

RESURRECTION REGIONAL CATHOLIC SCHOOL

2020 Shelmire Ave
Philadelphia, Pennsylvania 19152

Telephone: 215-742-1127

Fax: 215-742-0947

Resurrectschool.org

School Handbook

Revised and effective as of August 1, 2018

Table of Contents

Mission and Beliefs Statement	3
Introduction	4
Academic Policies	5
Admission	9
Arrival and Dismissal Procedures	14
Attendance	13
CARES	15
Cell Phone Policy	19
Code of Conduct	15
Communication	18
Dress Code	19
Dress Down Days	22
Financial Aid	12
Gym Uniform	20
Hair Styles	21
Health and Safety	22
Services	25
Transportation	25
Tuition	11
Volunteer Guide	26
Parent Agreement	28

MISSION

Let it be known to all who enter here that Christ is the reason for this school, the unseen, but ever-present teacher in its classes, the model of its faculty, the inspiration of its students.

We nurture the students' faith relationship with Jesus Christ thereby providing a Christ-centered educational community that prepares students to face the challenges of today's rapidly changing society.

We strive for academic excellence as we seek to integrate Gospel values into all areas of the school curriculum and school life.

BELIEF STATEMENTS

We believe that:

- Catholic Identity in all aspects encompasses who we are and all that we do.
- Everyone, as a child of God, should be treated with respect and dignity.
- Parents, the primary educators of their children, affirm the value of Catholic education through their partnership with the school and the faithful practice of their faith.
- An enriched curriculum that includes instruction in religion, technology, art, music, and physical education addresses all aspects of a child's development.
- Each child has God - given talents that need to be encouraged and developed in a safe, disciplined, nurturing environment.
- Children need to gain an understanding of their responsibility to God, their family, their country and the world community.
- Because of its relevance in our world today, technology provides an essential tool to enhance education and it must be taught and employed throughout every school day.

Introduction

This handbook contains certain policies and procedures for Resurrection Regional Catholic School. The school may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.

Students and parents must accept and abide by the school's policies and procedures in order for the students to attend Resurrection Regional Catholic School.

Involvement of Parents / Guardians

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline.
- Discovering their child's special interests and talents so that they may be developed to their child's fullest potential.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law.
- Taking an active role in the Home and School Association

Curriculum

Curriculum for all grades may be found at the Archdiocesan website:

<http://www.catholicschools-phl.org/curriculum/>

ACADEMIC POLICIES

Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete home assignments will ultimately affect the student's grade on the report card.

The teacher assesses daily performance of students. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

Books, Materials and Property

The textbooks used in Resurrection Regional Catholic School are chosen by the Curriculum Coordinators, homeroom teachers and school administrators. Many of our textbooks are provided to us through funding by the state of Pennsylvania. Students are required to pay for lost or damaged books. Students are expected to take care of their personal belongings, their books and their clothing. They are asked to help care for the school building and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

Field Trips

The purpose of every class trip is to broaden the intellectual, cultural and social experiences of each child. Each student's parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. A class trip is a **privilege**, which can be taken away if a teacher and/or principal deems it appropriate. If a parent/guardian does not wish a child to attend a trip for any reason, he/she should notify the school. The child must attend school on the day of the trip or be marked absent.

The Archdiocese of Philadelphia and the state of Pennsylvania require that all adult chaperones have the necessary clearances on file at Resurrection Regional Catholic School.

Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments and should be done by the student independently. While this does not preclude parental help or interest, the assignment should not require undue parental assistance or supervision. Missed homework assignments will directly affect the child's grade. Ample time will be allowed for the completion of out-of-class research assignments or projects.

The following time per night is an average suggested for homework; this includes both written and study assignments.

Kindergarten	15 minutes
Grades 1 and 2	30 minutes
Grades 3 and 4	40 minutes
Grades 5 and 6	60 minutes
Grades 7 and 8	120 minutes

In the event of absence or suspension, all homework and missed assignments are to be made up. If a student is absent, parents may call the main office to request homework.

Student assignments may be sent home with sibling or a picked up immediately following dismissal.

Extracurricular Activities

Students are encouraged to participate in the following activities:

Community Service Projects	Song and Dance
Student Council	Student Choir
Yearbook Committee	Swim Team
CYO Sports	Chess Club
Cheerleading	Boy Scouts
Girl Scouts	

Progress Reports

Your child's daily/weekly progress is available online, through My Students Progress (MSP) and may be monitored on a regular basis. Parents have 24/7 access at www.philadelphia.mystudentprogress.com.

Parent accounts will remain active as long as their child attends Resurrection Regional Catholic School. Log in information will be emailed from MSP to new registrants. In addition written progress reports will be sent home at the midpoint of the first, second and third trimesters.

Report Cards

Report Cards are issued in accordance with the schedule set up by the Office of Catholic Education for Grades K-8. Student grades are compiled from a variety of assessments as deemed appropriate by the classroom teacher. The classroom teachers will explain their grading and testing policy on Back to School Night. The school communication of those grades to the parents consists of signed tests, report cards, parent interviews and portfolios.

Computer generated report cards are issued to inform parents/guardians of their child's progress. They are a summary of the student's performance in school. Parents/guardians should study this report carefully and pay close attention to those areas that are in need of improvement. It is the parent's/guardian's responsibility to encourage their child to work as well as he/she is able.

Final Report Cards may not be issued if tuition matters are unresolved.

Academic Probation

Students will be placed on academic probation for the next grading period when at the end of any trimester grading period they have earned:

- A. An overall grade average **below 75%**.
- B. An F in any course.
- C. A grade below a 75% in Religion.

Academic probation is intended to be a warning to the parents and student that there is a serious problem which needs to be addressed. **During the probation time the student is not allowed to participate in any school sponsored extracurricular activities.**

It is our desire to give students on academic probation support and encouragement. We will work with parents and students as long as there is some prospect for satisfactory achievement. Our goal is to see each student restored to good academic standing. The student's teacher will confer with the student and his/her parents along with the school principal to make recommendations and evaluate the student's progress.

Promotion or Retention

Student progress is monitored throughout the school year. At the close of the second trimester, the parent/guardian is informed of the student's academic, social, and emotional progress. The teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification which must be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

Standardized Testing

The Terra Nova is administered each year in the spring to students in Grades 3 thru 7 and is used to provide valid, reliable, and unbiased information about students' knowledge in various areas.

Student Recognition

Mr. B.'s - "Bee Hive" is a positive recognition program for those students recognized by a member of the Resurrection Regional Catholic School faculty and staff.

Monthly Peacemaker awards, based on Catholic values and virtues, will be awarded to a deserving student in each classroom from Pre-K 4 to 8th grade.

Honors

Honors are awarded to students in grades 4 thru 8 according to the following guidelines:

<u>First Honors</u>	<u>Second Honors</u>
90 or above in all subjects	85 or above in all subjects
4 in effort and conduct	3 or 4 in effort and conduct
3 or 4 in all special classes	3 or 4 in all special classes

Principal's Award

At the close of each trimester, students may be awarded a Principal's Award at the discretion of school staff. Such awards are given to recognize extraordinary effort in academic and behavioral improvement by students. Principal's Award certificate will be given in the weeks that follow the close of a trimester.

Academic Responsibilities

Each student is responsible for the satisfactory completion of classwork and homework in a timely manner. A student who does not fulfill his/her academic responsibilities during an academic period will be placed on academic probation. Parents/Guardians will be notified of the possibility or actuality of academic probation. If a child is placed on academic probation, the child's progress is closely monitored by the principal and all the teachers responsible for the child's education during the next marking period or the first marking period of the following year and continues to be monitored throughout the school year. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

Non-Promotion

Student progress is monitored throughout the school year. At the 1st Trimester conference, the parent/guardian will be informed of the student's academic, social and emotional progress. In January, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By mid-May, the teacher will schedule a follow-up meeting. If retention is indicated, the parent/guardian will receive an official notification, which must be signed and returned to the school administration. Final decisions in all cases are reserved to the teacher and principal

High School Visitation Days

Students in seventh grade will have an excused absence to attend the Archdiocesan High School visitation day. They will also be granted **one additional** visitation day. Students in eighth grade will be granted **one** excused visitation day.

Perfect Attendance Certificates

The school administrator will determine whether or not Archdiocesan Perfect Attendance Certificates are to be distributed at the end of the year. If Perfect Attendance Certificates are used, students must conform to the following guidelines:

1. The student must be present and **on time** each instructional day.
2. The student must present a note for any excused lateness or early dismissal.
3. The student is excused for absence due to deaths in the immediate family. The “immediate family” is defined as parents(s), grandparents, siblings, or any member of the household.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if **all financial obligations have been met**. The Administration and the eighth grade teacher determine procedures for graduation and end of the year activities.

ADMISSION

Admission

Our school admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The school endeavors to accommodate students with special needs, as the school’s resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

Our school follows the State of Pennsylvania age requirements for admission. In this case, a child must be six years of age by September 1st for admission into first grade. The age for admission to kindergarten is age five by September 1st. The age for admission to pre-kindergarten is age four by September 1st. Students may be admitted into our three year old program providing they are three by September 1st and toilet trained.

Registration of New Students

Registration for students new to our school takes place in January and at other times by appointment. Registration information is communicated through our website, the school communications and the parish bulletin. There is a non-refundable fee due at the time of registration.

Re-Registration

Families registered in our school are required to re-register annually. Re-registration information **for the following year is forwarded to each family in a packet sent home with each student.** All financial obligations must be current before re-registration can be processed. Academic and standard behavior requirements must be met.

Class Requests

Requests for a specific teacher will not be acknowledged or honored. Every effort is made to see that your child is placed in the most appropriate class. Assigning a student to a certain class/teacher is a matter not taken lightly. Much thought and consideration are given to the placement of each student. Should you have special circumstances or considerations that the teacher or principal is not aware of, please feel free to pass these along in writing to your child's classroom teacher.

Admission of Non-Catholics

Resurrection Regional Catholic School serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of the school is religious. The school exists for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of faith. The school offers a complete Catholic religious education program and makes every effort to develop the faith of all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

1. The permission of the Pastor is obtained.
2. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
3. The parents/guardians agree in writing to permit their child(ren) to attend Religion classes and religious functions that are offered as part of the school program.
4. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
5. The parents/guardians agree in writing to assume responsibility for all financial obligations.

Forms and Certificates

Entering Resurrection Regional Catholic School for the first time the Parent/Guardian will need to show/provide:

1. Proof of membership in the parish of Resurrection of Our Lord
2. Completed application form
3. Baptismal Certificate if not baptized in Resurrection of Our Lord Parish
4. State –Issued Birth Certificate
5. Written immunization records

6. Court ordered custody agreements (if applicable)
7. Tuition agreement forms completed and signed
8. Payment of non-refundable registration and school fees
9. Certificate of Individual Request for loan of Textbooks and Instructional Materials
10. Forms for photo, Internet, Facebook, Interview parental release
11. Academic records from previous school/Standardized test scores
12. Transfer slip from previous school

Transfer of Students

If a student is transferring to another school, parents are required to:

1. Arrange a meeting with the principal to obtain the official transfer form.
2. Sign a permission form for release of records. Records are not forwarded to another school until a parent has signed this form and has made arrangements to pay any amount due in tuition and/or fees.

A transfer slip will be given along with ELA and Math portfolios.

School academic and medical records, will be forwarded to the child's new school upon request from that school.

Tuition

Resurrection Regional Catholic School provides quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in January for the following school year. The school also may impose fees for other items, such as extracurricular activities, field trips, books, technology, and registration. This information is communicated to the school parents/guardians through the bi-weekly News and Notes.

In order for a student to enter school in September, all prior year's financial obligations must be paid in full. The tuition may be paid annually, quarterly or in 10 payments beginning July through April. Tuition payments are to be made on a timely basis through the FACTS Management Company. Families must register via FACTS on or before May 1st of each school year. Consideration may be afforded by a Pastor to families who are experiencing financial hardship. Families must meet with the Pastor prior to July and anytime during the school year if a hardship arises. Families may contact the Business Manager if payment arrangements need to be adjusted.

Tuition payments are due the 1st or the 10th day of each month beginning July 1st through April. Tuition must be paid timely as we have financial obligations to be met such as teacher salaries, benefits, etc. The school cannot operate without the tuition being paid on time. It is your responsibility to inform us if you cannot make your monthly payment due to financial hardship.

We will contact you in the event that your account becomes past due. Failure to comply with tuition regulations by the 1st, 2nd or 3rd Trimesters may result in but not limited to:

- Students may not participate in class trips
- Students may not participate in 8th grade activities
- Report cards may be held
- Transcripts may be held
- Dismissal

If tuition account is not current at the time of the school's Christmas break, students will not be allowed to return from the break unless;

1. Tuition account is paid to current status
2. An agreement is made with the Business Manager to bring tuition account to current status.

If tuition account is not current at the time of the school's Easter break, students will not be allowed to return from the break unless;

1. Tuition account is paid to current status
2. An agreement is made with the Business Manager to bring tuition account to current status.

If you withdraw after the first of the month from Resurrection Regional Catholic School, your tuition must be paid for that particular month. If a student leaves the school prior to June that the tuition paid will be prorated and a refund sent based upon the unused portion. All fees are non-refundable.

CARES Fees

CARES fees must be kept up to date in order for a smooth operation of the program. Failure to keep CARES fees current may result in but not limited to:

- Students may not participate in class trips
- Report Cards may be held
- Transcripts may be held
- Dismissal from the CARES program

Financial Aid

We strongly suggest each family apply for Financial Aid. The three main sources for scholarships are BLOCS, the Bridge Foundation and Children's Scholarship Fund Philadelphia. You will find these applications on our website under Parent Resources and Scholarships. There are timeframes for filing so please make sure you file as soon as possible. The SCRIP program which provides a credit to your tuition is also available, please consult the parish or school website for hours. If you have any questions regarding financial aid, please contact the parish business manager.

Legal Custody

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The school may require parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition.

It is the responsibility of the parents to inform the school if custody situations have been altered.

The school is not responsible to make duplicate copies of school grades, notices, and other related educational materials. It is the responsibility of the parent/guardian who receives this information to communicate it to those persons who have the legal right to receive it.

ATTENDANCE

Regular school attendance impacts the child's academic development. The Commonwealth of Pennsylvania prescribes the total amount of days that school is in session.

Absences - The policies regarding this are as follows:

1. If a child is going to be absent or arrive late at school, you are required to call the school by 8:00 AM. Please help us in this endeavor by calling. The children's safety and welfare is of great importance.
2. A student who has been absent from school, even for one day, is required to present a written note or the parent should send an email to his/her homeroom teacher.
3. A doctor's certificate may be required for absence of three (3) or more days.
4. If a child becomes ill during school hours, a school official will contact the parents or adults whose names and phone numbers have been submitted to the office as emergency contacts.
5. Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves the building without permission is liable to suspension.
6. In order to arrange for assignments of children who are absent due to illness, kindly call the school office. The parent may pick up this work no earlier than 3:00 PM. It is the responsibility of the student to complete work and tests that have been missed due to absence.

ARRIVAL / DISMISSAL PROCEDURES

The school grounds generally are supervised during the school hours, from 7:30 AM – 3:00 PM when school is in session. There will also be general supervision in connection with school sponsored activities, such as extracurricular events. Parents/guardians are responsible for ensuring that they and their children are not on the premises during other times. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times. Once a child is released to their parent, they are the responsibility of the parent.

Arrival:

All students except, Pre-K 3 and 4 must be dropped off in the school parking lot.

You are asked to enter the parking lot using the Large Street driveway proceed to the designated “Drop off Area” and exit using the Vista Street exit.

When exiting the Vista Street driveway it is suggested that you turn right to make exiting safer and faster.

The doors on the Shelmire Avenue side will be closed at **7:30** and no students will be admitted except through the parking lot ramp doors.

Students arriving after 8:00 AM must enter through the main doors of the school and will be considered late.

The Pre-K 3 and 4 students will continue to enter through the school doors located next to the fenced in play yard. (referred to as Large Street entrance and exit)

Dismissal:

Students in grades 1 - 8 will report to the school hall with their teacher at 2:45 PM and sit in designated areas as per their dismissal assignment.

When all classes are present we will begin with any end of day announcements and end of day prayer.

Students will then be dismissed in an orderly manner according to dismissal assignment.

Pre-K3 and Pre-K4 students will be dismissed at 2:30 out of the doors next to the fenced in play yard -Large St.

Kindergarten -Students will be dismissed at 2:40 pm out of the Breezeway Doors and down the ramp on the Vista Street side.

Parents are asked not to double park during arrival or dismissal times. Parents who are double parked will be asked to move their vehicle to a safer location. This is for the safety of the students and staff of Resurrection Regional Catholic School.

Vacation Policy

The planning of family vacations is strongly discouraged during the school year. Please contact the principal directly if there is a need for your child to be away on vacation during the academic year. The repeated taking of vacations during school time may be grounds for dismissal. In the event that a child does go away, all work may be made up **when the child returns to school. Teachers are not expected to provide assignments prior to trips.**

CARES (Children Are Receiving Extended Service)

Before and after school care is available for registered students in all grades. A fee per child per session is charged. Please see the school website for further details. Immediate changes and concerns may be sent to:

- 1- Your child's teacher either by handwritten note or email
- 2- A phone call to the school office - (215) 742-1127

Early Dismissal

To request an early dismissal, please send a note to the homeroom teacher who will forward it to the front desk. The student will be called down to the school lobby when the parent arrives. Unless there is an emergency, doctor and dental appointments should be made outside of school hours.

CODE OF CONDUCT

Every student has a right to a school environment that is conducive to learning. Any student who consistently disrupts this environment, either inside or outside the classroom, may be dismissed after a suspension has been enforced.

The Pastor and the Principal are the final recourse in all - disciplinary situations, and may waive any disciplinary rule for just cause at his/her discretion.

Consequences

If a student fails to cooperate with the school rules, parents/guardians may be informed by phone and/or email. Continuous disregard for school regulations and policies may result in disciplinary action by the teacher and/or principal. If the situation warrants, it may be necessary to suspend a student from class. A student may be denied participation in school related activities for serious violations of discipline, following appropriate written notice.

Demerits

Demerits may be given for minor infractions. The issuance of demerits and/or detention is at the discretion of the individual classroom teachers and principal.

The following chart is only a guideline for the classroom teacher in the issuance of demerits. It is not an all-inclusive list of conduct that violates the Disciplinary Code. The number of demerits may be adjusted accordingly by the teacher/principal. Detention will be assigned after the accrual of three demerits.

The following infractions may warrant the listed minimum demerit(s) per infraction:

Infractions warranting a minimum of 1 demerit:

1. Violation of the Dress Code
2. Lateness, three instances of lateness will result in a demerit
3. Minor disrespect for authority – to any adult in the building
4. Frequent and inappropriate interruptions
5. Leaving classroom – without permission

6. Failure to return signed test papers, demerits or other items requiring a parent signature within two (2) days.
7. Other – any other behavior that warrants attention not specified on the above list

Infractions warranting a minimum of 2 demerits:

1. Bullying of any kind
2. Plagiarism and cheating
3. Inappropriate behavior – such as roughhousing
4. Vandalism – minor destruction or defacing of parish or school property
5. Profane/ obscene language or gestures or engaging in immoral conduct
6. Possession of any item which may present a danger to others in school
7. Other – any other behavior that warrants attention not specified on the above list

Detention

When an after school detention is incurred the student must attend on the assigned day. No excuse will be accepted for grounds to miss the assigned detention. Parents will be notified in a timely manner as to the date of the detention.

Notice of Suspension

These forms may be issued after a student has received **three detentions**. Suspensions are conducted out-of-school. During a suspension, a student is excluded from school and all school related activities.

Serious Infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus or at school-sponsored functions.

Examples of Serious Infractions include:

1. Truancy – unexcused absences
2. Violent behavior – of a more serious type such as; fighting or behavior that causes or may cause physical injury
3. Threats against faculty, staff, volunteers, students, administration (oral, written or electronic)
4. Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages
5. Possession of any weapon which may present a danger to others in school or out
6. Blatant disrespect for authority – to any adult in the building
7. Vandalism –major destruction or defacing of parish, school or personal property
8. Irreverence
9. Leaving campus without permission from a school authority

These categories do not cover every possible situation. The school will determine which behavior is inappropriate

Bullying

Bullying involves repeated actions or words against another person for the purpose of inflicting physical or emotional harm or discomfort, or damage to a person's reputation that is intimidating or threatening and affects the learning and school environments. If the bully is threatening harm, a student should tell a teacher or the principal immediately.

Harassment

The School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome verbal or physical behavior for the purpose of intimidation, humiliation or attention getting or possession of sexually offensive pictures or objects on school property or at a school or parish sponsored activity. Any student or adult who is determined to have violated this policy will be subject to appropriate disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the proper legal authorities.

Violent/Threatening/ and Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct - either by a student or an adult includes, but is not limited to, the following:

- 1.) Intimidation, harassment, bullying or threats of any kind
- 2.) Bomb scares or triggering other false alarms
- 3.) Possession of any weapon

These categories do not cover every possible situation. The school will determine which behavior is inappropriate. This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Conduct by students, parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Notice of Dismissal

Three suspensions accumulated by a child make him/her liable for expulsion from school. In certain instances the infraction may warrant immediate dismissal. The school administration reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings.

1. Parents/guardians of the student will be informed in writing of the dismissal as soon as possible.
2. Students who are dismissed may apply for readmission after one full year. The school will determine whether re-admittance is appropriate

COMMUNICATION

Family Communication

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents/guardians informed of policies, activities, upcoming events, and student progress. Regular forms of communication include this handbook, a monthly calendar of events, bi-weekly News and Notes, MSP updates, parent-teacher conferences, Home and School meetings, Report cards and our school/teacher webpages.

Parent Conferences

Parents are the first teachers of a child, and as such, their input is vital to school success.

Parent conferences are encouraged since these are unique opportunities for the teachers and parents to share mutual observations on the educational growth of the child. Conferences are available to parents who are married or parents or guardians who have court decreed custodial rights. Parent(s)/guardian(s) often wish to bring third-parties (relatives, friends, lawyers, counselors, or activists) to school meetings involving the student. Meetings where third parties are present will not take place. Conferences may never be taped. The parent conference scheduled during the first trimester is mandatory.

If a parent wishes to consult with any faculty member or with the principal, a request for an appointment will be honored as soon as possible. Please indicate the nature of the concern so that the teacher or principal can prepare to address it.

Parents are asked to make an appointment for a conference, so that the teacher can give you the time and attention you require. It is further requested that all concerns be discussed with the teacher prior to taking these concerns to the school administration.

Telephone

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the Administrative staff. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans.

Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

Cell Phone Policy

The policy is as follows:

1. Students may have a cell phone at school, but it must be off and in their school bag.
2. At the classroom teacher's discretion cell phones may be collected at the beginning of each school day and sent to the office for safekeeping. Phones will be returned to the students at the end of the school day.
3. Students may not call or text message during the school day. They may not receive phone calls or text messages during the school day. This includes recess, lunch time and school trips.
4. If a student is caught with a cell phone anywhere other than in their school bag, or if it is in the school bag and turned on, it will be confiscated and given to the Principal. The Principal will then call the student's parents and inform them of the situation. The Principal will hold the phone in the school office until a parent comes to pick it up.
5. A second violation will also carry the additional penalty of an after school detention.
6. A third violation will result in an after school detention as well as forfeit the privilege of bringing a cell phone to school.

iPads / Netbooks

iPads and Netbooks are available throughout the school for student use. Using these devices is a privilege and students are expected to treat the iPad / Netbook with care. Students may not: intentionally damage the iPad / Netbook, use the camera, visit inappropriate sites, or download / install any programs or files. If any student does not abide by the guidelines, the principal will determine the amount of time their privilege is lost. If a student intentionally damages an iPad / Netbook, or any other technology they will be required to pay for a replacement.

Visitors

All visitors to school are required to sign in at the front desk. For the safety of our children, visitors are only permitted to go to the destination indicated on the sign-in

DRESS CODE (SCHOOL UNIFORM)

A dress code has been established for the students attending Resurrection Regional Catholic School. Students are expected to report to school each day in the appropriate attire. Failure to follow the dress code may result in appropriate disciplinary action.

Students in our **Pre-School** and **Kindergarten** are to wear the school gym uniform (any combination) each day.

Boys in Grades 1 through 6 are required to wear gray dress slacks with *no* outside pockets, seams or rolled-up cuffs, a gray or black belt, a long or short-sleeved white shirt, a navy blue tie, black or gray tie shoes, and black, gray, navy or white socks which **cover the ankle**. A navy blue pullover sweater may be worn for added warmth.

Colored tee shirts may NOT be worn under the white shirt, white blouse or the blue golf shirt.

Girls in Grades 1 through 6 are required to wear the blue plaid uniform with school emblem, a long or short-sleeved white blouse, blue/white, black/white, blue/blue saddle or oxford-type tie shoes with flat rubber soles, navy blue knee socks or leotards. A navy blue cardigan sweater and uniform slacks may be worn for added warmth.

Boys in Grades 7 & 8 are required to wear gray dress slacks without outside pockets, seams or rolled-up cuffs, a gray or black belt, a long or short sleeved white shirt, a gray tie, black or gray tie shoes, black, gray, navy or white socks which cover the ankle.

The navy blue Resurrection school sweater **is required** from October 15th through April 15th.

Girls in Grades 7 & 8 are required to wear the solid blue jumper, a long or short sleeved white blouse, blue/white, blue/blue saddle or oxford-type tie shoes with flat rubber soles, navy blue knee socks or leotards. The navy blue Resurrection V-neck vest or long sleeved sweater is required from October 15th through April 15th. **The dress code requires that the jumper be worn at the appropriate length and socks should be worn as they are designed – not rolled down to the ankle. Uniform items that are not worn appropriately constitute a uniform violation.** Girls may choose to wear tights; however, the tights *must* be in good condition.

Students are required to wear the regulation navy blue sweater during the cooler months. Students are **not permitted** to wear hats, sweatshirts or hoodies in the building during the school day.

During the months of September, early October, late April, May, and June, the Resurrection blue knit golf shirts may be worn by all students. Boys in all grades and girls in grades 1 through 6 may wear the optional navy blue twill shorts or skorts for the girls with these golf shirts. A belt is to be worn with the shorts. Girls in Grades 7 & 8 will continue to wear the jumper. *Students may wear white sneakers with as little decoration as possible with these warm weather items.*

These optional items are designed to provide comfort on warm weather days. On occasion the school administration has instructed students to dress in their gym uniforms. There is no set temperature for this change in uniform policy. Parents are reminded that this decision is made by the school administration. Students, who report to school without proper uniform, even if by parent direction, are in violation of the dress code and subject to disciplinary action. Such direction may even give a mixed signal to students about the need to follow the rules.

Gym Uniform

On their assigned gym day, students in Grades 1 through 8 are required to wear a Resurrection tee shirt, sweatshirt and sweatpants during most of the school year. White socks, which cover the ankle, as well as mostly white sneakers, are required for gym class. The gym uniform should be **worn to school** on the assigned gym day.

Uniform gym shorts, with a uniform tee shirt, are an option and may be worn only when the dates allow for the use of the optional cooler uniform items; i.e., the beginning of school until October 15th and from April 15th until the close of school. These shorts must be worn at an appropriate length for school – when the child’s arm is at his side, the leg of the shorts should be where the longest finger touches the leg. Students improperly dressed for gym class will not participate in gym activities.

For safety reasons, no jewelry should be worn to school on gym day. If any part of the gym uniform becomes unable to be worn during the year or even toward the end of the year, the item must be replaced with regulation uniform items.

During the parts of the school year that the students are required to wear their winter uniform, the students must have a Resurrection Regional Catholic School navy blue gym sweatshirt.

Students will **not be permitted** to wear non uniform sweatshirts or hats in the building.

Hair Styles

Student hairstyles must be appropriate for a Catholic elementary school. While it would be difficult to spell out the exact requirements, general guidelines have been established and should be followed. Hairstyles for both boys and girls should be conservative. If a parent has any cause to think that a change in hairstyle may violate school policy, it would be wise to avoid such a change. No student may wear styles that have shaved sides or tracks or are extreme in any way. No student may have facial hair or sideburns that extend past the middle of the ear.

Boys’ hairstyles that cover the eyes, fall below the shirt collar, cover the ears completely or are of extreme volume or fullness is not permitted. Hair color changes for boys or girls are **not permitted**. In keeping with our uniform philosophy, girls wishing to pull their hair back must use accessories (“scrunchies”) which are subtle. The uniform company has an available, one that matches the uniform. A simple, yet functional navy blue or white “scrunchie” is also acceptable. Bright-colored, loud patterned accessories may not be worn. Headbands with flowers, feathers, etc. are not acceptable at any time.

Anyone in violation of the hairstyle policy must take the appropriate steps to restore hair to an acceptable form within a reasonable timeframe as established by the school administration.

The school administration reserves the right to make the final decision on hairstyles. Failure to respond to such a directive may result in the student’s exclusion from school until the hairstyle has been corrected.

School is not the place for jewelry, nail polish, artificial or sculptured nails. Girls are permitted to wear one pair of gold, silver, blue, or white *post* earrings only on the lower part of the earlobe. Earrings on any other area of the ear are not permitted. Boys are not permitted to wear earrings. **Any piercing on any other part of the body is not permitted.** A Band-Aid covering a newly-pierced ear is a violation of the dress code. A ring and wristwatch may be worn to school; however, students who wear *inappropriate* jewelry will be required to remove it and take it home. If boys are going to have their ears pierced for the summer months, parents are instructed to wait until school has ended to do so. Tattoos are not permitted in school.

Personal appearance that constitutes a distraction is not permitted. Final approval or disapproval is at the discretion of the Principal. Any change in the school uniform will be communicated to parents via the bi-monthly News and Notes.

The school certainly recognizes that occasionally a situation will occur that prevents a student from wearing a complete uniform. Such circumstances would be rare. A second set of uniform items might be a quick solution to such an occurrence. Repeated instances where students do not report to school in proper uniform speak to a lack of cooperation that cannot be condoned by parents. It is important for all students to follow the dress code with the full cooperation of their parents.

School policy requires that all students report to school each day in proper school uniform!

Dress Down Days

Dress down days may be granted at the discretion of the principal. All attire must be appropriate for a Catholic school. The principal or school administrator reserves the right to have a parent pick up a child(ren) if the student's attire is not Catholic school appropriate.

Some choices that are **not appropriate** are:

- | | |
|------------------------------|--------------------------------------|
| *Short Shorts | *Inappropriate writing on shirts |
| *Shorts with writing on back | *Leggings |
| *Muscle Shirts | *Tight shirts- boys or girls |
| *Pajama bottoms | *Shorts during winter uniform months |
| *Tank tops- boys or girls | *Basketball style shorts |
| *Shoes without backs | |

HATS, FLIP-FLOPS AND SANDALS ARE NOT PERMITTED AT ANY TIME

HEALTH AND SAFETY

Medical Records

The Commonwealth of Pennsylvania has mandated that all children entering Kindergarten or First Grade present documented proof that the following immunizations have been received:

- **Diphtheria, and Tetanus (DT):** Four or more doses of vaccine one of which must be given at age four or older.
- **Polio:** three properly spaced doses of vaccine.
- **Rubella (German Measles), Measles, Mumps:** two doses of vaccine, the first at twelve (12) Months of age or older, one before the fourth birthday.
- **Hepatitis B:** three properly spaced doses of the vaccine.
- **Varicella (Chicken Pox) Immunity:** Two (2) doses Varicella vaccine or history of disease, one dose is required before the fourth birthday.

Children attending 6th grade need the following immunizations:

- **1 dose** of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization).
- **1 dose** of meningococcal conjugate vaccine (MCV).

A child may be admitted to school if there is documentation that one dose of each of the above immunization has been given. The series must be completed within eight (8) months of school entry or the child will not be permitted to stay in school.

If your child is exempt from immunization for medical reasons he/she may be removed from school during an outbreak.

Required Health Examinations

Pennsylvania mandates the following health examination as indicated:

- **Physicals** – school entry, grades 6 and 11
- **Dental** – school entry, grades 3 and 7

Parents are urged to have physical and dental examinations completed by their family physician or dentist and submitted prior to September 30 of the year that they are due. A completed exam dated no earlier than September, one year prior to the required grade is acceptable.

Nurse

A licensed nurse is provided by the Philadelphia School District according to the school's enrollment, on days selected by the public school district. Official school personnel will assume the duties of the nurse in her absence. The nurse is responsible for checking the height, weight, hearing and vision of every child and for making a referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse or school personnel will arrange to have the student transported to the hospital.

All students are screened yearly under the state-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.

If a child has a specific medical problem, please notify the homeroom teacher, the principal, and the nurse. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day.

Accident/Illness at School

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, the student must take it in the presence of school personnel.

Parents/guardians are **required to sign** the medication authorization form yearly; form must be signed by a physician. The form is available at the school; this is necessary if the student must take medication at the school. All medications are returned at the end of the school year.

Prescription and non-prescription over-the-counter medications must be in the original container with a note from the parent and physician to include: name of medication, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

Students requiring medical attention must report to the nurse or school personnel.

No medications should be placed in lunch boxes or school bags for students to self-administer.

All medications must be taken in the health room or main office.

Child Abuse and Neglect

It is the policy of Resurrection Regional Catholic School, as well as all of the Catholic schools in the Archdiocese of Philadelphia, to take responsible action to prevent and reduce incidents of child abuse and neglect. Resurrection Regional Catholic School will cooperate with the Pennsylvania Child Protective Services (PCPS) and law enforcement officials.

Safety Patrol

The Safety Patrol is comprised of seventh and eighth students under the direction of a teacher. The Safety Patrol aids in maintaining order and promoting safety on the school buses, and other duties as assigned by the teacher moderator and/ or the school principal.

Crisis Plan

The school maintains a Crisis Intervention Plan, which provides each staff person with general guidelines for responding to a variety of emergency situations. Drills are conducted for shelter-in-place, evacuation of the building, fire drills and lockdowns.

Smoking

Our school is smoke-free. No smoking is allowed in the school building or school grounds during the school day. Violations will result in suspension from school and school-related activities.

School Asbestos Program

Resurrection Regional Catholic School maintains a regular Asbestos Inspection Program. Additionally there is an Asbestos Management Plan in place as required by law. Copies of the Management Plan and Inspection Reports are available in the Maintenance Office.

SERVICES (AUXILIARY)

The Office of Government-Funded Programs advocates for federal and state programs and services to which students of the Archdiocese of Philadelphia are rightly entitled.

CORA provides remedial reading, remedial math, guidance and counseling services, speech, and psychological services to non-public schools. These services are provided on site to all students who have a need in any of these areas.

Federally Funded Programs

The School District of Philadelphia has contracted with Catapult to provide federally funded programs. Programs offered to Resurrection Regional Catholic School are: Reading and Math support, English Language Learning (ELL) and Extended Day.

Act 90-195 provide students with textbooks and instructional materials designed for students use. These exclude books of a religious nature. Parents are asked to sign a Certificate of Individual Request for Loan of Textbooks and Instructional Materials at the time of registration.

TRANSPORTATION (BUS)

Act 372 provides pupil transportation services in the form of bus transportation for students use. All our students are eligible for bus transportation except those students in the Pre-K and Kindergarten Program since our school is situated on a heavily trafficked route. Parents should indicate their wish to request bus service at the time of registration. The school office will provide the list of requests to the Philadelphia School District in June. Parents should be contacted by the local school district prior to the opening of school with regards to scheduled routes and times.

Students must behave in a safe manner at all times. Students must follow the directions of the bus driver and bus safeties. Students not behaving in an appropriate manner may be subject to suspension or loss of bus privileges.

SCHOOL VOLUNTEER GUIDE

Resurrection Regional Catholic School relies heavily on parent involvement and participation in school activities. Parent volunteers support, manage and maintain many school activities and events throughout the year, totaling thousands of hours of assistance. Being a lunchroom volunteer or recess aide, chaperoning field trips, and helping with other school program are ways in which parents directly support staff and students. Many of our activities are extracurricular which are not available to our children without the dedicated service of many parent volunteers.

Note: Studies show that academic achievement and student behavior improves in schools with high parental involvement. Parent satisfaction and the overall success of schools are likewise improved through volunteerism and parental involvement. If you have any questions or concerns, please email the Home and School Board.

Volunteer Requirements

In accordance with the updated directives of the Philadelphia Archdiocese, all volunteers who work with students, in any capacity including chaperones, must adhere to the following requirements:

1. Sign in at the school office when entering the building and wear the provided volunteer badge at all times. Sign out in the office before leaving the building. .
2. Provide the school with copies of completed Criminal Background Check and Child Abuse Clearances. These must be dated no more than one year prior to initial service at a location, and then renewed every five years.
 - **Child Abuse History Clearance:**
<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>
 - **State Police Criminal Background Check:** <https://epatch.state.pa.us/Home.jsp>
 - **FBI Fingerprint Record (only if less than two years PA residency):**
https://www.pa.cogentid.com/index_dpw.htm
3. Complete the Diocesan Safe Environment Training provided by the Philadelphia Archdiocese. These classes are held at different parish sites throughout the year and can be scheduled at:
http://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0
Renewal of Safe Environment is required every 5 years – volunteers do not need to attend a workshop but can do this renewal on line.

If you have any question or concerns you may contact the Safe Environment Coordinator, Mrs. Joan Stulz at (215) 745-3211

Responsibilities of the volunteer:

- To have obtained the Criminal Background and Child Abuse Clearances for the State of Pennsylvania and to have completed the Safe Environment training through the Archdiocese of Philadelphia.
- To be prompt and reliable.
- To prearrange the times with the teacher if volunteering in the classroom and keep commitment or let the teacher know of any changes.
- To sign in and out in the school office and wear a visitors badge while in the building.
- To be aware of the school's emergency plans.
- To complete the task ~~you~~ begun.
- To respect the policies of the school and contribute to maintaining a smooth working relationship between staff and volunteers.
- To respect the school office as a place of business.
- To interact with all students with equality and fairness.
- To protect the confidentiality of any information either shared to do the job or observed while on the job.
- To arrange for childcare, when necessary, so that full attention can be given to the volunteer position at hand.

Rights of the volunteer:

- To be shown the respect and acceptance of the paid staff as a working professional albeit without pay.
- To be provided with working conditions equal to those of paid employees doing similar work.
- To be given appropriate information concerning skills, discipline, and procedures as the volunteer assumes responsibility and is accountable for the results.
- To be trained on the use of the school equipment before using.
- To be given a reference when requested for another volunteer position or a paid job

RESURRECTION REGIONAL SCHOOL

2020 Shelmire Ave.

Philadelphia, PA 19152

PARENT AGREEMENT

All of your children may be listed on one form. This form, when signed, will be placed in your oldest child's file.

I have read this Handbook and I understand that its contents are the official rules and regulations of Resurrection Regional Catholic School. I acknowledge that my child (children) must abide by these rules.

Parent's Name (print) _____

Parent's Signature _____

Student Name(s) (print) _____

Date: _____

This agreement remains in effect for all the years your child/ren attend Resurrection Regional Catholic School. Addendums will be added as necessary.

Forms must be returned in order for 1st Trimester report cards to be released.