



**2011-2012  
PARENT AND STUDENT  
HANDBOOK**

SPONSORED BY  
HOME AND SCHOOL ASSOCIATION

**SCHOOL'S RIGHT TO AMEND**

**The school administration retains the right to amend the handbook for just cause. Families will be promptly notified of changes by written notice.**

# **RPCS Mission & Beliefs Statements**

## **Mission Statement**

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

## **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**

Address: 5710 Jack Road Phone: (904) 744-1266  
Jacksonville, FL 32277 Fax: (904) 744-5800

Office Hours: 7:30am to 3:30pm

Website: www.resurrectionschooljax.com

Pastor: Fr. Jason Trull Phone: (904) 744-0833

Principal: Mrs. Patricia Donahue Email: <principal@resurrectioncatholic.com>

Office Manager: Mrs. Susie Bain Email: <sbain@resurrectioncatholic.com>

Bookkeeper: Mrs. Linda Crissman Email: <lcrissman@resurrectioncatholic.com>

Home & School President: Mr. Mike Madden

School Advisory Board Chairperson: Mrs. Lisa Hoepfner

### **School Information**

Colors: Navy Blue and Gold

Mascot: Raiders

Hours: Pre-K 7:45-11:30 AM

K-8 Start 7:40 AM Teacher bring in students.  
7:45 AM Tardy Bell / Announcements

Lunch

11:00-11:30 Gr. 3-5  
11:40-12:10 Gr. K-2  
12:20-12:50 Gr. 6-8

Dismissal

2:30 PM Gr. K-3  
2:40 PM Gr. 4-8

### **Accreditation**

- RPCS is a member of the National Catholic Education Association.
- RPCS is fully accredited by the Florida Catholic Conference. The accreditation process is repeated every seven years with annual reports sent to the F.C.C.

## **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 attend 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.)

## **CITY WIDE EMERGENCIES**

RPCS will follow Duval County Schools in emergencies such as hurricanes. 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.

## **BROAD LOSS/CRISIS PLAN**

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 handbook 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.

## **STUDENT SAFETY**

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

1. ***Students are not to touch or use the keypad by the Broderick Building entrance 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 be suspended immediately and sent home for the day.
2. *Parents should not send students to school before 7:00 AM.*
  - For families who must drop off early, Morning Extension is available at 7:00 AM.
  - Students must enter Morning Extension if arriving before 7:30 AM. Those who do not may receive Central Detention.
  - Faculty/staff escort students to classrooms at 7:40 AM.
3. *At dismissal time, students are escorted to the dismissal area.*
  - Students must be picked up from the dismissal area, either by vehicle or escorted.
  - Vehicles must a family identification card or proper identification for pick up
  - Students are supervised by faculty/staff until 2:55 PM.
  - Students remaining after dismissal are escorted to the Extension Program.
  - See *Extension- BASE Program* section for details.
4. *Students remaining after school for any reason must sign in with the Extension Director.*
  - A designated adult must be aware of whereabouts of students remaining after school hours.
  - Families will be charged for Extension use starting at 3:00 PM.
  - Failure to comply results in a detention. After two (2) detentions, students will be assigned additional detention and families charged the Extension Program fee.
5. **After a child has been picked up and left the school property, it is not the school's responsibility to supervise the children.**
6. *Public Library usage.*

- **The school does not support use of the public library as an alternative for Extension 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 Extension.
  - 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. for sporting events) must check in with Extension. Parents will be charged the drop-in fee. Failure to comply results in a detention.
  - As a courtesy, a faculty/staff member watches the students cross the street to the library.
7. *Walkers and bikers.*
- Walkers and bike riders should go immediately to the classroom/Morning Extension or 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.
8. *Divorced or separated parents must file a court-certified copy of custody section of the divorce or separation decree with the Main Office.*
- The school will not be held responsible for failing to honor arrangements that have not been made known.
  - The school relies on the Buckley Amendment. Non-custodial parents will be given access to the academic records and to information regarding academic progress unless there is a court order specifically stating denial of access.

### **DISMISSAL AND ARRIVAL**

1. The school parking area is coned-off between 7:30-3:00 PM.
2. Children in grades K through 3 are dismissed at 2:30 PM. Grades 4-8 are dismissed at 2:40 PM.
3. Parents with children at both dismissal times may pick up at the later dismissal time. Parents may park in the church parking lot while waiting for the older grades.
4. 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.
5. 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.
6. Parents may park in the church parking lot and use the sidewalks and designated crosswalks to escort their child to their vehicle.
7. Students should not leave the dismissal area unless the teacher has checked appropriate identification of approved drivers.
8. Skateboards and roller blades are not allowed on campus at any time.
9. 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.
10. It is teacher's and administration's discretion to allow phone calls to be made regarding transportation arrangements during the day.

### **ATTENDANCE GUIDELINES**

## ATTENDANCE

1. *Diocesan Attendance Requirement*
  - A minimum attendance of 37 days per grading period should be maintained to qualify a student for a passing grade for that quarter. This includes excused or unexcused absences.
  - Parents/guardians will be notified by mail upon the sixth day of absence during any grading period. Under conditions that warrant special consideration, the administration will make the final decision after meeting with parents and teachers regarding the student's grades and/or promotion.
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 11:00 AM to participate in any extra-curricular activities.
  - Pre-K students must be in attendance by 9:00 AM to participate in the Extension Program.
  - Upon return to school a written excuse is to be presented to the homeroom teacher.
  - Students who are absent from school for three consecutive days must provide a medical excuse in order to receive credit for missed assignments, quizzes, or tests.
3. *Tardiness*
  - Students are to be in the classrooms by 7:45 AM. Students not in class by 7:45 AM are considered tardy.
  - Students who are tardy or returning from appointments should report to the Main Office for an admit slip before going to the classroom. If the student does not check in at the Main Office, any lunches ordered for the day may have been canceled.
  - Should a student report late to school, they must remain in school for the day to be counted present.
  - A student is allowed three tardies per grading period to allow for medical appointments, family emergencies, and transportation problems that may arise.
  - Following three tardies within one 9-week grading period, parents will be issued a letter from the administration.
  - Additional tardies after the third tardy within the grading period results in a \$5.00 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 excused early, a written excuse is to be presented to the homeroom teacher.
  - Families are asked not to schedule an early pick-up after 2:15 PM. The school day ends at 2:30 PM and 2:40 PM, 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.

## MAKE-UP WORK

1. Students are required to make up work missed during absence from school.

2. *One Day*: if a student is absent from school for one day, it is his/her responsibility to find out assignments which have been missed. **Please** do not call the school and ask for these assignments.
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.
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.

## **GRADING GUIDELINES**

### **PHYSICAL EDUCATION 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 gold Resurrection P.E. shirt, available at RC Uniforms, the school's official uniform provider.
3. Five unexcused absences per quarter in P.E. will result in an unsatisfactory grade for that quarter. (Failure to dress out properly is considered an unexcused absence.)
4. Grades K-8 may wear their P.E. uniforms to school on P.E. days. Grades 6-8 with PE on Fridays will still be required to have the dress uniform for Mass, then change at lunchtime.

### **REPORT CARDS AND TESTS**

1. *Report Cards*:
  - Report cards are issued four times during the school year for Grades 1-8, three times per year for Kindergarten.
  - Signed envelopes are to be returned to the homeroom teacher the day following their issuance.
2. *Progress Reports*:
  - Progress reports are sent home mid-quarter for all students.
3. *Standardized Tests*:
  - The ITBS (Iowa Test of Basic Skills) is administered to Gr. 2-8 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.

### **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.

## 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, website, or student calendar (Grades 6-8) on a daily basis for communications from teachers.
4. Homework can be done at school during designated study periods throughout the day. Homework should not be done during lunch periods or during Morning Extension.
5. 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.

## REMEDIAL HELP SESSIONS

1. A day and time will be designated by teachers for completing unfinished work and for providing remedial help, times ranging from 3:00-4:00 PM.
2. Grades K-5 teachers will notify parents of the day this help session will be held.
3. Grades 6-8 teachers will follow a communicated schedule for special help sessions after school to minimize conflicts when students seek help in more than one subject area.
4. It is the student's responsibility to tell teachers whether or not they are attending Remedial.

## 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.
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 parents 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.**

## 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
  - Grade 1-3: Failure in Reading/Language Arts or Math
  - Grades 4-8: For promotion a passing grade must be achieved in all major subjects: Religion, Reading, Language Arts, 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 or attend and approved diocesan summer school session.
  - Any student failing two major subjects must receive 50 hours of tutoring by a certified teacher(s) in those subject areas.
  - The teacher must be approved by the school's administrator and 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.
4. The student has not demonstrated acceptable effort in achieving academic success:
  - Consistent failure to complete school and homework assignments and projects, and lack of preparedness for school assignments.

## **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 per grade who excels in understanding religious concepts.
- Good Samaritan:** Student per grade always willing to be helpful to others and best exemplifies true Christianity.
- Service:** Student per grade 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 85 in Enrichment Classes and an (S-) or above in Conduct/Effort.
- Highest Honor of Scholastic Achievement:**  
Students in Gr. 8 who excelled in learning above all his/her subjects.
- Academic Excellence Award:** Student in each major **academic** area (English, Vocab/Spelling, Reading, Soc. St, Science and Math) in Gr. 3-8 who excelled in learning.
- Fine Arts Award:** Student in grades 3-8 who made notable effort to excel in learning Art & Music.
- 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 and (S) in Conduct/Effort.
- 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 8<sup>th</sup> grade who best exemplifies a peaceful spirit.

## **SCHOOL ACTIVITIES AND SPORTS**

### **Rule of Eligibility (Attendance):**

1. Students must be in attendance by 11:00 AM to participate in any extra-curricular activities.
2. Students going home sick or leaving early for the day may not return to participate in any extra-curricular activities for that day.

**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, Soc. St., Math, Science, English, Religion, Spelling and Spanish for Gr. 5-8.
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 may be removed from the team.
4. Students who receive an “F” in an Enrichment class have **ten** school days to improve their grade.
5. Parents will be notified of eligibility.
6. If progress is not shown, 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 an “S” or above in five out of 7 subjects.

#### **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 squad.
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 2<sup>nd</sup> game they can no longer be eligible to be an all-star.

## **DAILY SCHOOL POLICIES**

### **PERSONAL PROPERTY**

- Students are allowed to have water bottles during classes and physical education.
- Students are discouraged from bringing personal and valuable items such as toys or electronic devices to school.
- The school is not responsible and cannot be held responsible for lost, stolen, or broken items.

### **SCHOOL PROPERTY**

- School lockers, desks, and cubbies are the property of the school. Locks are not allowed to be placed on school lockers.
- The administration reserves the right to search lockers, desks, and cubbies at any time without notice.
- 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.

- 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.

### MEDICATIONS

- All medications **must** be sent to the Main Office immediately upon the child's arrival at school in the morning.
- A written statement from the issuing physician concerning the medicine must be on file at school.
- Directions taken from the prescription bottle or box will not be sufficient; printed instructions with your 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.
- If the medicine is to be taken with juice or any other drink, send it along with the child.
- If a child needs an inhaler with him/her during the school day a physician's note is required.
- **Parents/guardians must sign a medical release form before any medication can be administered by staff at school.**

### 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, (99 degrees or above) 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 24 hours prior to returning to school.**

### LUNCH PROGRAM

1. Students may bring their lunches to school; however, an optional lunch program is offered. A separate information sheet will be provided with information on the lunch program.
2. Milk Tickets and Canteen Cards are sold. They are used to eliminate the confusion of daily cash. On days when students bring snacks to school, the snacks should be nourishing food items.
3. Canteen is a privilege earned by students. It should not be considered a student's lunch.
4. Parents sending in treats to share at lunchtime must also provide necessary paper items such as napkins, plates, or utensils. Please contact the lunchroom coordinator and classroom teacher as a courtesy prior to sending in items.
5. ***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, such as illness or afternoon schedule change. Permission to do so must be obtained from the teacher and office personnel.
2. It is the responsibility of the student to remember to bring to school all items necessary for the day.

3. Parents are asked not to call the school during the day with messages for their children except for serious reasons. Students will not be called out of the classroom to accept telephone calls except in emergency situations.

### **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 COVERS 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.
  - 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.

### **LIBRARY**

1. Students are encouraged to take proper care of the books they borrow from the library.
2. There is a charge per school day for overdue books.
3. 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.

### **SCHOOL COMMUNICATIONS**

1. The *Signpost* is the weekly administration newsletter. It contains reminders for upcoming school events, praises for students and families, School Advisory Board and Home and School information.
2. Our school's website is <[www.resurrectionschooljax.com](http://www.resurrectionschooljax.com)> and provides general information about our school and its mission. Forms are available for downloading regarding the school and its policies.
3. Email will begin to 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. News of events and activities are sent home by way of the youngest student in the family.
5. The office folder with general notices, community information, or other flyers for distribution goes home on ***Wednesdays***. Teachers may send additional class communication home throughout the week. 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. Changes in school policies, procedures, etc. are sent home in writing.

### **FAMILY SERVICE HOURS**

1. Each family is required to contribute 20 documented service hours to RPCS during the school year.

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 20 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 20 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.

### **PAYMENT POLICY**

1. Financial accounts, including fees, tuition, Extension, Lunchroom, and other activities need to be reconciled at the end of each quarter. Report cards will be withheld until accounts each quarter are reconciled.
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.

## **UNIFORM CODE**

### **PRE-KINDERGARTEN**

- Students enrolled in the pre-kindergarten programs are required to wear the RPCS PE uniform or outdoor play clothes at all times.
- Closed toe shoes should be worn at all times

### **BOYS**

- Bottoms:
  - Solid navy blue dress pants or navy blue uniform shorts
  - Pants/shorts must be worn above the hip bone with a belt.
  - Solid navy blue, black, or dark brown belts only for grades 3-8.
- Shirts:
  - Gr. K-5: Light blue knit shirt
  - Gr. 6-8: White oxford button down shirt (long or short sleeved) or white knit uniform polo shirt
  - 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 and adjusted properly in order for belts to be visible.
  - White turtlenecks and solid white or navy shirts may be worn under uniform shirts.
  - **Only the top button may be unbuttoned on the uniform shirt.**
- Footwear:
  - **Black or brown** dress shoes. Sperry type shoes are acceptable.
  - **Socks:** black, white, or navy blue crew socks that are visible above the shoe.
- Hair:
  - **Must be cut above eyebrows, top of ears and top of shirt collar.**
  - Must be tapered, neat, clean, and well groomed
  - 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 or dread-lock style haircuts are not permitted.

- Sideburns may not extend below mid-ear.
- Older students must be clean-shaven; no facial hair allowed.

## GIRLS

- Bottoms:
  - Grades K-5: school-plaid jumper or solid, navy blue Docker-style dress pants
  - Grades 6-8: school-plaid skirt or solid, navy blue Docker-style dress pants
  - A black or brown belt must worn with dress pants.
  - Length of jumper or skirt must be no shorter than 2 inches above the knee.
  - **Waistbands may not be rolled down.**
  - 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 (long or short sleeved) blouse with round (Peter-pan) collar
  - Grades 6-8: White oxford button down shirts (long or short sleeved) or white knit uniform polo shirt
  - 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 and adjusted properly in order for skirt waistbands to be visible.
  - White turtlenecks and solid white or navy shirts may be worn under uniform blouses and shirts.
  - **Only the top button may be unbuttoned on the uniform blouse.**
- Footwear:
  - **Black or brown** dress shoes with **no raised heels of any kind.**
  - “Sperry”-style shoes are acceptable.
  - Solid white or navy blue crew socks or knee socks **must be visible at all times.**
  - Solid navy, black, or white non-textured tights acceptable, *not leggings.*
- 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 (earlobes only)

## ALL STUDENTS

- Outerwear:
  - Solid navy blue or Resurrection logo sweater/sweatshirt/jacket.
  - No other dominant emblems of any kind.
  - 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. Parents are responsible for picking up confiscated items from the administration.
- 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 arm.
- Uniforms should be well maintained and clean.
- No make-up, nail polish, nail tips, etc. are permitted.

- No tattoos, hats or caps are permitted.
- Hair:
  - No artificial hair coloring is allowed.
  - Chemically processed hair (including highlights) should be corrected by the first day of school.
  - Students wishing to participate in any school activities must follow hair requirements.
- Scouts may wear their Scout uniforms on the day of their meeting.
- Athletes and school-sponsored activities may wear their team or activity shirts on event days.
- Students in grades 6-8 must use a gym bag to carry PE uniforms, school uniforms, and personal hygiene products.
- Students should have names **ON EACH ARTICLE OF CLOTHING**
- The school is not responsible for any lost, stolen, or damaged items.
- Non-uniform items will be confiscated and may be claimed by parents from the principal.

**Students may receive one uniform infraction warning during each nine-week period. Subsequent infractions will result in central 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 sleeveless shirts or blouses, no midriff blouses.
  - No spaghetti-strap shirts or blouses.
  - No short shorts, no miniskirts. Must be minimum fingertip-length.
  - No open-toed or backless shoes.

## **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.**

### **Broderick Building Keypad Usage**

- **Any students who deliberately use the Broderick Building keypad without just cause will receive a referral and a minimum one-day suspension from school.**

### **Cell Phone 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.

1. Cell phones should be for emergency use only.
2. Cellular phones carried by students must be turned off and left in the student's locker or backpack during school hours.
3. Cell phone usage during Extension, athletic functions or other school-sponsored events will be at the discretion of the supervising adult.
4. No cell phones may be used for picture taking.
5. No harassment or threatening of persons via the cell phone is permitted.
6. Cell phones may **not** be used for game playing, Internet , **texting**, or e-mail access, gambling, or making purchases of any kind.
7. Violations of this policy result in the following consequences:
  - First Occurrence:
    - The phone will be confiscated and parent required retrieving 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 I Consequences:**

1. Phone call to parent/guardian
2. Written referral to parents \*
3. Verbal reprimand
4. Time Out/Recess Time (Grades K-5)

- |                                     |                            |
|-------------------------------------|----------------------------|
| 5. Removal from classroom (K-8)     | 7. Conference with parents |
| 6. Central Detention (Required 6-8) | 8. Academic Notice         |

*\*Required supervisor phone call to parent/guardian*

**Level II Offenses:**

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)  
(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
16. Leaving classroom/school property during the school day without teachers or administrators' permission
17. Failure to follow directions of Safety Patrol Member
18. 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).
19. 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. Extended detention
2. Service to school or community
3. Disciplinary Review Board Meeting
4. In-School Suspension (see below)
5. Removal of the student from school by parent(s)/guardian(s) for the remainder of the school day
6. Financial restitution to the school or victim for financial expenses incurred as a result of the offensive conduct
7. Out-of-School Suspension (see below)

**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, possible Saturday school with a charge of \$50.00 to the parents, 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.***

### **THREATS**

- Any threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community, the diocesan community, or while acting as a member of the RPCS community, is strictly forbidden.
- Consequences:
  - If a student makes a threat, the principal or pastor, at his or her discretion, may suspend/expel the student from school.
  - 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.
  - A reinstatement conference should take place with the parent and student.
  - Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

### **DESCRIPTION OF CONSEQUENCES**

*Referrals accumulate throughout the academic year. They are not*

#### **1st Referral**

- Central Detention, (S-) in Conduct.
- Students receiving an (S-) in conduct will be ineligible for National Junior Honor Society
- 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.

#### **2nd Referral**

- Central Detention
- Meeting with the **Disciplinary Review Board**
  - Members 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 receive an (N) in Conduct and 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.
- 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
- 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**

- **Saturday School**
- The offending student is subject to one or more of the disciplinary actions listed in the Code of Conduct for Levels I and II offenses.
- 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 meeting will be called with the Disciplinary Review Board when the next referral is received after being 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.

### **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.

### **Central Detention**

- An assigned teacher will monitor Central Detention every Wednesday afternoon from 3:00 until 4:00 p.m.
- Detention time will be doubled if a student chooses not to attend Central Detention.
- Should a student miss a second Central Detention, the student will be required to serve an In-School Suspension.
- Three detentions in one quarter will automatically require a referral for the third detention. The conduct grade will then become an S- for the quarter as long as the student does not receive another referral.
- Students serving a disciplinary detention will complete a Behavior Essay that will require parent signature and return to administration the next day. Failure to return the signed Reflection Form may result in an additional consequence.
- 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. Eighth graders receiving a detention at the end of the school year will pay a \$10 fee in lieu of serving the time.

### **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.
- The parent/guardian is required to cover the cost of supervision (\$50.00).

### **Out-of-School Suspension**

- Class work and homework missed due to out-of-school suspension will be made up but 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 NOTICES**

If a student is not completing homework assignments (Grades 3-8), parents are notified through an Academic Notice. Parents are asked to return the signed notice to the school. The following procedure will be followed quarterly for issuance of Academic Notices:

#### **1st Academic Notice**

- Student completes Homework Assignment for the next class and returns signed notice.

#### **2nd Academic Notice**

- Student completes Homework Assignment for the next class and returns signed notice.

#### **3rd Academic Notice**

- Central Detention will be assigned for the 3rd homework assignment missed
- Central Detention will be assigned for **each** subsequent homework assignment missed in **any** subject/resource area for the remainder of the quarter.
- Students will be asked to complete missing assignments and may be asked to complete additional assignments to reinforce areas of weakness while attending Central Detention.

#### **4<sup>th</sup> Academic Notice**

- A parent conference with the teacher and/or principal is required.

### **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.

### **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.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his/her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of this Internet connection will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

#### **Internet Terms and Conditions of Use:**

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 (plagiarism).
8. **Users may not post on personal Internet (ex. myspace, youtube, facebook) sites 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.**
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.**

### **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 will be arranged. Concerns beyond this level need to be addressed to the diocese.

### **DISPUTE RESOLUTION**

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.

### **EXTENSION/BASE PROGRAM**

Director: Karen Theiss  
 Phone Number: (904) 744-1266

### **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. Additional activities may include karate class, music, and dance. Please see fliers for information.

### OPERATING HOURS

- When school is not in session for any reason, no Extension Service is provided. Extension can legally operate only when school is in session.
- There is no PM Extension on the school day prior to Christmas Break, Easter Break, or the last day of school. See the current school calendar for dates.
- **The program is not available to PK, kindergarten, and eighth grade on the last day their class meets for the school year.**

### MORNING EXTENSION SERVICES AND FEES

- Hours: 7:00-7:30 AM
- Students arriving to school prior to 7:30 AM are required to report to Morning Extension.

### DAILY EXTENSION SERVICES AND FEES

- This option is offered for families who need daily use of the Extension Program.
- Registration Fee: \$25.00 per child, not to exceed \$75.00 per family. (Non-refundable)
- Monthly Fee: \$175.00 per child
- Late-Pickup Fee: \$5 every 10 minutes over per child
- 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.
- **Payments are past due the 10th of each month.**
- **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 September through May; half-month for August.
- Extension Fees are billed on the monthly tuition statement.
- Make checks payable to **Resurrection School**. A \$25 service fee is added to returned checks.

### DROP-IN EXTENSION SERVICES AND FEES

- This option is offered for families who need minimum or occasional use of the Extension Program.
- Registration Fee: \$15.00 per child, not to exceed \$35 per family.  
(Non-refundable, charged after first use)
- Drop-In Fee: \$5.00 3:15 -4:00, \$10 4:00 – 6:00
- Late-Pickup Fee: \$10 for every 1-15 minutes over per child
- **DROP-IN FEES ARE PAID ON THE DAY OF SERVICE.** Cash, checks, and money orders will be accepted. Please make checks payable to “Resurrection School”.
- 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 EXTENSION SERVICES AND FEES

- Registration Fee: \$25 per child, not to exceed \$75 per family (non-refundable)
- 11:30-3:00 PM Monthly Fee: \$175.00 per child
- 11:30-6:00 PM Monthly Fee: \$250.00 per child
- Late Pick-up Fee: \$10 for every 1-15 minutes over per child

*Lunch*

- Pre-K students need to bring a lunch and drink daily, separate from their Pre-K snack.
- Pre-K students may participate in the lunch program and milk program. The purchase of a milk card is available through the lunchroom coordinator.
- **Candy or soda is not permitted as part of a student's lunch.**

#### *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 their age that remain in school over **five** hours.

#### *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.

### **ALL GRADES SIGN-IN/PICK-UP PROCEDURE**

#### *SCHOOL DISMISSAL*

- School is dismissed for Grades K-2 at 2:30 PM and Grades 3-8 at 2:40 daily.
- K and 1st grade Extension participants report to the PreK-3 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 2:55pm will be escorted to Extension 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.
- Extension fees begin after 3:00 PM.

#### *SIGN-OUT SHEET*

- 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.**
- If the sign-out sheet is not signed as required, **the daily drop-in charge will accrue until 6 p.m.**
- 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 Extension Program closes promptly at 6:00 PM.
- All parents who have not picked up their children by 6:00 PM will be charged \$10.00 for each 1-15 minutes per child thereafter.
- **There are no exceptions.**

#### *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.

## **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 Extension Program. A child seriously undermining the school philosophy may be expelled from the program, without refunding of fees and payments.

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