

RCS Mission & Beliefs Statements

Mission Statement

We, Resurrection Catholic School, are a diverse community committed to forming a Christ-centered environment, rooted in Catholic tradition, 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.

- Families are asked not to schedule an early pick-up after 2:15 PM. The school day ends at 2:35 PM, 2:45 PM and 2:55PM, 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. Assignments for grades 3 – 8 will be posted on the ParentsWeb portal in RenWeb.
3. *Multiple Days:* For absences of two or more days, a parent may contact the office in the morning hours (8:00-11:00) to request make up work assignments. Students will have one day to make up assignments for each day missed. Assignments in grades 3-8 will be posted on ParentsWeb.
4. *Excused Appointments:* students attending a gifted program, appointments, or other school activities are responsible for missed assignments upon their return to school. Communication between the student/teacher is essential for these students to succeed in the classroom. A reasonable time will be established by the classroom teacher for all make-up work to be submitted.
5. *Students who have a pre-planned absence for reasons other than illness must make arrangements with the teacher prior to the absence. All make up work will be due within 2 days of the student's return.*

GRADING GUIDELINES

PHYSICAL EDUCATION REQUIREMENTS / EXCUSES

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

REPORT CARDS, PROGRESS REPORTS AND TESTS

1. *Report Cards:*
 - Report cards are issued four times during the school year for Grades VPK - 8. *Parents of students in grades K through 8 will be able to view academic progress electronically.*
2. *Progress Reports:*
 - Report cards are issued four times during the school year for Grades K - 8. *Parents of students in grades K through 8 will be able to view academic progress electronically.*

2015 Florida Statute

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

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

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

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

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

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

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

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

HEAD LICE

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

ILLNESS

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

- If a child has a fever or vomits during the school day, the parent will be immediately notified and must make arrangements to have the child taken home.
- We will inform you when communicable diseases such as chicken pox or measles have affected another enrolled child.
- **Students should be symptom-free (i.e. no fever, no vomiting, no diarrhea) for 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 separately. They are used to eliminate the confusion of daily cash. **Canteen cards may be used in morning extension to purchase breakfast items.** 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. **Birthday treats are to be given to the homeroom teacher at the beginning of the day. These will be distributed during snack time or after lunch at the teacher's discretion.**
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. Permission to do so must be obtained from the teacher and office personnel.
2. Calls due to illness will only be made from the main office after the student has been properly diagnosed by the school nurse or office staff.
3. It is the responsibility of the student to remember to bring to school all items necessary for the day. Students will not be allowed to call home the morning of a scheduled field trip to have parents sign permission slips, nor will they be allowed to call and request homework be brought to school.
4. 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 SOX AND KEPT FREE OF ANY WRITING OR MARKS.** Failure to properly cover textbooks may result in a detention.
3. The student renting the book is responsible for the condition of the book and must repair any damage to restore the book to proper condition or pay the cost of replacing the book.

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

BIRTHDAY PARTY INVITATIONS

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

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

SCHOOL COMMUNICATIONS

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

FAMILY SERVICE HOURS

1. Each family is required to contribute 20 documented service hours to RPCS during the school year. Service hours may be donated to families in need with the approval of the principal.
2. Service opportunities include, but are not limited to, chaperoning, homeroom parent duties, attending Home & School meetings, donation of items, teacher-requested tasks, etc.
3. Five of the 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

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. **All accounts must be current before a student begins the third quarter.** 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. **All eight grade tuition and fees must be paid by May 20th**

UNIFORM CODE

VPK:

Br school plaid Q SG Xort G Red polo shirts sneakers Nav
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BOYS

- Bottoms:
 - Solid navy blue dress pants or navy blue uniform shorts
 - Pants/shorts must be worn above the hip bone.
 - Solid navy blue, black, or dark brown belts only for grades 3-8.
- Shirts:
 - Gr. K-5: Light blue knit uniform polo shirt
 - Gr. 6-8: **Mass Days:** White oxford button down shirt (long or short sleeved)
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 - * U D G H V S R D Y H \ [V F K I L S U W W D R V V G D \
 - (L J J K D C H E R \ W Z R H D D Z U E L D W H T E V X K W L W U E W Q Y D C M a s s Q D H
 - **Days.**
 - \$ O P L G G O E R V W H L B U R H Z H D Z K W W H U L O M a s s d a y s .
 - **Middle School Boys are required to wear long pants on Mass days.**
 - Grades K – 4 - A logo uniform shirt must be worn on Mass days and special school occasions such as field trips or other events as designated by the administration.
 - Shirts are to be tucked-in and adjusted properly in order for belts to be visible.
A solid white long sleeve shirt may be worn under uniform shirts during the cold weather.
 - 2 Q O \ X W K W H R Q X R O S E D X \ E W Q W E R H Q X H L G R F U P V K L U W
- Footwear:
 - * U D G **Black or brown** dress shoes. Grades K-3 may wear **black** R a t h Q e t i O \ shoes (NO HIGH TOPS) Sperry type shoes are allowed.
 - **Socks:** black, white, or navy blue socks that are visible above the shoe.
- Hair:
 - **Must be cut above eyebrows, top of ears and top of shirt collar.**
 - Must be tapered R U , r e a t R c l e a n , a n d W e d g e s o m e U H G + D L U F D Q Q F S L F N H G W R U H D F K J U H D W H U W K D Q
 - 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 D U H Q R W S H U P L W W H G
 - 'read-loc R s t y l e h a i r D u t s a r e n o t p e r m i t t e d .
 - No designs or letters of any kind are permitted to be cut/shaved into the hair style.
 - Sideburns may not extend below mid-ear.

- Older students must be clean-shaven; no facial hair allowed.
- No earrings of any kind are allowed. No earrings covered by band aids or tape are allowed.

GIRLS

- Bottoms:
 - Grades K-4: School-plaid jumper or solid, navy blue Docker-style dress pants
 - Solid navy blue, black, or dark brown belts only for grades 3-8.
 - Grade 5 : School-plaid jumper or SKIRT
 - Grades 5-8: School-plaid skirt or solid, navy blue Docker-style dress pants
 - **Length of jumper or skirt may be no shorter than 3 inches from the ground when kneeling.**
 - **Waistbands may not be rolled up.**
 - If administration determines the fit of the skirt or pants inappropriate for the school setting, that skirt or pants may not be worn to school again.
- Blouses:
 - Grades K-5: Light blue blouse with round (Peter-pan) collar or short sleeve Light blue polo.
 - Grades 6-7: White oxford button down shirts **on Mass Days.**
 - Grade 8 - Red polo shirt except on Mass Days.
 - Grades 6 & 7 - Navy polo shirt except on Mass Days.
 - Grades K-4 - A logo uniform shirt must be worn on Mass days and special school occasions such as field trips or other events as designated by the administration.
 - Blouses are to be tucked-in and adjusted properly in order for skirt waistbands to be visible.
 - **Solid white shirts may be worn under uniform blouses and shirts during cold weather.**
 - Only the top button may be unbuttoned on the uniform blouse.
- Footwear:
 - **Black or brown** dress shoes with **no raised heels of any kind. Grades K-3 may wear black (only) athletic shoes (No high tops).**
 - “Sperry”-style shoes are acceptable. **No sequins shoes.**
 - Solid white or navy blue socks **must be visible at all times.**
 - **Grades 6-8 - Solid white or navy blue KNEE socks are required.**
 - Solid navy, black, or white non-textured tights are acceptable, *not leggings.*
 - **No Boots**
- Earrings:
 - Pierced earrings are to be posts only (no dangling earrings of any kind) or hoops not larger than 1/2 inch in diameter.
 - No more than one earring per ear may be worn at any time
 - Earrings are to worn in earlobes only.

ALL STUDENTS

- Outerwear:
 - **Solid** navy blue or Resurrection logo sweater/sweatshirt/jacket.
 - No other dominant emblems (larger than 2 inches) are allowed..
 - Sweatshirts and shirts may not be tied around the waist.
 - The top layer in any school building and Church must always be uniform-compliant. All non-uniform outerwear worn from the car for weather purposes must be removed in the school building or Church and left in the locker or on the classroom’s hooks during the school day.

- Inappropriate outerwear worn in the school buildings will be confiscated and a uniform infraction notice given. Confiscated items will be given back to the student at the end of the day.
- Jewelry:
 - Showy jewelry is not acceptable.
 - Students may wear one modest necklace with a religious symbol.
 - Students may not wear more than one charity-sponsored bracelet per wrist.
- 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:
 - **Only the students' natural hair color is permitted. Do not attempt to change/color, bleach, or dye the hair from it's natural color while school is in session.**
 - No unnatural color hair(red, purple, blue, green etc) is allowed.
 - **No extreme or two toned hairstyles**
 - 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.
- Any non-uniform item shall be confiscated by the homeroom teacher and returned at the end of the day.

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

NON-UNIFORM DAYS

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

CODE OF CONDUCT

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

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

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

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

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

False Fire Alarm

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

Building Keypad Usage

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

Cell Phone / Tablet Policy

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

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.
NOTE: Upon the discretion of the teacher, students shall be required to check-in their cell phones to the HW teacher at the beginning of the day and receive them back at the end of the day.
3. Cell phone/Tablet usage during Extension, athletic functions or other school-sponsored events will be at the discretion of the supervising adult.
4. No cell phones/Tablets 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 or e-mail access, gambling, or making purchases of any kind, or used as a calculator during class.
7. Violations of this policy result in the following consequences:
 - First Occurrence:
 - The phone will be confiscated and parent required to retrieve the phone from Main Office.
 - Second Occurrence:
 - The phone will be confiscated, the parent will be required to come to school office to retrieve the phone, and the student will receive a detention.

- Third Occurrence:
 - The phone will be confiscated for the remainder of the school year and the student will be suspended for one day.

Level I Offenses:

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

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

Level I Consequences:

- | | |
|--------------------------------------|-------------------------------------|
| 1. Phone call to parent/guardian | 5. Removal from classroom (K-8) |
| 2. Written referral to parents * | 6. Central Detention (Required 6-8) |
| 3. Verbal reprimand | 7. Conference with parents |
| 4. Time Out/Recess Time (Grades K-5) | 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)/ taking the Lord's name in vain. This includes the down-loading of any Internet pages onto a school computer or tablet (Central Detention required for Grades 6-8).
8. Possession of unauthorized items at school or school-sponsored event, such as obscene or pornographic materials, electronics
9. Use of racist or discriminatory language
10. Fighting/encouraging others to fight (Alternative consequences to be determined by supervisor K-5)
11. Destruction of school property or property of others
12. Academic dishonesty (See Statement of Academic Honesty)
13. Harassment/teasing/bullying of a verbal, written, or physical nature, including violation of the Sexual Harassment Policy
14. Any verbal, written, physical or implied advances of a threatening or intimidating nature (sexual or non-sexual)/or malicious gossip. Leaving classroom/school property during the school day without teachers or administrators' permission.
15. Leaving classroom/school property during the school day without teachers or administrators' permission.
16. Failure to follow directions of Safety Patrol Member.
17. 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).
18. 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 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 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

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

1st Referral

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

2nd Referral

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

3rd Referral

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

4th Referral

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

5th Referral

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

Disciplinary Probation

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

be placed on Disciplinary Probation. This will give the home and school the opportunity to work together to help the student meet the expectations of RPCS's Code of Conduct.

Statement of Academic Honesty

Personal pride and integrity are essential to Resurrection Parish School's dedication to academic excellence. Cheating violates God's Seventh Commandment, and will result in a grade of zero (0), notification to parents/guardians, and disciplinary action (after-school detention).

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 behavioral detentions in one quarter will automatically require a referral for the third detention.
- Students serving a disciplinary detention will complete a Reflection Form consisting of the writing of Catholic Religious concepts.
- Detentions do not accumulate throughout the academic year. Students begin with a clean slate each quarter.
- Detentions assigned at the end of the school year will be served at the beginning of the next school year. 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.

Out-of-School Suspension

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

Eighth Grade Discipline Consequences

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

ACADEMIC NOTICES

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

All middle school students will have 24 hrs to make up a missed assignment (excluding illness related absences) for 50% credit. After 24 hrs, students will receive a 0% for the missed assignment.

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. **Students may not post on personal Internet (ex. myspace, youtube, facebook, instagram, snapchat) 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, as well as any pictures of students in Resurrection school uniforms or on school property.**
9. **There is to be no student to faculty / staff communication via Internet or cell phone unless previously approved by administration. Situations and emergencies must be presented to the administration immediately.**
10. **Any violation of the school's Internet policy will subject the student to disciplinary action.**

GRIEVANCE PROCEDURE

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

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

DISPUTE RESOLUTION

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.

BASE/Extension Program

Directors: Suzy Gordon, Carolina Pineiros
Phone Number: (904) 744-1266 ext. 210

PROGRAM DESCRIPTION

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

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

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

OPERATING HOURS

- When school is not in session for any reason, no 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 VPK, and eighth grade on the last day their class meets for the school year.**

MORNING BASE/EXTENSION SERVICES AND FEES

- Hours: 7:00-7:30 AM Note: This is a free service to students.
- 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. Hours are 3-6pm.
- Monthly Fee: K-8 1 child \$200.00 2 children \$275.00 3 children \$350.00
- Late-Pickup Fee: \$40 per child after 6:00pm \$60 per child after 6:15pm
- The fee for the program has been set according to the number of days that school is in session, and has been broken down into 10 monthly payments.
- School is dismissed during Christmas and Easter breaks, but the full month's fee is charged; those days have been deleted from the annual rate.
- Children enrolling before the 15th of the month will be charged a full month's tuition. After the 15th, the fee for that month will be pro-rated.
- **Extension Services will only be available to families current on their payments. If payments are delayed, families may not use the services until their statement is paid.**
- The monthly rates are payable on a ten-month basis from July through April.
- Extension Fees are billed via FACTS.

DROP-IN EXTENSION SERVICES AND FEES

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

- **If you know in advance that you will be using our drop-in service, please send two notes with your child stating the same information.** The notes should be given to the child's homeroom teacher and the Extension Director.

PRE-KINDERGARTEN EXTENSION SERVICES AND FEES

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

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 based on their age that remain in school over **five** hours. This may be not necessarily be sleep time depending on the needs of each child, but a quiet /restful time will be offered each day.

Clothing Requirements

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

ALL GRADES SIGN-IN/PICK-UP PROCEDURE

SCHOOL DISMISSAL

- School is dismissed for Grades K-3 at 2:35 PM and Grades 4&5 at 2:45daily. Grades 6-8 at 2:55PM
- 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 3:10 pm 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 at 3:10 PM at which time the drop-in rate of \$15.00 will be charged. .

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.**
- 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.
- Late pick up after 6:00 PM is \$40 per child. After 6:15 PM it is \$60 per child.
- If you are unable to consistently pick up your child by 6:00 PM they will not be allowed to use the Extension program.

CHANGE OF PLANS

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

TOYS

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

DRINKS AND SNACK

- All students must bring a snack or they can purchase a canteen card via the lunch program to purchase snacks. A drink will be provided on a daily basis as part of the paid fee.

HOMEWORK PERIOD

- A one (1) hour period is allotted for homework Monday through Thursday for grades K - 8.
- An adult supervisor will assist children. Homework area is to be treated as any classroom.
- Children found to be disruptive will be isolated from the group and not allowed to participate in later activities.
- **EXTENSION PERSONNEL ARE NOT RESPONSIBLE FOR ENSURING THE CHILD'S HOMEWORK COMPLETE. THIS RESPONSIBILITY RESTS WITH THE PARENTS.**

DISCIPLINE

Discipline is an aspect of moral guidance and not simply a form of punishment. Practicing the virtue of obedience to authority, self-control, charity, and thoughtfulness to others benefits the child. It is imperative that we uphold the safety of children in the 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 by Extension staff members 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.