



Faithfully Catholic Since 1962

Parent Student Handbook 2020 - 2021

Contents

Introduction	5
Mission	6
Vision	6
Belief Statements	6
Contact Information	7
School Information	7
Admission and Withdrawal Policies	8
Admissions	8
Entrance Age	8
Re-registration	8
Open Admission Policy	8
Undocumented Students	8
Parental Cooperation	9
Use of Photos	9
School Information and Policies	9
School Office and Parent Needs	9
Custodial Rights	10
Testifying in Divorce or Custody Proceedings	10
Reporting Misconduct	10
Attendance Policy	11
Attendance	11
Make-up Work	13
Student Records	13
School Safety Guidelines	13
Diocesan Policy for Volunteers	13
Student Safety	14
Emergency Procedures	15
Weather, Other Emergencies and Drills	15
Campus Security	16
Traffic Procedures	17
Arrival and Dismissal	17
Carline Procedures	17
Religious Formation	18
Mass Attendance	18
Masses/Liturgies during School Time	18
Mass/Liturgies outside School Time	19
Confessions	19
Instructional Program	19
Textbook Rental System	19
Homework	19
Physical Education Requirements/Excuses	20
Report Cards, Progress Reports and Tests	20

Grading Scale	21
After School Help Sessions	21
Parent/Teacher Conferences	21
Diocesan Retention Policy	21
Field Trips	22
NJHS/NJEHS	22
Awards	23
School Activities and Sports	23
Rules of Eligibility (Attendance)	23
Rules of Eligibility (Academic)	24
Additional Diocesan Policies	24
School Policies / Procedures	25
Personal Property	25
School Property	25
School Lunch Program	25
Telephone Calls	25
Messages to Students	26
School Library	26
Birthday Party Invitations	26
Birthday Party Treats	26
School Communications	26
Family Service Hours	27
Uniform Code	28
VPK	28
Boys (K-8)	28
Girls (K-8)	29
All Students	30
Uniform Infractions	31
Non-Uniform Days	31
Student Code of Conduct	32
False Fire Alarm	32
Building Keypad Usage	32
Cell Phone / Tablet Policy	32
Level 1 Offences and Consequences	33
Level 2 Offences and Consequences	33
Level 3 Offences and Consequences	35
Threats	35
Description of Referral Consequences	36
Disciplinary Probation	37
Suspension and Expulsion	37
Statement of Academic Honesty	38
After School Detention	38
In-School Suspension	38
Out-of-School Suspension	39
Eighth Grade Discipline Consequences	39

Academic Notifications	39
Health and Safety	39
Medications	39
Head Lice	40
Illness	40
Child Protective Investigations	41
Cooperation with Legal Authorities	41
Sexual Harassment Policy	41
Other School Policies	42
Internet Policy	42
School Finances	43
Tuition	43
Payment Policy	44
Financial Obligations	44
Voicing Concerns	44
Grievance Procedure	44
Dispute Resolution	44
After School Care Program	46
School Policy and the Principal's Right to Amend	50
Parent Student Acknowledgement Form	51

Introduction

A challenging and exciting year awaits you as a student or parent at Resurrection Catholic School. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete, or revise any school policy or procedure with or without notice. This handbook is not a contract, expressed or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

Mission

We, Resurrection Catholic School, are a diverse community committed to forming a Christ-centered environment rooted in Catholic traditions which fosters academic excellence and life-long Gospel values.

Vision

Making disciples of Christ while illuminating learning with the light of our Catholic faith.

Belief Statements

We believe:

- That Catholic education is an integral part of the Church's mission to proclaim the Gospel message of Jesus, to build faith communities through celebration of the sacraments and worship, to serve others without prejudice, and treat one another with dignity and respect.
- That parents/guardians are the primary educators of their children. We work together with the family to nurture the spiritual, social, intellectual, emotional and physical development of each student.
- We value the individuality of our students with all their God-given gifts and talents and believe that they make a commitment to working to their fullest potential.
- As teachers, we actively seek to address diverse learning styles by implementing a variety of instructional resources, and we continue to educate ourselves in the current best practices in teaching.
- That the school reflects a culture of life that promotes the Catholic teachings that all human life is sacred from the moment of conception until death.
- That we provide a disciplined, orderly, and safe environment in which to cultivate the intellectual and creative faculties of each student. That it is our goal to develop individuals who are keenly aware of the Gospel's call to serve others and who actively promote social justice demonstrating always that God lights our way.

Contact Information

Resurrection Catholic School
 5710 Jack Road
 Jacksonville FL 32277

Phone: (904) 744-1266

Fax: (904) 744-5800

Office Hours: 7:30AM – 3:30PM

Website: www.resurrectionschooljax.com

Facebook: @resurrectionparishcatholicschool

Instagram: #rcsjax

Pastor: Fr. Peter Akin-Otiko

Phone: (904) 744-0833

Principal: Mr. Tim Connor

E-mail: tconnor@resurrectioncatholic.com

Business Manager: Mrs. Karen Theiss

E-mail: (904) 744-0833

Asst. Business Manager/Admissions: Mrs. Kim Matthews

E-mail: kmatthews@resurrectioncatholic.com

Administration Assistant: Mrs. Tania Mogannam

E-mail: tmogannam@resurrectioncatholic.com

School Information

Colors: Navy Blue and Gold

Mascot: Raiders

Hours: VPK 8:00 AM – 11:00 AM

K-8 Start 7:40 AM School starts.
 7:55 AM Students considered late.

Dismissal 2:50 PM Grades K-2

2:55 PM Grades 3-5

3:00 PM Grades 6-8

Accreditation

- RCS is a member of the National Catholic Education Association.
- RCS is fully accredited by the Florida Catholic Conference and the National Council for Private School Accreditation.

Admission and Withdrawal Policies

Admissions

Given the mission of Resurrection Catholic School as an agent of Catholic Christian formation, the school will accept only those students whose parents demonstrate an understanding of the specifically Catholic nature of the school and a desire to participate in that mission. Since Resurrection is a parish school, it gives preference in application to families who are active members of Resurrection Parish. Some students may not be accepted because the school's educational program and facilities are not able to meet the needs of the child. When the school cannot accept all applicants, those students not accepted are encouraged to enroll in the parish Religious Education classes (R.E.).

Entrance Age

According to Diocesan policy and the state of Florida, a child entering VPK must be four years of age on or before September 1. Kindergarten must be five years of age on or before September 1 of that year and a child entering the First Grade must be six years of age on or before September 1 of that year.

Re-Registration

Re-admission of students each year is not automatic but the invitation is extended to all those who are progressing in the school program, do not have excessive absences or lateness to school, and whose parents have complied with school policies in a positive manner, attended and taken the children to Mass each week, participated in faithful stewardship toward their parish, and have completed their financial responsibilities to the school.

Open Admission Policy

Resurrection Catholic School has an open admission policy. No person, on the grounds of race, color, gender, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Undocumented Students

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of St. Augustine may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents.

Parents should consult with immigration legal counsel if they have any questions as to immigration status.

Parental Cooperation

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it is at school events, on or off school campus, or on social media or other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to dis-enroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Use of Photos

The school reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Instagram, or Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year.

By executing the acknowledgement of receipt of this Handbook (found in the back of this handbook), Parents HEREBY CONSENT, authorize and grant permission to the school, the Diocese of St. Augustine, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of St. Augustine, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

School Information and Policies

School Office and Parent Needs

The school office is open from 7:30 a.m. to 3:30 p.m. each school day. The office is for business that is not already handled by the teachers. Parents may come in person or call the office. To contact teachers for messages, absentee homework, or to schedule an appointment, parents may write a note, call the school office, or e-mail the teacher. For the safety of students and faculty, as well as for the good management of our student body, all parents and guests are requested to check in at the school office and obtain a Visitor ID badge before proceeding into the school for business.

Custodial Rights

In the case of divorced parents, the school will interact with the parent who has legal custody of the child. The school ordinarily will deal with the parent having legal custody in matters of absence, lateness, truancy, early dismissal, disciplinary issues, school records, etc. Access to in-person conferences and the records and information pertaining to a minor child, including but not limited to school records, may not be denied to a parent because the parent is not the child's primary residential parent. Full rights apply to either parent unless a court order specifically revokes these rights. In the latter case, it is the custodial parent's responsibility to provide evidence of such a court order.

Where both parents have shared custody, any major change in a child's status, i.e. entering school for the first time, withdrawal to another school, etc. requires the signature of both parents. Further, if custody is shared, financial arrangements are the responsibility of both parents. A signed financial agreement is made with the school by both parents upon acceptance of the student to Resurrection. If parents choose to divide payments, both parents assume responsibility in the case of the default of one. The school willingly provides second copies of newsletters, Progress Reports, Report Cards, etc. but this must be requested in writing.

Testifying in Divorce or Custody Proceedings

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

Reporting Misconduct

The school encourages prompt reporting of complaints or concerns of employee misconduct so that rapid and constructive action can be taken. An individual should promptly report misconduct to the School Principal, the Pastor, Superintendent, or a Human Resources Professional at the Catholic Center Offices (904) 262-3200.

Attendance Policy

Attendance

Attendance for the full school day is a legal requirement, and an obligation of parents, students, and school staff to enable every student to learn at his/her best.

Resurrection Catholic School takes these policies seriously. The marking of attendance, late arrivals, and early dismissals is a legal requirement and mandatory for the school, noting that the student is under the care of the school or with the parent/guardian. Students are expected to attend school the entire day. **Excessive absence or tardiness may be cause for non-acceptance or re-registration may be denied.**

1. Diocesan Attendance Policy (#4.3)

- Regular school attendance is a necessary part of a student's education, and it is closely related to student learning and academic success. Excessive absences impair a student's educational progress and may, at the principal's discretion, impact whether the student passes or fails a grade.
- Students will be considered absent when they miss 50% of their school day.
- It is the parent's/guardian's responsibility to contact the school if their child will be absent and to state the reason for the absence.
- Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence. Failure to provide a note will result in an automatic unexcused absence.
- A physician's note is needed when the student:
 - Has been absent for three or more consecutive days
 - Has had surgery
 - Is returning to school after hospitalization
 - Has been under a doctor's care for a significant illness
 - Is returning to school after being excluded because of a communicable disease
- Students must be in school unless the absence has been deemed an "excused absence". Excused absences include the following:
 - Illness or injury of the student
 - Serious illness or death in the student's family
 - Scheduled doctor or dentist appointment
 - Special events such as family weddings, important public functions etc., which require permission from the principal at least five days in advance
 - Required court appearance or supervised visitation
 - Having or being suspected of having a communicable disease or infestation, including but not limited to head lice, ringworm, impetigo, and scabies.
- Unexcused absences include but are not limited to the following:

- Pleasure trips
- Suspension from school
- Truancy
- Other avoidable absences that are not on the “excused absences” list
- Students with more than 8 unexcused absences in any given class within a quarter risk a failing grade for that quarter. The principal can waive this policy in extreme circumstances.
- A student with 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian, and the school administration.
- Students out of school for an approved period of time due to a medical concern may be recorded as “Present-Medical” if they successfully cooperate with the school in a distance learning program. Approval for the extended time away from school will only be granted with medical documentation approved by school administration.

2. Absences

- Parents/guardians should notify the school of a student’s absence by calling the office between 8:00-9:00 AM.
- Students must be in attendance by 10:15 AM to participate in any extra-curricular activities.

3. Tardiness

- Students are expected to be at school by 7:40 AM. Students not in class by 7:55 AM are considered tardy.
- In the case of a rare emergency, a tardy may be excused. However, whether a tardy is excused or not excused, the student's late arrival must be marked as the child was not in the custody of the school. Students who arrive after 7:55 AM must obtain a tardy slip before proceeding to class.
- Parents are required to sign-in students who are tardy or who are returning from appointments to the Main Office before going to the classroom.
- A student is allowed 6 tardy slips per grading period to allow for medical appointments, family emergencies, and transportation problems that may arise.
- Following 6 tardy slips within one 9-week grading period, parents will be issued a letter from the administration.
- Additional tardy slips after the 6th slip within the grading period results in a \$3.00 charge per student per tardy.

4. Early Excusals/Pick-up:

- Students leaving school early must be picked up at the Main Office, not the classroom, by his/her parent or authorized adult, who must sign out the

student. Teachers will not be able to release students until the Main Office notifies the teacher that the child has been signed out.

- If a student is to be excused early, a written excuse shall be presented to the homeroom teacher.
- Families are asked not to schedule an early pick-up after 2:30 PM. The school day ends at 2:50 PM, 2:55 PM and 3:00PM, and many classroom procedures and important announcements happen before this time. Families will be asked to wait for normal dismissal time to pick up their student.
- Anyone not a parent must have a parental note indicating permission has been given to this individual to sign out the student, or a phone call will be made by the office to verify permission.
- No student will be allowed to leave the school premises during school hours unless accompanied by a duly authorized adult.

5. Medical Appointments:

- Medical appointments should be made after school hours whenever possible. Please check the school calendar for days off and early dismissal dates.

6. Release of Students

- It is the responsibility of each parent/guardian to insure that his/her child is picked up from school at the proper time. Parents or legal guardians are required to complete a dismissal form. This form specifically lists all persons authorized to pick up the child from school. The school reserves the right to require proper identification from anyone who is listed on this form coming to the school to pick up a student who is not personally known to the teacher or administrator (or her delegates) and to refuse release of the child without it.
- The school follows the guidelines set forth in the Buckley Amendment pertaining to the release of students.

Make-up Work

1. Students are required to make up work missed during any absence from school.
2. One Day: If a student is absent from school for one day, it is his/her responsibility to find out the assignments which have been missed. Please do not call the school and ask for these assignments. Assignments for grades 3 – 8 will be posted on the Family Portal in RenWeb.
3. Multiple Days: For absences of two or more days, a parent may contact the office in the morning hours (8:00-11:00) to request make up work assignments. Students will have one day to make up assignments for each day missed. Assignments in grades 3-8 will be posted on the Family Portal.

4. Excused Appointments: students attending a gifted program, appointments, or other school activities are responsible for missed assignments upon their return to school. Communication between the student/teacher is essential for these students to succeed in the classroom. A reasonable time will be established by the classroom teacher for all make-up work to be submitted.
5. Students who have a pre-planned absence for reasons other than illness must make arrangements with the teacher prior to the absence. All make up work will be due within 2 days of the student's return.

Student Records

Each student has a cumulative record folder in the school office. The cumulative record is available to teachers, administrators, health personnel, and the school secretaries. They may also be viewed by parents upon request. It is important for parents to notify the school of any changes in student information, such as change of address or phone, sacraments received (if not at Resurrection), medical needs or guardianship changes (such as custodial parent).

School Safety Guidelines

Diocesan Policy for Volunteers

According to the Office of Youth Protection at the U.S. Conference of Catholic Bishops, any time a parent or other volunteer is in any kind of supervisory or oversight role in connection with any church, parish, or school function—no matter the frequency—safe environment training is essential, in addition to undergoing a background check. Thus, even the parent or volunteer who serves only once during the year as a chaperone or party sponsor must be both background checked and have attended a Protecting God's Children workshop. Until both have been accomplished that adult is not permitted to volunteer. (An adult is any person 18 years or older.)

Volunteers in high-school below the age of 18, must have undergone a background check only in order to volunteer.

Student Safety

The following precautions are established for the well-being of the students:

Students are not to touch or use the keypad on any building at any time.

- Only faculty and staff are permitted access codes to unlock the building.
- Any student seen using or playing with the keypad will receive an after-school detention.

Precautions against Nut-Containing Products.

- Due to the increase of various allergies to nut-containing food products, the school does not sell nor distribute foods containing nut products.

- Through the use of reasonable means to better accommodate allergies to nut products, we ask faculty, staff, students and parents to practice caution when bringing lunches from home that contain nut products. If parents and students do bring such items, it is necessary that the teacher situate students away from the allergic student.

Parents should not send students to school before 7:00 AM.

- For families who must drop off early, a before school care is available at 7:00 AM.
- Students must enter Before School Care if arriving before 7:40 AM. Those who do not may receive Central Detention.
- Faculty/staff escort students to classrooms at 7:40AM.

At dismissal time, students are escorted to the dismissal area.

- Students must be picked up from the dismissal area, either by vehicle or escorted.
- Students are supervised by faculty/staff until 3:10 PM.
- Students remaining after 3:10 PM are escorted to the Extension Program and families will be charged \$15.00 for Extension Program use.

Students remaining after school for any reason must sign in with the Extended Day Director.

- A designated adult must be aware of whereabouts of students remaining after school hours.
- After a child has been picked up and / or has left the school property, it is not the school's responsibility to supervise that child if the child comes back onto campus.
- Parents are asked for their child or children's dismissal procedure at the beginning of each school year. The staff will not depart from this without a signed release from the parents. When there is a change in a student's normal procedure for going home, the office should be notified in the morning by the parent and in writing. This is for the security of every child and to give the parents reassurance. We do not allow students to change their routine "ad lib", such as to go to friends' houses, or go in a car with someone else. **Any change must be made known to the office in the morning in writing.**

Public Library usage.

- The school does not support use of the public library as an alternative for our own After School Care Program.
- A letter must be on file in the Main Office with parent permission for students to walk to the library after school.

- Students with parental permission are responsible for knowing if they are to go to the library that day. Students remaining on-campus after dismissal will be escorted to After School Care.
- Public Library rules state that children under the age of 8-years-old must have adult supervision to be in the library.
- Students returning from the library after school hours without parental supervision (i.e. to watch sporting events) must have a note from a parent which includes the name of an adult who will be responsible for the student.
- As a courtesy, if available, a faculty/staff member watches the students cross the street to the library.

Walkers and bikers.

- Walkers and bike riders should go immediately to the classroom/Morning Before School Care and proceed home immediately upon dismissal.
- Bicycles should be walked on school grounds. Bike locks are required.
- Only the owners are allowed to ride the bicycles.
- Children in Gr. K-3 are NOT encouraged to ride bicycles to school.
- The school is not responsible for bicycles.
- A written note indicating the child has permission to ride his/her bike or walk home must be on file in the Main Office.

Students who remain after school as a spectator for sporting events must have a note from a parent which includes the name of an adult who will be responsible for the student during the event.

Emergency Procedures

Weather, Other Emergencies and Drills

Resurrection Catholic School has preparation procedures for the teachers and students at school, for extreme weather and for other safety emergencies. In general:

1. The Office of Education of the Diocese of St. Augustine asks us to follow whatever directives are given for the Duval County Public Schools. Therefore, please do the following:
 - Listen to the TV news, radio stations, or Internet sites;
 - Follow the directives given for Duval County schools; Resurrection Catholic School will do the same;
 - DO NOT call the school for school information; if the public schools are in session, Resurrection will be in session.
 - Resurrection Catholic School will use the Parent Alert text message system to notify all parents of any current directives that may arise.

2. In the event of extreme weather, or any other emergency, when school is already in session, the school will stay in contact with the media, weather authorities, or any other mandated authorities, such as police. Teachers will follow school procedures for safety. If an early dismissal is recommended for the entire school, alerts will be published over Parent Alert.
3. In the case of an emergency situation, in which we are advised to stay in our present locations, the school will do the following:
 - A “lock down” procedure: all access to the school will be secured, and children will remain with the teachers and staff until further notice by authorities.
 - When we are advised to dismiss students, parents will be notified by the Parent Alert system. Please make sure the school has all necessary phone numbers and persons listed who have permission to pick up your children. It is imperative that you give updated phone numbers and caregivers as soon as a change becomes effective.
4. Proper procedure for fire, tornado, bomb threat drills are posted in each classroom. Fire Drills are held monthly through the assistance of the local fire department. Other emergency drills are held throughout the year to familiarize students with safety procedures.

Campus Security

Like every school who is concerned about safety, Resurrection Catholic School has established procedures to insure the safety of our students and staff.

The school staff has a plan to handle a crisis situation involving a student or staff member as well as a plan to handle a crisis when a threatening intruder may be on school grounds or in the school building. This plan is found in each staff member’s classroom and is discussed during orientation at the beginning of each school year. A phone tree and email databases assist us in carrying out this plan. In case of school wide emergencies, parents will be notified immediately via Parent Alert (text) and/or email.

1. All school entrances, including the front gate, are always locked. The front entrance door and gate is locked at all times; admittance is through a buzzer.
2. After admittance through the front door, parents, guests, and service personnel are to come to the school office to announce the nature of business, and receive a Visitor I.D. badge, before proceeding into the school. For entrance into Skipper Center or the Marian Building, visitors must be buzzed through the front gate. Service personnel are requested to wear their company's uniform.
3. The staff has been instructed to direct anyone back to the office, especially those they may not recognize, who is not wearing their Visitor Pass or has permission being on grounds.
4. The students are also instructed not to open the front gate to anyone and to report to staff anyone who may be a stranger or are in the wrong place.

5. A separate restroom has been reserved for guests and service personnel. Adults may not use the children's restroom during the day.
6. A code, recognized by school staff is utilized when necessary to identify unwelcome strangers on campus or when emergency assistance is needed.
7. Resurrection Catholic School is not responsible for any lost or stolen articles left in cars or any other area of the school.

Traffic Procedures

Arrival and Dismissal

1. Children in grades K through 2 are dismissed at 2:50 PM. Grades 3-5 are dismissed at 2:55 PM. Grades 6 – 8 are dismissed at 3:00 PM.
2. Vehicles need to use the one-way designated carpool lane during pick-up/drop-off times. Vehicles waiting for students will be asked to continue circling to maintain the flow of traffic.
3. Parents/guardians need to remain in their vehicle at all times to keep the process moving. Safety Patrol members will help students exit and enter vehicles.
4. Parents may park in the church parking lot and use the sidewalks and designated crosswalks to escort their child into school or into their vehicle.
5. Students should not leave the dismissal area until the teacher has checked the approved driver list for that student and released him/her to the parent/guardian.
6. Skateboards and roller blades are not to be used on campus at any time.
7. Students leaving early, traveling with another driver, or walking to the public library after school must provide a note to the office granting parental permission.
8. It is the teacher's and administration's discretion to allow student phone calls regarding transportation arrangements during the day.
9. Students are not allowed to use their cell phones at dismissal unless they have their teacher's permission.

Carline Procedures

1. Carline is a one lane only drive through so that cars do not pass each other.
2. Do not have your child get out on the driver's side (because now your student has to walk in between cars).
3. Do not have students walk in between cars in drop-off/pickup area (do you trust that the car behind you will stop when your student passes between the two cars).
4. Do not have students get things out of the trunk (do you trust that the car behind you will stop when your student is getting things out of the trunk). Students should have things arranged so they can get out on the right side. If items are needed in the trunk, please park.

5. Do not smoke outside a vehicle. This is not permitted anywhere around the children while in carline.
6. Do not use cell phones.
7. Do utilize car-line, do not park if you do not have to.
8. If you need to get out of your car and pick students up please keep them by your side and little ones need to have their hands held at all times.

ALL STUDENTS MUST BE WEARING A SEATBELT WHEN LEAVING SCHOOL PROPERTY

Religious Formation

As a Catholic parish and school, it is hoped that every family is serious about the spiritual life of each of its members. Resurrection Catholic Church and School want to help families grow in their relationship to Christ and His church. Families are encouraged to grow beyond what is merely mandated as most basic.

When families make a sincere, determined and consistent effort to love Christ and to seize the many opportunities available for personal and community prayer, Scripture reading, conferences and discussions, retreats, spiritual reading, classes, etc. they will ground themselves in what is needed to persevere as a family on their journey through time toward eternal life.

Mass Attendance

Because Resurrection Catholic School serves Catholic families, it is expected that its students are practicing their faith. Since this obligation is part of the third commandment and also a precept of the Church, participation in Sunday Mass is considered basic and taken most seriously for any practicing Catholic. The Mass schedules in most parishes and the number of Catholic churches at home and wherever we may go on a weekend make Mass available to us anywhere. All staff members assist in the effort to promote participation in the Faith among our students and their families.

Masses/Liturgies during School Time

The students celebrate Mass together once a week, usually at 8AM. The day is normally a Thursday, but because of the school calendar or special feast days, another day may be chosen. Each class takes a turn hosting and preparing the liturgy. Students may invite and encourage their parents to join us. Other prayer services and devotions are also celebrated, such as the Stations of the Cross and Adoration. These liturgies and prayer services are not replacements for participation at Sunday Mass, but are added opportunities for our children to grow in their relationship to God and the Church.

Mass/Liturgies outside School Time

Resurrection Catholic School is a parish school, emphasis is placed on active participation of students and families on the parish level. The Church has three weekend Masses available in which parishioners and school families can participate. Please see the church bulletin for times.

Confessions

It is the responsibility of the students and parents to receive the Sacrament of Penance regularly. Here at Resurrection the opportunity is available every Saturday at 3:30PM in the Church. Other parishes also have weekend schedules. Special Penance services for the students in the school are celebrated as often as the opportunity is available. However, a family serious about its members' spiritual development will go regularly (considered to be once a month) outside of school.

Instructional Program

Textbook Rental System

1. RPCS has adopted a rental system for books. All non-consumable textbooks are on the rental system. Rental books are the property of the school.
2. A rental system requires that books be kept in good condition. They **MUST BE COVERED AT ALL TIMES WITH BOOK SOX AND KEPT FREE OF ANY WRITING OR MARKS**. Failure to properly cover textbooks may result in a detention.
3. The student renting the book is responsible for the condition of the book and must repair any damage to restore the book to proper condition or pay the cost of replacing the book.
4. The school will assess the damages and instruct the student as to the proper action to be taken. Damage fees will be charged and no report cards given until damages are paid.

Homework

1. Homework is not busy work but a strengthening device and an extension of the learning experience that takes place in school. Sometimes unfinished class work may be assigned as homework. Parents are asked to cooperate with teachers in supervising home assignments.
2. The amount of homework will differ, depending on the subject and grade level of students. Project work will be given a certain period of time to be completed.
3. Please check the assignment book, or the Family Portal for weekly HW from teachers.
4. Academic honesty must be displayed at all times. Students will be held accountable for academic dishonesty of any kind.
 - Any observed copying of another's homework, quiz, or test will result in both students receiving "0" on the assignment with potential additional consequences per the Code of Conduct. (See Academic Honesty, Level II Offense).

- Policies on late assignments and projects are the teacher's and administration's discretion.

Physical Education Requirements/Excuses

1. No student will be excused from Physical Education unless a WRITTEN note is presented to the teacher, and the excuse is serious enough to prohibit the student from taking part in P.E. class.
2. Acceptable athletic shoes are to be worn by both boys and girls. The proper dress for P.E. will be the P.E. uniform: navy blue athletic shorts, plain or with Resurrection logo, and a navy blue Resurrection P.E. shirt, available at RC Uniforms, the school's official uniform provider.
3. Seven (7) unexcused absences per quarter in P.E. will result in a failing grade for that quarter. Failure to dress out properly is considered an unexcused absence. Also, failure to participate in class/teacher assigned activities is considered an unexcused absence.
4. Grades K-5 may wear their P.E. uniforms to school on P.E. days. Grades 6-8 are required to bring their PE uniform to school on PE days in a PE bag. Students will be allowed to remain in their PE uniforms after PE class.

Report Cards, Progress Reports and Tests

1. Report Cards:
 - Report cards are issued four times during the school year for Grades VPK - 8. Parents of students in grades K through 8 will be able to view academic progress electronically.
2. Progress Reports:
 - Report cards are issued four times during the school year for Grades K - 8. Parents of students in grades K through 8 will be able to view academic progress electronically.
3. Standardized Tests:
 - The Terra Nova Complete Battery Test is administered to Grs. 1-8 in the spring.
 - The ACRE (regarding standards of religious education) is administered to Gr. 5 and 8 in the spring.
4. Quizzes/Tests/ Midterms/Finals Grades 6-8
 - Students are encouraged to save quizzes and tests to help them study for mid-term and final exams. Students are often asked to return tests and quizzes showing parent signatures.
 - Midterms are administered prior to Christmas Break.
 - Finals are administered prior to each grades' respective last day.

Grading Scale

A	100 – 90
B	89 - 80
C	79 – 70
D	69 – 60

Failing is considered any grade at or below 59

After School Help Sessions

1. There are two options available to students where teachers will provide remedial help. Times range from 3:00-4:00 PM.
2. For Grades 2-8, HW Club will meet after school on Wednesdays only. All teachers will be available to provide help to any student in need.
3. For individual needs, Grades K-5 teachers will allow students to make individual appointments if they need help.
4. Grades 6-8 teachers will also allow students to make individual appointments with them whenever they need after-school help.
5. It is the student's responsibility to tell teachers whether or not they are attending any after school help session.

Parent/Teacher Conferences

1. Parent/teacher conferences may be requested at any time by the parents/guardians or teachers. Please contact the teacher to set up a conference.
2. After first quarter report cards, a day is set aside for parents to meet with teachers. Please consult the school calendar for the date.

Diocesan Retention Policy

If it appears necessary to retain a student in a particular grade, the school follows these criteria:

1. The student has failed to pass the major subjects at each Grade Level. The list below indicates the specific failure(s) on each grade level that could result in retention at a particular grade level:
 - Kindergarten: Lack of readiness in reading, math, and communication skills
 - Grades 1-2: Failure in Reading/Language Arts or Math
 - Grades 3-8: For promotion a passing grade must be achieved in all major subjects: Religion, Reading, Language Arts/Literature, Math, Social Studies, Spanish, and Science.
2. If one of the failed subjects is Religion or Spanish, the student must make up work (summer school project assigned by classroom teacher) if he/she wishes to return to the school or enroll in any other Catholic School in the Diocese.
3. Summer School Options:
 - Any student failing one major subject must receive 30 hours of tutoring by a certified teacher in that subject area.
 - Any student failing two major subjects must receive 60 hours of tutoring by a certified teacher(s) in those subject areas.

- The certified teacher must be approved by the school's administrator and parents must provide documentation of completed hours and subject matter covered.
- The school shall assess the student's knowledge in subject area at the end of the tutoring hours.
- A passing or failing grade for a major subject area will be determined after student assessment.

Field Trips

1. Students are expected to attend all field trips. Field trips are concrete learning experiences considered part of the curriculum. Questions on quizzes and tests may result from facts learned.
 - Field trips are privileges given to students; students can be denied participation if they fail to meet academic and/or behavioral requirements.
2. Permission Slips:
 - Forms are sent to parents explaining diocesan policy, rules and regulations relevant to this type of activity.
 - Written consent (not verbal) of the parent is **REQUIRED** in order that the student may accompany the class on a field trip. This written consent **MUST** be made upon the official field trip form. No other note is acceptable.
 - Field trip forms must be turned in the **SCHOOL DAY PRIOR** to the trip for students to attend. Forms will not be accepted the day of the trip.
3. Logo uniforms are to be worn except when circumstances, as defined by the administration, call for otherwise.
4. All chaperones must have completed an updated fingerprint background check and the Protecting God's Children workshop in order to accompany the class.

National Junior Honor Society/National Junior Elementary Honor Society

Students in grades 7 and 8 are eligible to be invited into the National Junior Honor Society (grades 5 and 6 into National Junior Elementary Honor Society) by maintaining A/B Honor Roll Status for the first 3 quarters of the school year. Induction into the Society will be in the fourth quarter.

Awards

To recognize students who have shown scholastic achievement and participation in school activities, a system of awards has been initiated into our program:

St. Thomas Aquinas: Student(s) per grade who excels in understanding religious concepts.

Good Samaritan: Student(s) per grade always willing to be helpful to others and best exemplifies true Christianity.

Service: Student(s) per grade level who shows initiative and responsibility in carrying out duties.

Diocesan Honor Roll: Grades 3-8 – Students showing scholastic achievement in all academic subjects by obtaining an (A) or (B) at the completion of every school quarter. The student must have an 80 in Enrichment Classes.

Academic Excellence Awards: Student in each major academic area (English, Literature, Social Studies, Reading, Science, Math, Spelling) in Gr. 3-8 who excelled in learning.

K-8 Awards: Students in grades K-8 who made notable effort to excel in learning Art, Music, Band, P.E., and Spanish. Also K-4, a Technology Award, and 3-5 AR Reading awards.

Good Conduct: Student per grade who maintained exceptional citizenship throughout the year.

Student Athlete: Students in Grades 4-8 who have achieved the Honor Roll all four quarters and participated in two school sponsored sports.

Superintendent's Award: Students in Grades 4-8 who show extraordinary scholastic achievement in all academic subjects by obtaining an (A) at the completion of every school quarter. The student must have an 85 in Enrichment Classes.

High Five Award: In honor of Mr. Ralph E. Skipper, given to one student per grade K-8 who continually portrays a positive attitude.

Bishop Snyder's Peace in Christ Award: Student in 8th grade who best exemplifies a peaceful spirit.

School Activities and Sports

Rules of Eligibility (Attendance):

1. Students must be in attendance by 10:15 AM to participate in any extra-curricular activities.
2. Students leaving after 12 noon for an appointment may return to participate in extra-curricular activities.
3. No more than 3 consecutive classes can be missed in any one day to participate in that day's extra-curricular activities.

Rules of Eligibility (Academic):

Eligibility shall apply to all athletic and allied activities of the Catholic Grade School Conference. Activities include sports, choir, SGA, Safety Patrol, and clubs established during the school year.

1. Major subjects are Reading / Lit, Soc. St., Math, Science, English, Religion, Spelling and Spanish for Gr. 4 - 8.
2. Students who receive an "F" or two "D's" will automatically be ineligible for five school days beginning the day after progress reports or ten school days after report cards are issued.
3. If the student does not meet the eligibility standards after the five/ten-day period, they shall not be allowed back on the team.
4. Students who receive an "F" in an Enrichment class have five/ten school days to improve their grade.
5. Parents will be notified of eligibility.
6. If progress is not shown, over an extended period of time, the student may be removed from the team.
7. Administration reserves the right to make a policy with stricter guidelines.
8. To be eligible in conduct, a student must maintain good behavior throughout the season.
9. Any student athlete receiving a detention or referral on the day of a game will not be allowed to play in that game.

Additional Diocesan Policies:

1. All students shall be given equal opportunities to try-out for all teams and eligibility rules shall apply when a student is part of the team.
2. Coaches will pick students for ability to participate in various activities. The judgment of the coach or administration will be final from the viewpoint of ability. The rules of eligibility will then be applied for each of the following evaluation periods.
3. If a student is ineligible at his/her school and then transfers to another school, his/her ineligibility will be carried over to the next grading period.
4. A student, by reason of lack of school attendance or improper conduct may at any time be declared ineligible by the administration. Diocesan guidelines for attire must be followed.
5. All-Star Qualifications: In order for a student athlete to be selected to represent RPCS as an all-star for his or her respective team, he/she must meet the following qualification: play 85% of all games, attend 90% of practices, stay eligible all season (includes grades and conduct), the player's actual game performance, the player's actual practice performance, seniority (the number of years on the team and/or grade), behavior on and off the court/playing field, and how well he/she represents RPCS. After a player has been suspended for a 2nd game they can no longer be eligible to be an all-star.

School Policies/Procedures

Personal Property

1. Students are allowed to have water bottles during classes and physical education. (No colored juices or Gatorade is allowed in the classrooms)
2. Students are discouraged from bringing personal and valuable items such as toys or electronic devices to school.
3. The school is not responsible and cannot be held responsible for lost, stolen, or broken items.
4. Spinners are not allowed in school. Any student seen with a spinner will have it taken away and returned to them at the end of the day.

School Property

1. School lockers, desks, and cubbies are the property of the school. All middle school students are required to pay a locker rental fee and have a school issued lock.
2. The administration reserves the right to search lockers, desks, and cubbies at any time without notice.
3. Parents and students may not use school equipment (i.e. computers or phones) for personal agenda purposes. Administration reserves the right to review the download history of all school computers. Administration will determine appropriate consequence for students caught violating this policy.
4. The school logo is the property of the school. No one may use the school logo for any purpose without the expressed written permission of the school. Anyone wishing to obtain permission needs to speak with administration.

School Lunch Program

1. All students receive a free lunch and a free breakfast every day of school. The school is part of the Community Eligible Program (CEP) of the National School Lunch Program.
2. Morning snack will be at the discretion of the teacher. Some classes will participate; other may not due to the interval of time between breakfast and lunch. When students bring snacks to school, the snacks should be nourishing food items.
3. Students are to be respectful of volunteers and lunchroom employees at all times. Lunchroom behavior is subject to the Code of Conduct.

Telephone Calls

1. Students may use the school phone only in case of necessity. Permission to do so must be obtained from the teacher and/or office personnel.
2. Calls due to illness will only be made from the main office after the student has been properly diagnosed by the school nurse or office staff.
3. It is the responsibility of the student to remember to bring to school all items necessary for the day.

4. Students will not be allowed to call home the morning of a scheduled field trip to have parents sign permission slips, nor will they be allowed to call and request homework be brought to school.

Messages to Students

1. Parents are asked not to call the school during the day with messages for their children except for serious reasons.
2. Students will not be called out of the classroom to accept telephone calls except in emergency situations.
3. Parents/Guests do not go directly to classrooms without a Visitor ID from the office when they have an appointment with a teacher or other staff member.

School Library

1. The school library is open daily for the use of the students. Students are encouraged to take proper care of the books they borrow.
2. When it is obvious that a book has been abused or when a book has been lost, the student will be expected to replace or pay for the book immediately.

Birthday Party Invitations

The following policy is an effort to be Christian in dispensing party invitations and avoid hurt feelings:

1. The office or teacher will not provide telephone numbers or addresses of students.
2. Invitations may only be disbursed in school if the entire class is invited or if all boys or all girls only are invited.
3. Flowers, balloon bouquets, or any other deliveries to a student during the day will be refused. Parents should arrange for these items to be delivered to their home.

Birthday Treats

Birthday celebrations occur on the first Friday of each month. Students who have birthdays for that specific month are announced over morning announcements. Homeroom parents designate specific parents to bring in cupcakes, donuts or cookies for the monthly class birthday celebration. The treats are distributed to class members at the discretion of the Homeroom teacher. No cakes, pizzas, or anything that needs to cut is allowed.

School Communications

1. There is a weekly administration newsletter. It contains reminders for upcoming school events, praises for students and families, School Advisory Board and Home and School information. It will be sent electronically.

2. Our school's website is <www.resurrectionschooljax.com>. It provides general information about our school and its mission. Forms are available on this site for downloading regarding the school and its policies.
3. Email will be a main communication tool between school and families. Classroom teachers, administration, and the Home & School Association utilize email frequently. Families are asked to provide a current email at the beginning of the school year for receiving school communications.
4. Very important daily events and reminders will be communicated via text message through Parent Alert. Any school emergency will be communicated through Parent Alert as well.
5. Please check with your child daily for any notices he/she might have to give to you in order for the system to be successful.
6. All notices sent home are considered important, and we ask for your response when requested.

Family Service Hours

1. Each family is required to contribute **12** documented service hours to RPCS during the school year. Service hours may be donated to families in need with the approval of the principal.
2. Service opportunities include, but are not limited to, chaperoning, homeroom parent duties, attending Home & School meetings, donation of items, teacher-requested tasks, etc.
3. Five of the **12** service hours may be church-related service, NOT including duties done during a normal liturgical service such as being an EEM or reader. The diocese does not recognize these as service since they entail fulfillment of standard Catholic practice.
4. Service hours for the current school year must be submitted by May 1. Families completing hours in May or June must submit planned service hours with their form. Families not submitting their service hour sheet by May 1 will receive a statement of hours not served.
5. Families may contribute \$10.00 for every service hour they wish to waive. Families not contributing the full **12** hours by the end of the school year will be billed in the year-end statement. Report cards will not be released or registration withheld until the statement is reconciled.

Uniform Code

VPK: Boys and Girls – Navy Blue or school plaid pull-on shorts / Red polo shirt / Sneakers. Boys only: Navy Blue long pants.

BOYS:

Bottoms:

- Solid navy blue dress pants or navy blue uniform shorts
- Pants/shorts must be worn above the hip bone.
- Solid navy blue, black, or dark brown belts only for grades 3-8.

Shirts:

- Gr. K-5: Light blue knit uniform polo shirt
- Grades 6 & 7 - Navy polo shirt except on a Mass day.
- Grade 8 - Red polo shirt except on a Mass day.
- Mass Days
 - Gr. 6-8: White Oxford button down shirt (long or short sleeved)
 - Gr. 6-8: Navy Blue long pants.
 - Gr. 8: Required to wear a navy blue tie.
 - Grades K-5 - A logo uniform shirt must be worn on Mass days and special school occasions such as field trips or other events as designated by the administration.
- Shirts are to be tucked-in and adjusted properly in order for belts to be visible.
- Only the top button may be unbuttoned on the uniform shirt.
- A solid white long sleeve shirt may be worn under uniform shirts during the cold weather.

Footwear:

- Grades 4 - 8. Black or brown dress shoes. Grades K-3 may wear black (only) athletic shoes (NO HIGH TOPS). Sperry type shoes are allowed.
- Socks: black, white, or navy blue socks that are visible above the shoe.

Hair:

- Must not touch eyebrows, ears, or collar.
- Must be tapered or box-tapered, neat, clean, and well groomed.
- Bushy or unkempt hair is unacceptable.
- Hair cannot be combed or styled to reach greater than 1.5 inches above the scalp.
- Special hair products may NOT be used to style hair to meet requirements.
- Completely or partially shaven heads with long hair over the shaved area(s) are not permitted (i.e. significant contrasts of longer and shorter hair is not permitted).
- Outlandish or fad styles, including but not limited to partially shaved, braids, fauxhawk or Mohawk, dreadlocks, shaved line hairstyles are not permitted.

- No designs or letters of any kind are permitted to be cut/shaved into the hair style.
- Older students must be clean-shaven; no facial hair allowed.
- No earrings of any kind are allowed. No earrings covered by band aids or tape are allowed.
- Eyebrows are not to be shaved in anyway.

GIRLS

Bottoms:

- Grades K-4: School-plaid jumper or solid, navy blue Docker-style dress pants
- Solid navy blue, black, or dark brown belts only for grades 3-8.
- Grade 5 : School-plaid jumper or SKIRT
- Grades 5-8: School-plaid skirt or solid, navy blue Docker-style dress pants
- Length of jumper or skirt may be no shorter than 3 inches from the ground when kneeling.
- Waistbands may not be rolled up.
- If administration determines the fit of the skirt or pants inappropriate for the school setting, that skirt or pants may not be worn to school again.

Blouses:

- Grades K-5: Light blue blouse with round (Peter-pan) collar or short sleeve Light blue polo.
- Grades 6-7: White oxford button down shirts on Mass Days.
- Grade 8 - Red polo shirt except on Mass Days.
- Grades 6 & 7 - Navy polo shirt except on Mass Days.
- Grades K-4 - A logo uniform shirt must be worn on Mass days and special school occasions such as field trips or other events as designated by the administration.
- Blouses are to be tucked-in and adjusted properly in order for skirt waistbands to be visible.
- Solid white shirts may be worn under uniform blouses and shirts during cold weather.
- Only the top button may be unbuttoned on the uniform blouse.

Footwear:

- Black or brown dress shoes with no raised heels of any kind. Grades K-3 may wear black (only) athletic shoes (No high tops).
- “Sperry”-style shoes are acceptable. No sequins shoes.
- Solid white or navy blue socks must be visible at all times.
- Grades 6-8 - Solid white or navy blue KNEE socks are required.
- Solid navy, black, or white non-textured tights are acceptable, not leggings.
- No Boots

Earrings:

- Pierced earrings are to be posts only (no dangling earrings of any kind) or hoops not larger than 1/2 inch in diameter.
- No more than one earring per ear may be worn at any time
- Earrings are to worn in earlobes only.

Hair:

- Should reflect the professional appearance of the uniform.
- Hair accessories and styles. Unprofessional looking hair accessories and styles are not permitted.
 - Any accessory worn in the hair that distracts from a professional looking overall appearance is not allowed. Accessories that are appropriate should be simple and coordinate with the uniform. The school administration has the right to determine what is appropriate and what is not.
 - Multi-colored and unnaturally colored hair are not permitted.

ALL STUDENTS

- Uniforms should be well maintained and clean.
- No make-up, nail polish, nail tips, etc. are permitted.
- No tattoos, hats or caps are permitted.

Outerwear:

- Solid navy blue or Resurrection logo sweater/sweatshirt/jacket.
- No other dominant emblems (larger than 2 inches) are allowed..
- Sweatshirts and shirts may not be tied around the waist.
- The top layer in any school building and Church must always be uniform-compliant. All non-uniform outerwear worn from the car for weather purposes must be removed in the school building or Church and left in the locker or on the classroom's hooks during the school day.
- Inappropriate outerwear worn in the school buildings will be confiscated and a uniform infraction notice given. Confiscated items will be given back to the student at the end of the day.

Jewelry:

- Showy jewelry is not acceptable.
- Students may wear one modest necklace with a religious symbol.
- Students may not wear more than one charity-sponsored bracelet per wrist.

Hair:

- Only the students' natural hair color is permitted. Do not attempt to change/color, bleach, or dye the hair from its natural color while school is in session.
- No unnatural color hair (red, purple, blue, green, etc.) is allowed.
- No multicolored, extreme, or two toned hairstyles are allowed.

- Students wishing to participate in any school activities must follow hair requirements.

Additionally:

1. Scouts may wear their Scout uniforms on the day of their meeting.
2. Athletes and school-sponsored activities may wear their team or activity shirts on event days.
3. Students in grades 6-8 must use a gym bag to carry PE uniforms, school uniforms, and personal hygiene products.
4. Students should have names ON EACH ARTICLE OF CLOTHING
5. The school is not responsible for any lost, stolen, or damaged items.
6. Any non-uniform item may be confiscated by the homeroom teacher and returned at the end of the day.

Uniform Infractions

Students may receive three uniform infraction warnings during each nine-week period. Subsequent infractions will result in an after school detention. Students may not receive more than one uniform infraction per day.

Non-Uniform Days

1. Periodically, the Student Government or administration sponsors non-uniform (NU) days to raise money for charitable causes and school needs. Students wishing to participate pay the established fee in order to come to school out of uniform. Teachers are also welcome to participate.
2. Non-uniform days vary according to theme. Students must follow guidelines according to the theme. Students not following guidelines must phone parents to change into the school uniform or request appropriate clothing.
3. No matter the theme, the following guidelines always apply:
 - No spaghetti-strap shirts or strapless blouses.
 - No midriff blouses
 - No short shorts, no miniskirts.
 - Leggings, Yoga pants may be only worn under a skirt.
 - No backless shoes.

Student Code of Conduct

RPCS is committed to excellence. Our teaching and learning programs support all students to be successful at school. Working together with the family we create an environment which integrates God's vision into ours by imitating His example of loving acceptance. We help students to become caring, Christian adults.

Behavior which respects the rights of all students to learn and teachers to teach is fundamental to all students' success at school. The Code of Conduct which follows is based upon the premise of the parent/guardian being the primary educator of the student.

Responses to inappropriate student behavior involve staff, students and families in partnership with the following focuses:

- Student success and support of students in crisis.
- Reinforcing the rights of other students to learn.
- Allowing teachers to teach in safety and without disruption.

Infractions of the Code of Conduct are listed in three categories of offenses: Level I (least serious), Level II, and Level III (most serious). Infractions for all levels apply at any school-mandated or school-sponsored function on or off-campus.

False Fire Alarm

Any students who deliberately set off the school's fire alarm system without just cause will receive a referral and a minimum one-day suspension from school.

Building Keypad Usage

Any students who deliberately use the Building keypads without just cause will receive an after school detention.

Cell Phone / Tablet Policy

Phones with photographic capabilities or text messaging present a danger of privacy violations as well as a serious threat to Honor Code expectations. However, because of transportation and safety concerns, the school will allow students to carry cell phones on a limited basis.

- Cell phones should be for emergency use only.
- Cellular phones carried by students must be turned off and left in the student's locker or backpack during school hours.
 - NOTE: Upon the discretion of the teacher, students shall be required to check-in their cell phones to the HW teacher at the beginning of the day and receive them back at the end of the day.
- Cell phone/Tablet usage during Extension, athletic functions or other school-sponsored events will be at the discretion of the supervising adult.

- No cell phones/Tablets may be used for picture taking.
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling, or making purchases of any kind, or used as a calculator during class.
- Violations of this policy result in the following consequences:
 - First Occurrence:
 - The phone will be confiscated and parent required to retrieve the phone from Main Office.
 - Second Occurrence:
 - The phone will be confiscated, the parent will be required to come to school office to retrieve the phone, and the student will receive a detention.
 - Third Occurrence:
 - The phone will be confiscated for the remainder of the school year and the student will be suspended for one day.

Level I Offenses:

1. Violation of classroom rules
2. Nonconformity to Dress Code
3. Non-preparedness for class
4. Gum Chewing
5. Eating in unauthorized places and/or times
6. Disrespect
7. Irreverence at Church, liturgies, or prayers (Gr. K-5)
8. Bringing discredit to RPCS by engaging in conduct, whether inside or outside the school, that is detrimental to the reputation of the school

The offending student is subject to one or more of the following disciplinary actions:

Level 1 Consequences:

1. Verbal reprimand
 2. Phone call to parent/guardian
 3. Removal from classroom (K-8)
 4. Time Out/Recess Time (Grades K-5)
 5. Detention (Required 6-8)
 6. Referral to the Principal* resulting in After-School Detention
 7. Conference with parents
- * denotes required phone call to parent/guardian

Level II Offences:

1. Multiple Level I offenses.
2. Continuation of Level I offenses.
3. Irreverence at Church, liturgies, or prayers (Grades 6-8).

4. Disruptive behavior in any school common areas.
5. Bringing unrequested items to school or school-sponsored event, whether or not on school grounds.
6. Stealing.
7. Use of obscene or indecent language or gestures (written or spoken)/ taking the Lord's name in vain. This includes the down-loading of any Internet pages onto a school computer or tablet (Central Detention required for Grades 6-8).
8. Possession of unauthorized items at school or school-sponsored event, such as obscene or pornographic materials, electronics.
9. Use of racist or discriminatory language.
10. Fighting/encouraging others to fight (Alternative consequences to be determined by supervisor K-5)
11. Destruction of school property or property of others
12. Academic dishonesty (See Statement of Academic Honesty)
13. Harassment/teasing/bullying of a verbal, written, or physical nature, including violation of the Sexual Harassment Policy.
14. Any verbal, written, physical or implied advances of a threatening or intimidating nature (sexual or non-sexual)/or malicious gossip.
15. Leaving classroom/school property during the school day without teachers or administrators' permission.
16. Threat: an expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional or future. (See further description below).
17. Bringing discredit to RPCS by engaging in conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The offending student is subject to one or more of the disciplinary actions listed for Level I offenses and is further subject to the following disciplinary actions.

Level II Consequences:

1. Service to school or community.
2. After School Detention.
3. Removal of the student from school by parent(s)/guardian(s) for the remainder of the school day.
4. Referral to the principal resulting in an In-School Suspension (see below).
5. Referral to the principal resulting in an Out-School Suspension (see below).
6. Financial restitution to the school or victim for financial expenses incurred as a result of the offensive conduct.
7. Disciplinary Review Board Meeting.

Level III Offenses:

1. Multiple Level II offenses
2. Continuation of Level II offenses
3. Defiance of school appointed authority figure
4. Physical confrontations or physical harm to another
5. Possession, use, or transfer of prescription drugs, over-the-counter medications, vitamins, or pill-like substances without proper authorization from the student's parent and school administration. See Procedures for handling student medications while at school.
6. Possession, use, or transfer of controlled substances, tobacco products, alcohol, or substances represented to be controlled substances.
7. Possession, use, or transfer of knives, firearms, ammunition and other weapons or dangerous objects and facsimiles thereof, combustible or flammable liquids and products.
8. Possession, use, or transfer of pornography or indecent materials.
9. Stealing
10. Any conduct that would constitute a misdemeanor or felony under federal law and the laws of the State of Florida
11. Bringing discredit to RPCS by engaging in conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The offending student is subject to one or more of the disciplinary actions listed for Level I and Level II offenses and is also subject to EXPULSION upon the recommendation of administration. If expulsion is recommended for consideration, the due process procedure set forth in the RPCS Code of Conduct will be followed, unless the situation is so severe that automatic suspension is warranted.

Threats

- Any threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.
- Consequences:
 1. If a student makes a threat, the principal or pastor, at his or her discretion, may suspend/expel the student from school.
 2. If suspended, the student may be required to receive psychological assessment or counseling, and if required the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school.
 3. A reinstatement conference should take place with the parent and student.
 4. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

Description of Referral Consequences

Detentions accumulate throughout an academic quarter. Referrals accumulate throughout the academic year. They are not included in the academic record when a student graduates or leaves the school unless the follow-on school requests them.

1st Referral

- After-School Detention or another disciplinary action depending on the severity of the offense.
- Students will only be allowed to participate in sports and extra-curricular activities if no other referrals are received for the remainder of the quarter in which the 1st referral was received.
- Administration will consider additional consequences depending on the level of offense
- Students must sit out of games, activities or practices the day the referral was received.

2nd Referral

- After-School Detention or another disciplinary action depending on the severity of the offense.
- Parents meeting with the Disciplinary Review Board
 - Members can include: Principal, Assistant Principal, and a teacher selected by Administration, teacher selected by parent/guardian of student, and School Counselor may be included.
 - This meeting will be held to help determine the cause underlying the behavior and to implement strategies for behavior change in order to increase the level of successful learning. It is proven that irresponsible behavior can decrease the student's range of future opportunities.
 - This Review Board is convened to develop in students an acceptance of responsibility for their own behavior and the chance for home and school to work together in helping students to make the right choices in the context of behavior management.
- Students must sit out of games, activities or practices the day the referral was received.
- The student will be ineligible for Honor Roll for the remainder of the quarter in which the referral was received.
- The student will no longer be eligible for membership into the National Junior Honor Society.
- The student will also be ineligible to participate in sports or extra-curricular activities for the remainder of the quarter in which the 2nd referral was received.
- When a new quarter begins, the student may participate in sports and extra-curricular activities as long as the student receives no other referrals during the quarter.

- When a new quarter begins, the student will also be eligible for Honor Roll as long as no other referral is received during the quarter.

3rd Referral

- In-School Suspension and student placed on Disciplinary Probation. See Disciplinary Probation below.
- Parents 2nd meeting with the Disciplinary Review Board
- The student is ineligible for Honor Roll and participation in sports and extra-curricular activities for the remainder of the school year.

4th Referral

- Out-of-School Suspension.
- The student is ineligible for Honor Roll and participation in sports and extra-curricular activities for the remainder of the school year.

5th Referral

- Out-of-school Suspension.
- The offending student is subject to expulsion from RPCS upon recommendation of the principal and/or pastor. If expulsion is recommended for consideration, the due process procedure found in this handbook will be followed.

Disciplinary Probation

Based upon the student's past discipline record and recommendations made by the Disciplinary Review Board, a student may be placed on Disciplinary Probation. In order to assist the parents/guardians in finding ways to help the student develop mutual respect and responsible behavior, a 2nd meeting will be called with the Disciplinary Review Board when the 3rd referral is received. The student will then be placed on Disciplinary Probation. This will give the home and school the opportunity to work together to help the student meet the expectations of RPCS's Code of Conduct.

Suspension and Expulsion

Reasons for expulsion with mitigating circumstances are reasons for suspension.

Reasons for expulsion, include but are not limited to:

1. Actions gravely detrimental to the moral and spiritual welfare of other pupils.
2. Habitual profanity or vulgarity.
3. Fighting, assault, battery, or any threat of force or violence, directed toward any school personnel or pupils.
4. Open, persistent defiance of the authority of the teacher or administrator.
5. Continued willful disobedience.
6. Use, sale or possession of narcotics.
7. Use, sale, distribution or possession of any alcoholic beverage on or near school premises.

8. Smoking or having tobacco.
9. Stealing.
10. Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school.
11. Truancy.
12. Possession of a weapon on school grounds (i.e. gun, knife or any other object that poses as a weapon, including toy weapons).
13. Possession, use, or transfer of pornography or indecent materials.
14. Harassment or threats, verbal or written, including e-mail messages or internet postings.

Statement of Academic Honesty

Personal pride and integrity are essential to Resurrection Parish School's dedication to academic excellence. Cheating violates God's Seventh Commandment, and will result in a grade of zero (0), notification to parents/guardians, and disciplinary action (after-school detention). **This statement also applies to any Distance Learning that occurs in the school year.**

After School Detention (K-5)

- Assigned teachers will monitor Detention every 1st and 3rd Friday of each month from 3:00 until 4:00 p.m.
- Detention time will be doubled if a student chooses not to attend their assigned Detention.
- Should a student miss a second Detention, the student will be required to serve an In-School Suspension.
- Students receiving three behavioral detentions in one quarter will receive a Referral consequence upon receiving the 3rd Detention.
- Students serving a disciplinary detention may complete a Reflection Form consisting of the writing of Catholic Religious concepts.
- Detentions do not accumulate throughout the academic year. Students begin with a clean slate each quarter.
- Detentions assigned at the end of the school year will be served at the beginning of the next school year.

After School Detention (Middle School)

- Detentions will be held on the **1st and 3rd FRIDAY** of each month from 3:00-4:00 PM. Assigned teachers will monitor students.
- Saturday School Detentions
 - Will be held once per month from 8:00-10:00 AM
 - Parents will be charged \$30
 - Tardy / Late Pick-Up students will be charged additionally
- In-School Suspensions

- Will usually be served the next school day following the incident.
- Parents will be charged \$50 when the student receives detention #7 and has to serve an in-school suspension.

Outline of Consequences for Multiple Detentions (Middle School Students only)

1. First Detention – Friday Detention
2. Second Detention – Friday Detention
3. Third Detention – Friday Detention
4. Fourth Detention – Saturday School
5. Fifth Detention – Saturday School & 1st Referral
6. Sixth Detention – Saturday School & 2st Referral
 - Student no longer eligible to participate in sports or extra-curricular activities for remainder of quarter in which the 2nd referral was received.
 - Student ineligible from receiving Honor Roll in quarter 2nd referral was received.
7. Seventh Detention – In-School Suspension (\$50) & 3rd Referral
 - The student is ineligible for Honor Roll and participation in sports and extra-curricular activities for the remainder of the school year.
8. Eighth Detention – Out-of-School Suspension & 4th Referral
 - Number of days to be determined by administration
 - The student is ineligible for Honor Roll and participation in sports and extra-curricular activities for the remainder of the school year.
9. Ninth Detention – Out-of-School Suspension & 5th Referral
 - Number of days to be determined by administration
 - The offending student is subject to expulsion from RPCS upon recommendation of the principal and / or pastor. If expulsion is recommended for consideration, the due process procedure found in the Student Handbook will be followed.

In-School Suspension

- Students assigned In-School Suspension will be required to obtain all classroom assignments when they arrive at school.
- Work and lunch will be done in an established supervised, isolated area for the day.
- A supervisor will administer all tests and quizzes.

Out-of-School Suspension

- Class work and homework missed due to out-of-school suspension may not be made up and will result in a grade of zero (0).
- Tests and quizzes may be made up at a later date if approved for credit by administration.

Eighth Grade Discipline Consequences

- Eighth graders who receive a referral for discipline during the fourth quarter may not be allowed to participate in graduation activities or exercises.
- Eighth graders who receive more than two referrals throughout the year may not be allowed to participate in graduation activities or exercises.

Academic Notifications

If a student is not completing homework assignments, parents are notified through an email or a note home. Parents are asked to respond to the email or to return the signed notice to the school. Parents of students in grades 3 – 8 will be able to view academic progress and missed assignments on Parents Web. Each parent will create a code to access their child's account.

All middle school students will have 24 hrs. to make up a missed assignment (excluding illness related absences) for 50% credit. After 24 hrs., students will receive a 0% for the missed assignment. **Any change to this policy is at the discretion of the teacher as it applies to a specific situation.**

Health and Safety

Medications

1. All medications must be sent to the Main Office immediately upon the child's arrival at school in the morning.
2. A written statement from the issuing physician concerning the medicine must be on file at school.
3. Directions taken from the prescription bottle or box will not be sufficient; printed instructions with parent signature must be provided on a sheet of paper stating the child's name, the proper dosage, and the times to be administered. Also, include any side effects the child might experience.
4. If the medicine is to be taken with juice or any other drink, send it along with the child.
5. Parents/guardians must sign a medical release form before any medication can be administered by staff at school.

See 2015 Florida Statute 1006.062 on the next page.

1006.062 Administration of medication and provision of medical services by district school board personnel.—

(1) Notwithstanding the provisions of the Nurse Practice Act, part I of chapter 464, district school board personnel may assist students in the administration of prescription medication when the following conditions have been met:

(a) Each district school board shall include in its approved school health services plan a procedure to provide training, by a registered nurse, a licensed practical nurse, a physician licensed pursuant to chapter 458 or chapter 459, or a physician assistant licensed pursuant to chapter 458 or chapter 459, to the school personnel designated by the school principal to assist students in the administration of prescribed medication. Such training may be provided in collaboration with other school districts, through contract with an education consortium, or by any other arrangement consistent with the intent of this subsection.

(b) Each district school board shall adopt policies and procedures governing the administration of prescription medication by district school board personnel. The policies and procedures shall include, but not be limited to, the following provisions:

1. For each prescribed medication, the student's parent shall provide to the school principal a written statement which grants to the school principal or the principal's designee permission to assist in the administration of such medication and which explains the necessity for the medication to be provided during the school day, including any occasion when the student is away from school property on official school business. The school principal or the principal's trained designee shall assist the student in the administration of the medication.

2. Each prescribed medication to be administered by district school board personnel shall be received, counted, and stored in its original container. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the school principal.

(2) There shall be no liability for civil damages as a result of the administration of the medication when the person administering the medication acts as an ordinarily reasonably prudent person would have acted under the same or similar circumstances.

(3) Nonmedical district school board personnel shall not be allowed to perform invasive medical services that require special medical knowledge, nursing judgment, and nursing assessment.

Head Lice

If head lice are found on a child, the parent will be notified and must make arrangements to take the child home immediately. The school will be informed and proof of treatment must accompany the child upon return to school. Please refer to the revised Head Lice policy January 27, 1998.

Illness

Your child's health is a matter of major importance to all of us. If your child is ill, please keep them home for the benefit of the child and the other children in the school.

- If a child has a fever or vomits during the school day, the parent will be immediately notified and must make arrangements to have the child taken home.
- We will inform you when communicable diseases such as chicken pox or measles have affected another enrolled child.
- **Students should be symptom-free (i.e. no fever, no vomiting, no diarrhea) for 72 hours prior to returning to school.**

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

Cooperation with Legal Authorities

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation. The school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by the investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The school will attempt as well to have a representative present during such an interview, unless this is not permitted by the investigators, which is often the case in investigations involving sexual or physical abuse.

Sexual Harassment Policy

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature. Sexual harassment, as defined above, may include but is not limited to the following:

- 1) Verbal or written harassment or abuse
- 2) Pressure for sexual activity

- 3) Repeated remarks to a person with sexual involvement accompanied by implied or explicit threats.

Students who engage in such conduct shall be subject to discipline. Any student who alleges sexual harassment by another student should bring this matter to the attention of the principal, his/her teacher or guidance counselor.

The principal should ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The principal should follow the Florida law relating to mandatory reporting of abuse. The principal should contact the Superintendent of Catholic Schools and/or the Diocesan Attorney should any question arise as to reporting requirements or other counsel.

A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include but not be limited to suspension or expulsion.

Other School Policies

Internet Policy

In order for a student to use the school's Internet connection, he/she must read these guidelines and sign the school's contract. In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed.

We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people (complete name, home address, telephone number, and school address and credit card number). Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate and makes you feel uncomfortable to your teacher. Remember that electronic mail (e-mail) is not private. Others also have access

- to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
 6. Do not download any software without the prior consent of your teacher. Do not bring disks to school or use disks without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
 7. The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet Services. Do not use information in reports, etc., without citing the source (that is plagiarism).
 8. Students may not post on personal Internet sites (ex. YouTube, Facebook, Instagram, Snapchat, etc.) to which they have access away from school grounds, any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities, as well as any pictures of students in Resurrection school uniforms or on school property.
 9. There is to be no student to faculty / staff communication via Internet or cell phone unless previously approved by administration. Situations and emergencies must be presented to the administration immediately.
 10. Any violation of the school's Internet policy will subject the student to disciplinary action.

School Finances

Tuition

Tuition is the main source of revenue for the school. Resurrection Catholic School uses FACTS, a tuition management service that has all accounts computerized. This allows our accounting office to be up to date and provides various options for payment. Detailed information is given to each family at the time of registration. **All families are expected to use FACTS.** All families are asked to be faithful and on time with payments. The school is providing an essential service to the family and relies on the tuition income to meet its operational expenses. If there is difficulty in meeting the commitment on time, please notify the school promptly.

If it happens that a family's account is not up to date, a personal communication from the accountant or principal may be sent. **If the matter remains unresolved, the student(s) may not be permitted to attend school until the commitment is cleared. Lunch, Sports, and After School accounts are also expected to be maintained and up to date.**

Payment Policy

1. Financial accounts, including fees, tuition, After School Care (Extension), Lunchroom, and other activities need to be reconciled at the end of each month or quarter (which ever applies). Report cards will be withheld until accounts each quarter are reconciled. All accounts must be current before a student begins the third quarter.
2. Families wishing to register for the following school year must reconcile their accounts for the current school year prior to applying any monies towards the next year. Any monies submitted by families for the next year's registration will be re-directed towards the current year's account.
3. All eight grade tuition and fees must be paid by May 20th or no Class Trip will be allowed.

Financial Obligations

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may withhold the issuance of report cards, transcripts or any other student records and/or disallow participation in or access to school activities, and/or dis-enroll the student if any financial obligations are not met.

Voicing Concerns

Grievance Procedure

Parents with concerns regarding classroom or school issues are asked to follow the steps below:

1. If the concern is with another student regarding an incident outside of school, please contact the student's parents at home to resolve the situation.
2. If the concern is with another student regarding an incident inside of school, first contact the student's homeroom teacher to resolve the situation. Parents are encouraged to arrange a conference if necessary.
3. If the parent or the teacher feels the incident needs to be brought to the concern of the administration, an appointment must be made with the principal. A conference will be arranged with the administration, parent, and/or teacher as the administration deems appropriate.
4. If concern has been insufficiently addressed, a conference with the pastor can be arranged. Concerns beyond this level need to be addressed to the diocese.

Dispute Resolution

The constitutional requirement of due process does not legally apply to the private school system. Catholic Schools should impart fairness and a sense of justice in all actions and judgments made by administrators and teachers in dealing with their students. While it is important to protect and maintain the rights of the students and

their parents, it is also important that the students and parents be made aware of their respective responsibilities, which arise from and complement these rights. Students are presumed to be aware of established rules and regulations in effect at the time of registration and as subsequently amended. Students and parents shall have the right to be informed either orally or in writing of the school rules, which have been violated, and of the specific grounds for disciplinary action. The faculty and administration have consistently and diligently worked toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

In order to ensure this atmosphere, the following procedures will be enacted when necessary:

1. When there is a major violation or multiple infractions of the student code of conduct which the handbook states result in expulsion, the student's parents/guardian will be called and informed of the violation and will be required to immediately pick the student up from school until a decision is reached on the violation and the consequences.
2. A review board will be convened within 72 hours after suspension, excluding weekends and holidays, to consider the violation and the consequences. The student and at least one parent/guardian will be present during the board hearing at such time the student will be allowed to present his/her case. The board will then make a decision, which will be enforced, by the school.
3. This decision may be appealed within 24 hours of the board's decision by the student and the parents/guardians to the pastor for further review.
4. The decision of the pastor will be carried out and upheld by the school administration. The Pastor may consult the school board.
5. The disciplinary decision is not subject of appeal to the Diocesan Due Process Board. However, failure of the school to follow its discipline procedure as outlined in the handbook is appealable. However, if the school has followed its procedures as outlined in the handbook, there will be no appeal.

After-School Care Program (a.k.a. BASE/Extension)

Directors: Alex Flott and Carolina Pineiros (VPK from 11AM -3PM)
Phone Number: (904) 744-1266 ext. 210

PROGRAM DESCRIPTION

The Extension Program is a service offered by the school allowing children to remain on school grounds, supervised in an extended day until parents arrive to pick them up. It is not a day care.

- Students registered for daily extension leaving campus during the school day for appointments must return by 3:00pm to participate in Extension for that day.
- Students must attend school to be able to attend Extension that same day.

Daily activities are planned, such as group games, arts and crafts, homework sessions, and occasional movies. Should any voluntary extracurricular activities be offered which may require an additional fee, the Director will send out prior notification.

OPERATING HOURS

- When school is not in session for any reason, no after-school care is provided. Extension can legally operate only when school is in session.
- There is no PM Extension on the school day prior to Thanksgiving Break, Christmas Break, Easter Break, or the last day of school. See the current school calendar for dates.
- The program is not available to Eighth grade once their half-days start at the end of the academic year.

BEFORE SCHOOL CARE SERVICES AND FEES

- Hours: 7:00-7:40 AM Note: This is a free service to students.
- Students arriving to school prior to 7:40 AM are required to report to Morning Extension.

DAILY EXTENDED DAY SERVICES AND FEES

- This option is offered for families who need daily use of the Extension Program. Hours are 3-6pm.
- Monthly Fee: K-8
 - 1 child \$200.00
 - 2 children \$275.00
 - 3 children \$350.00
- Late-Pickup Fee: \$40 per child after 6:00pm \$60 per child after 6:15pm
- The fee for the program has been set according to the number of days that school is in session, and has been broken down into 10 monthly payments.

- School is dismissed during Christmas and Easter breaks, but the full month's fee is charged; those days have been deleted from the annual rate.
- Children enrolling before the 15th of the month will be charged a full month's tuition. After the 15th, the fee for that month will be pro-rated.
- Extension Services will only be available to families' current on their payments. If payments are delayed, families may not use the services until their statement is paid.
- The monthly rates are payable on a ten-month basis from July through April.
- Extension Fees are billed via FACTS.

DROP-IN EXTENDED DAY SERVICES AND FEES

- This option is offered for families who need minimum or occasional use of the Extension Program.
- If your child attends the program more than two days per week, they will be considered daily.
- Drop-In Fee: \$15.00 per day. Drop-in Fees are paid through FACTS.
- If you need to use this service, please phone the school before 2:30 PM with the student's name and grade. Provide an emergency contact telephone number, and the name of the person picking up the child.
- If you know in advance that you will be using our drop-in service, please send two notes with your child stating the same information. The notes should be given to the child's homeroom teacher and the Extension Director.

PRE-KINDERGARTEN EXTENDED DAY SERVICES AND FEES

- 7:30 - 8:30 AM Monthly Fee: \$ 60.00 per child
- 11:30-3:00 PM Monthly Fee: \$200.00 per child
- 11:30-6:00 PM Monthly Fee: \$300.00 per child
- Late Pick-up Fees: \$40 per child after 6PM or \$60 per child after 6:15PM
- Drop in = \$15 per child per day
- Family rates are available

Pre-K LUNCH

- All Pre-K students receive lunch free of charge. Students participate in the lunch program as provided by NSLP.
- Candy or soda is not permitted as part of a student's lunch.

Pre-K REST/NAP TIME

- PK students need to furnish their own blanket/beach towel for rest time. The school furnishes the rest mat.
- Your child may bring one soft toy for rest time to remain at school but will be sent home for washing.
- Toys and blankets are stored at school during the non-rest portion of the day.
- Please note that law requires a rest period for children based on their age that remain in school over five hours. This may be not necessarily be sleep time

depending on the needs of each child, but a quiet /restful time will be offered each day.

CLOTHING REQUIREMENTS

- Please have one spare set of clothes at school at all times. Accidents do happen.
- Please write your child's name on every item brought to the school.
- Students must wear athletic shoes at all times. Boots, sandals, Crocs, and other type footwear are not acceptable.

SIGN-IN/PICK-UP PROCEDURE: ALL GRADES

DISMISSAL

- School is dismissed for Grades K-3 at 2:50 PM, Grades 4-5 at 2:55 daily and Grades 6-8 at 3:00PM
- K and 1st grade Extended Day participants report to the Extended Day classroom.
- All students (not immediately leaving school grounds) from Grades 2-8 grades will report to the Mr. Skipper Center (includes all after school activities and Central Detention).
- Any student not picked up by 3:10 pm will be escorted to Extended Day by the teachers and signed in by Extension Personnel. At that time, they are the responsibility of the Extension Personnel and must be signed out by an adult.
- Extended Day fees begin at 3:10 PM at which time the drop-in rate of \$15.00 will be charged.

PICK-UP

- A daily sign-out sheet must be signed when you pick up your child. Children are not allowed to run out to the car alone, regardless of their age.
- Anyone other than a parent or guardian picking up children will be asked for identification, which will be matched to the registration card for authorization.
- Students are not authorized for sign-out; adults only are allowed to sign children out of Extension.
- The Extension staff is very strict about releasing a child to anyone other than a parent or guardian. In order to prevent embarrassing situations, please inform relatives or friends of procedures.
- If you have a change in your pickup person, please send a note with your child or call the Main Office and the Extension Director.

LATE PICK-UP

- The Extended Day Program closes promptly at 6:00 PM.
- Late pick up after 6:00PM is \$40 per child and after 6:15 PM it increases to \$60 per child.
- Any parent unable to consistently pick up their student(s) by 6:00 PM will not be allowed to use the Extended Day program.

CHANGE OF PLANS

- Children registered for daily extension with a change of plans (i.e. going to a friend's home at dismissal) must provide a note to the homeroom teacher AND to the Extension Director.

TOYS

- No personal toys are permitted. Toys are easily lost or broken, causing unwanted distress. Extension personnel will not be responsible for toys, cell phones, or tablets brought by children. They will be put on a shelf and given to the parents at pick-up time.

DRINKS AND SNACK

- As part of the National School Lunch Program (NSLP), all Extended Day students receive a snack and a drink immediately after school on a daily basis. There is no charge for this service.

HOMEWORK PERIOD

- A one (1) hour period is allotted for homework Monday through Thursday for grades K - 8.
- On Wednesdays, most all Extended Day students participate in HW Club from 3 - 4 PM.
- An adult supervisor will assist children. Homework area is to be treated as any classroom.
- Children found to be disruptive will be isolated from the group and not allowed to participate in later activities.
- EXTENSION PERSONNEL ARE NOT RESPONSIBLE FOR ENSURING STUDENTS' HOMEWORK IS COMPLETE. THIS IS THE RESPONSIBILITY OF PARENTS.

DISCIPLINE

Discipline is an aspect of moral guidance and not simply a form of punishment. Practicing the virtue of obedience to authority, self-control, charity, and thoughtfulness to others benefits the child. It is imperative that we uphold the safety of children in the Extended Day Program. A child seriously undermining the school philosophy may be expelled from the program, without refunding of fees or payments.

Please see the school disciplinary Code of Conduct listed in this handbook. Extended Day students can be assigned detention or a referral by Extension staff members for behavior infractions. Students may be suspended from the Extended Day Program. After the second suspension, a student may no longer be allowed to participate in the Extended Day Program at the discretion of administration.

School Policy and the Principal's Right to Amend

Any student action that is not in keeping with the philosophy/objectives of Resurrection Catholic School is subject to the review of the principal and may lead to withdrawal from school.

Since situations could arise that were not foreseen at the time of writing this handbook, the school reserves the right to initiate, change or modify the policies as needed. Resurrection Catholic School publishes revisions in the school newsletter and makes students aware of changes. Parent and students will be notified of any amendments. However, the school has the right to add, delete or revise any school policy or procedure with or without notice.

The Principal and/or Pastor is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

It is expected that all Parents and Students will cooperate and support these policies in a positive manner. When this is not the case, the family may desire to choose another school that meets their needs. Resurrection Catholic School reserves the right to recommend or require parents/guardians to withdraw from a working relationship with the school.

Parents and Students are required to sign and date a copy of acknowledgment of this handbook upon entrance and/or re-registration to the school.

Parent-Student Acknowledgement Form

Resurrection Catholic School Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

Print Parent/Legal Guardian Name Date

Signature Parent/Legal Guardian

Print Student Name Grade

Print Student Name Grade

Print Student Name Grade