduct each child has earned. They are issued four times a year following the completion of each quarter. Report cards are issued three times a year for first grade. Please review your child's progress carefully and contact the school if you have any questions regarding grades. Folders containing each child's work are sent home weekly. They are to be returned to school signed.

Parent/Teacher Conferences

Parents are encouraged to keep in close contact with teachers regarding student progress. Scheduled conferences are held at the end of first and third quarter grading periods..

Promotion and Retention

Student Activities

Field Trips

Field trips may be scheduled during the year. Field trips are **privileges**, not rights. Parents of children participating in school-sponsored field trips are required by diocesan policy to sign a permission slip. A child who does not return the signed official diocesan permission form will not be permitted to go on the trip. If the child chooses not to participate in the field trip, he/she is still required to attend school..

SCHOOL - RELATED ACTIVITIES

School Board

The School Board of Resurrection Catholic School is an advisory board assisting the Executive Pastor and Principal. Their main contributions include recommendations and long range school planning. Meetings are the second Thursday of each month.

Home-School Association

The Home-School Association of Resurrection Catholic School is dedicated to assisting the growth and development of the school. Board meetings are schedule for the second Monday of each month.

Volunteers

The School Administration and students of Resurrection Catholic School rely upon the support and assistance provided by parent volunteers. Volunteers are needed in many areas such as: Classroom assistance, Room mothers/fathers, Library aides, Cafeteria/recess monitors, Communication envelope organizers and Helpers at school functions. If every family contributes to the school, the result is a stronger community both academically and physically.

All volunteers are required to have their clearances. Forms are available in the School office.

The School Administration of Resurrection Catholic School, in consultation with the Executive Pastor reserves the right to amend this handbook as circumstances may warrant. Parents will be promptly notified, in writing, of any such amendment which will simultaneously be promulgated in an announcement to all students and faculty.

PARENT/STUDENT AGREEMENT

You and your child(ren) are asked to read this handbook carefully and sign below. After doing so, please return this form by September 6, 2005. Please check here that you have read and agree to abide by all the policies as outlined in this Parent/Student Handbook.

_____ We have read this handbook and agree to abide by and be governed by the policies, procedures, rules and regulations of Resurrection Catholic School as set forth in the school handbook.

Parent Signature

Parent Signature

Student Signature

Student Signature

Student Signature

Student Signature

Date

(One form per family)