



STUDENT HANDBOOK

2024-2025

Pre-K (4) to 8th Grade

521 East Orange Street

Lancaster, PA 17602

Nothing contained in our handbook, or in any other document, custom, or practice, is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of the diocese or school. Contents of the handbook are subject to alteration or modification by the school as circumstances may require.

rcspa.org

717-392-3083

RESURRECTION CATHOLIC SCHOOL

DIRECTORY INFORMATION

Pre-K (4) to 8th Grade

521 East Orange Street

Lancaster, PA 17602

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St. Anthony of Padua Church

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Father Luis Rodriguez

St. Joseph's Catholic Church

Father Pang Tcheou

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Father Brian Olkowski

(717) 392-2578

After School Program

Director - Mrs. Holly Coccio

Program Assistant—Ms. Kenni Farrar

(717) 393-8891 (3:00 to 6:00pm)

School Cafeteria

Director- Mrs. Steph Rife

(717) 393-8891(9:00am-1:00pm)

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Mission and Philosophy Statement

Where Faith and Knowledge Unite

Mission Statement

Resurrection Catholic School provides students with a Christ-centered education rooted in Sacred Scripture and the teachings of the Roman Catholic Church. By encouraging their spiritual, intellectual, emotional, social, and physical development nurtured in a multicultural environment, we guide each child on his or her journey as a disciple of Christ.

Philosophy of Resurrection Catholic School

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

We believe that:

- Children are gifts from God entrusted to our care.
- Our children are the future of the Catholic Church and society.
- Each child needs a supportive, safe, and caring, yet disciplined environment for learning.
- Parents/guardians are the primary educators.
- Catholic ideals, virtues and values are to be cultivated and practiced.
- Children learn at different rates and have different learning styles.
- Children need opportunities for their growth of self-confidence, respect, love of God and neighbor.
- Children need to be successful, contributing citizens in the world.
- Embracing the cultures and diversity play a role in the education and unity of our community of faith.

Introduction

This handbook is intended to acquaint students and parents/guardians with the policies and regulations of Resurrection Catholic School. Enrollment in this school requires the acceptance and practices of these policies and regulations. Please keep this handbook in a safe place and refer to it as needed.

Nothing contained therein is intended to, or shall be constructed to, create any contractual obligations, expressed or implied, on the part of the diocese or school. The contents of this handbook are subject to alteration or modification by the diocese or school as circumstances may require.

The school administration of Resurrection Catholic School reserves the right to amend this handbook as circumstances may warrant. Parents/Guardians and students will be notified in writing of any policy changes or amendments.

Each family must sign the handbook form and return it to school indicating you have read the handbook and are familiar with its content, and that you agree to be governed by the policies stated in it.

General Information for Quick Reference:

- **School Doors Open at 7:30 am**

All students must enter the school via the side door.

Students will report to their homeroom once they enter the building.

Student Dismissal is at 3:00 pm. Pre-K (4) will dismiss at 2:30 pm

- **Nutrition and Hydration**

Please ensure that students eat breakfast before arriving at school. ***If providing a healthy breakfast for your child/children is a challenge, please speak with the principal.***

All K-8 students will eat lunch in the cafeteria.

Students are encouraged to bring bottles of water to drink during the school day.

- **Visitors**

Visitors include volunteers and school parents/ guardians. All visitors/parents/guardians must sign in at the main office.

Parents' Role in Education

Parents/Guardians as Partners

As partners in the educational process at Resurrection we ask parents/guardians:

- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems
- To set rules, times, and limits so that your student:
 - Goes to bed early on school nights
 - Arrives at school on time and is picked up on time
 - Dresses according to the school dress code
 - Completes assignments by the due date
- To actively participate in school activities
- To notify the school with a written note when your child will be absent or late
- To notify the school office of any changes of address, telephone numbers, or employment
- To tell the school of any special situations regarding your child's well-being, safety, and health
- To promptly complete and return to school any requested information
- To read school notes, newsletters, and e-mails
- To have school supplies at home to complete school assignments

School Office

The school office is open from 7:30am to 3:30pm. Messages for teachers will be taken in the office and will be delivered to the teachers. The teachers will make every effort to return phone calls or respond within 24 hours. The principal is available for conversations and conferences. Please contact the school office if you wish to make an appointment to meet with the principal.

Students are permitted to make phone calls only in an emergency, with the permission of the school office. **Forgetting books, gym uniforms, notes, etc. are not emergencies.** Students will not be called to the office to receive a phone call. The principal or secretary will deliver all messages to the student. Students are not permitted to use personal cell phones to communicate during the school day.

Please send a note to the school office if you have a change of address, employment, or telephone number during the school year. It is very important for all emergency information to be kept current.

Administrative Information

Administration

The **Pastor** serves as spiritual advisor and chief administrator of Resurrection Catholic School. He has the moral and financial responsibility to provide a qualified staff and school facilities necessary for an up-to-date program of instruction.

The **Principal** is the administrative and supervisory officer of the school and is responsible to the Pastor and the Diocesan Secretary of Education. The day-to-day operation of the school is the responsibility of the principal. The principal communicates Diocesan school policies to the staff and cooperates with the Diocesan Secretary of Education in educational and curriculum studies.

Resurrection Catholic **School Board** serves as a consultative group to the Principal and Pastor. The Board consists of parishioners, parents, and community members dedicated to the advancement and success of our school. The school board, operating under its own constitution and by-laws based on Diocesan guidelines, assists the Principal and Executive Pastor in realizing the shared vision for Resurrection.

The Resurrection Catholic School **Faculty** members are qualified and dedicated teachers and leaders who are committed to growing in their professional skills. All faculty, staff and regular school volunteers have completed the requirements of the Diocesan Youth Protection Program. Faculty members are generous with their time in responding to the individual needs of the students, in developing extended curriculum opportunities, and in moderating student activities. Resurrection faculty and staff know that they give their best to our students when they are dedicated to nurturing their own well-being. This flourishing begins with their relationship with God and in being grounded in their identity as persons made in the image of God.

Admission / Registration Policies

Eligibility

Resurrection Catholic School is a consolidated Catholic School serving the parishes of St. Mary, St. Anthony of Padua, St. Joseph, and San Juan Bautista. We accept students from our supporting parishes, other Catholic parishes, and non-Catholic students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the requirements. No child will be denied admission based on race, ethnic origin, or religion.

All Catholic families sending their children to Resurrection Catholic School are expected to practice their faith by attending Mass every Sunday and living the Gospel values. All non-Catholic families who choose Resurrection for our religious based education are expected to attend weekly worship services in their own churches. All students will participate in daily religion classes (assignments and homework), prayer services, special projects, and school Masses.

Admission Criteria

Kindergarten

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

Initial Admission Requirements for Registration

- Birth certificate
- Baptism certificate
- Records of immunization
- Physical examination at entry level - Kindergarten and Grade 6 as required by the Commonwealth of Pennsylvania
- Proof of custody (where applicable)
- Registration fee
- Copy of the last report card and PSSA or standardized test scores

Parents should contact the school office to register a student. Students new to Resurrection Catholic School are accepted on a probationary status **for one year from the date of acceptance**. Failure to report accurately any child's learning disabilities or other problems could result in the child's removal from Resurrection Catholic School.

Fees, Financial Obligations, and Assistance

Determining your Financial Obligation

Our 'tuition' is calculated yearly by determining what it costs to educate each child. Few families would be able to afford to pay the full cost to educate, so there are two ways to immediately reduce your financial obligation:

- **Apply for financial aid/assessment through Simple Tuition Solutions (STS)**
- **Participate in the EITC/SPE Program**, which allows you to direct your state income taxes to the school and receive a 90% tax credit. We can walk you through this process if you are interested.

Either or both options qualify you to receive a significant - approx. 45% to 65% - discount (also known as 'Catholic' or 'non-Catholic' rate).

Your family's financial obligation can be reduced even further if you have multiple children attending Resurrection.

The final amount you owe each year is calculated by the original Cost to Educate minus the Catholic/non-Catholic discount rate, multi-child discount, and additional financial aid based on your STS financial assessment.

Many families end up paying only about 15-20% of the actual cost to educate.

STS Information

To use STS, each family must register and pay a one-time yearly fee. This fee is taken from the parents/guardians checking or savings account the month before tuition payments are withdrawn. This process is done to make sure all accounts are set up correctly.

Tuition must be paid by using one of the following plans:

- Pay tuition in full by July 1st of the new school year.
- Pay tuition in two payments by July 1st and February 1st of the school year.
- Use STS to have it withdrawn from your checking or savings account for 10 or 12 months.

Financial Obligation Agreement

1. Financial obligation payments begin July 1, 2024. All obligations are to be paid in full by June 30, 2025.

2. All payments (including enrollment fee and financial obligation) are non-refundable.

3. Our school relies upon tuition and fee payments to provide an educational program that operates on a balanced budget. Therefore, when parent financial obligation payments become delinquent, it can quickly become a serious matter. We understand that unexpected situations arise, and we strive to work with families. **If unforeseen financial circumstances arise, families are responsible for contacting the school principal as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan.**

4. A payment becomes delinquent if it is not paid on the schedule outlined in your agreement. If a payment is missed the following process will be followed:

- a) Parents/guardians will be notified in writing of the payment being missed
- b) Parents/guardians will be given 30 calendar days to bring the account current or meet with the principal to discuss an amended payment schedule.
- c) If the account is not brought current within the agreed upon time frame, and/or you have failed to demonstrate sufficient good faith in attempting to meet your obligation, your student(s) will be dis-enrolled at the end of the trimester.

Resurrection Catholic School has the right to make all efforts to collect past due tuition and fees. A seriously delinquent account may be turned over for collection.

Enrollment in classes is contingent upon receipt of this completed financial obligation agreement form, payment of the non-refundable (re)enrollment fee, and satisfaction of all prior financial obligations. Be informed, no student will be accepted at any Catholic school

within the Diocese of Harrisburg if they are carrying a past due balance from any other Catholic school within the Diocese of Harrisburg.

Additional Requirements of Enrollment

We encourage families to practice their faith by attending Sunday Mass and using Sunday envelopes to tithe.

In order to receive the Catholic rate, your student must be a registered member of a Catholic church.

Our goal is to provide a Catholic education to every family that desires one. By working together, we can make sure this goal is met.

Financial Assistance

Every effort will be made to assist families trying to give their child/ren a Catholic education. It is part of our obligation to assist if there is a genuine need. Neumann Scholarship forms are available each February for the next school year. Each family is responsible for completing the STS financial assessment if seeking aid. It is required to comply with the deadlines designated. If you need help, please let the principal know. Financial aid is available through our EITC program and from generous donors.

Insurance

School accident insurance is available for a nominal cost at the beginning of each school year. Forms are sent home the first week of school. This is an optional program.

Health Policies

A registered nurse from the School District of Lancaster is available to the school on an “as needed” basis. All school personnel are required to follow the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk to students, staff, and volunteers. The primary responsibility to administer medication to a student is a parent/guardian. Every effort should be made to administer medication during non-school hours. Should a student require a medication during school hours, a signed permission slip from the parent/guardian must accompany both prescription and over-the-counter medication. The original prescription container must accompany all medication. The initial or first dose of medication should be given by the parent/guardian at home to ensure the student tolerates the medication. All medications require a permission form.

Contact the school office or go to Resurrection's website under forms for the Medication Permission Form.

The label on the medicine container must contain information indicating the name of the student, name of the medication, name of the physician, date, and the directions for administering - including time and dosage. All medications will be kept in the school office and taken under supervision. Students may not keep any medications (prescription or over the counter) on their person. Any student who is sick to their stomach, running a fever, or has an earache should not be sent to school. A child must be fever free for 24 hours before returning to school.

Missed class work and homework are available via Google classroom or if needed will be sent home with the student when she/he returns to school. **Please do not call the school for missed work.**

Dress Code as per Diocesan Policy 513202

Students in the elementary schools of the Diocese of Harrisburg are expected to present a neat and clean appearance. Any dress or apparel that would not reflect the moral teachings of the Catholic Church is forbidden.

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

Pre-Kindergarten:

Play clothes are most appropriate for the PK classroom. Clothing that displays images contrary to Catholic teachings are not appropriate. Girls who wear leggings/tights to school must have a long top or skirt covering the leggings/tights.

Sneakers and rubber-soled shoes are recommended. Please no bulky boots, high heels, or flip-flops.

All K-8th Grade Students – General

- A brown, navy, or black oxford or loafer with a non-skid sole should be worn with the summer and winter uniform. Black, white, or navy sneakers are acceptable if they are plain and unobtrusive. Sneakers may not have flashing lights, glitter, wheels, bright colors, or other adornment.
- Students are not permitted to wear boots of any style, clogs, sandals, moccasins, slippers, backless shoes, jellies, flip flops, ballet flats, crocs, or anything else that is not deemed appropriate. The heels of the shoes should not be higher than one inch.

- Girls are to wear white, navy, or maroon knee-high socks, anklets, or tights.
- Boys are to wear white, navy, or black dress socks.
- All students may wear a navy or maroon sweater (cardigan, vest, or pull-over).
- Girls and boys should wear solid belts (brown, navy, or black) with their slacks/pants or shorts.
- All slacks/pants/shorts must be worn at the waist.
- The students will wear their gym uniform to school on gym days.
- All jumpers/skirts **must** be worn to the knee.
- When wearing plaid skirts with knee-high socks, girls **must** wear shorts underneath that do not extend lower than the length of the skirt.
- The preferred option is to wear non-sheer navy tights with plaid skirts.
- School uniform slacks/pants are to be plain (no cargo pants) and loose-fitting.
- **Regular uniform** must be worn from October 1st to April 30th.
- **Summer uniform** may be worn from the 1st day of school to September 30th and May 1st to the end of the year. If a student decides not to wear the summer uniform, she/he must wear the regular uniform during that time.

Girls – Kindergarten to 3rd grade

- Plaid school jumper
- Navy blue slacks
- Maroon or white polo shirt with the school name (long or short sleeve) must be worn with the jumper or slacks

Girls – Kindergarten to 3rd grade summer uniform

- Above uniform or
- Navy walking shorts to the knee

Girls – 4th to 8th grades

- Plaid school skirt
- Navy blue slacks
- Maroon or white polo shirt with the school's name (long or short sleeve) must be worn with the skirt or slacks

Girls – 4th to 8th grade summer uniform

- Above uniform or

- Navy blue walking shorts to the knee

Boys – Kindergarten to 8th grade

- Navy blue pants
- White or maroon polo shirt with the school's name (short or long sleeve).

Boys – Kindergarten to 8th grade summer uniform

- Above uniform or
- Navy blue walking shorts

Gym Uniform – All Students

- Navy blue gym shorts with maroon t-shirt with school logo- summer uniform.
- Navy blue sweat suit with a maroon t-shirt with school logo, the navy blue sweatshirt is optional – regular uniform.
- Sneakers with white socks

Uniforms are to be ordered through Flynn & O'Hara. Parents/Guardians may contact them via phone at 1-800-441-4122 or via the Internet at <http://www.flynnohara.com>

Nearest Locations:

869 Eisenhower Rd.	10905 Dutton Rd.	923 Taylor Ave.
Harrisburg, PA 17111	Philadelphia, PA 19154	Towson, MD 21286
717 - 939 - 5600	215 - 637 - 6400	410 - 828 - 4709

Order forms are available in the school office.

Dress Code for Out-of-Uniform Days

- Acceptable attire: jeans (with no holes), corduroy, khaki, Capri, skirts, dresses, and during the summer, shorts that come to the knee. Blouses/shirts must fall below the waist and have sleeves.
- Unacceptable attire: slacks/pants with holes, shorts not reaching the knee, sleeveless tops or tank tops, tight clothing.
- Students may not wear make-up or any jewelry that is not part of the regular uniform code.

- Refer to the *Personal Grooming* section below for additional dress down day guidelines.
- Clothing with emblems, pictures or writing incompatible with Catholic teaching is not allowed.

Students who disregard out-of-uniform dress code instructions will lose their privilege to participate in the future. If numerous school-wide infractions occur, this privilege will be revoked for the remainder of the year.

This list may not be all-inclusive; therefore, the teacher and/or principal have the right to inform a student that her/his dress is inappropriate. The parent will be called for a change of clothes, or the child may be sent home for the day.

Personal Grooming / Jewelry

The following may not be worn in school: make-up, nail polish, fake nails, rubber bracelets, jewelry (except for a watch). The following are permissible: one ring and a religious medal with chain. Medical bracelets may be worn. Girls with pierced ears may wear one small post earring in each lobe. Boys may not wear earrings. No other body piercings are acceptable.

Hair should be kept neat and clean and in a conservative style appropriate for school. Hair may not have any unnatural or extreme coloration. In addition, the boys' hair may not fall below the eyebrows or over the collar. Girls' hair may not cover the eyes or any part of their face. Elaborate, distracting or fad hairstyles are not permitted for girls or boys.

Handwriting or drawing on the body and temporary or permanent tattoos are not acceptable.

Please note the following:

- If students come to school with make-up, they will be given a cloth to remove it immediately.
- If students come to school with painted nails, they will be sent to the office to remove the polish.
- If excess jewelry is worn, it will be removed and held by the teacher until the end of the day.

Purposeful and/or repeated disregard for the dress code is willful disrespect. With multiple infractions, a parent meeting will be required, and additional consequences may result.

Arrival / Dismissal Information

Student Arrival for School

No child is to be on the school property before 7:30am. Teacher supervision begins at 7:30am when the doors are opened.

Tardy Arrival

The side entry door locks at 8:00am. Students arriving late must be buzzed in via the main entrance, and should be accompanied by a parent/guardian to sign them in. Tardiness to school results in the student missing parts of the school's academic program, as well as disruption to the class when a student comes in late. Therefore, we ask for your cooperation in having your child report to school on time. For professional appointments, the parent must bring a note from the professional to hand in when the student comes to school.

Absence

For the protection/safety of your child/ren, parents **must** report absences by calling the school office by 8:30 a.m. The school will initiate contact with parents if we do not hear from you. If we cannot reach you at home, we will call you at work. We ask that parents not send a child to school if she/he shows any signs of illness. Anytime a child is absent three (3) consecutive days, she/he will need a doctor's note explaining the illness. When a child is home sick, she/he needs to rest and take some time to get better. Therefore, **do not call the school for missed work**. When the child returns to school, she/he will be given the missed assignments. Make up work is to be completed in a timely fashion as designed by the classroom teacher. A note of excuse stating the reason and date of absence **must** accompany the child upon returning to school.

If the homeroom teacher becomes concerned that a pattern of absences is developing, a meeting will be called with the student, parent/guardian, teacher/s, and principal to discuss the absences.

If a student reaches 10 school days of absence, parents/ guardians will be sent a letter, from the school, which will require a doctor's note for all additional school absences during the school year.

Once a student obtains **one unlawful absence***, parents/guardians will be sent a letter to notify them of this absence. Additional letters will be sent to parents/guardians **and to the student's home school district** for the 3rd and 6th unlawful absence. Once a student reaches 6 unlawful absences during the school year, a Student Truancy Intervention Plan (STIP) meeting will be held with school officials, parents, and the child. If a student reaches more than 6 unlawful absences during the course of the school year, and the Student Truancy Intervention

Plan is not successful, the students' absences will be reported to their home school district at which time the parent/guardian will be cited for lack of compulsory school attendance. Students with unresolved irregular school attendance may be excused from Resurrection Catholic School.

*Unlawful absences accrue when a student returns to school without a written note supplying an adequate reason for the absence. See PA school code 13-1329. Notes must be submitted within 3 days after the absence.

Early Dismissal

Students leaving the school during the day due to illness, an appointment, or any other reason, must be picked up in the school office and signed out by the parent/guardian. A note should be sent to the homeroom teacher prior to the expected date of release, stating the reason and the name of the person picking up the child. If the child returns to school on the same day, the parent/guardian must return to the school office to sign the child back in school.

Vacations

Vacationing during the school term is not encouraged, and all families are respectfully asked to schedule trips during school breaks. The principal and homeroom teacher must be notified two weeks in advance if parents/guardians wish to take their child/ren out of school because of family vacation plans. No schoolwork will be given to do over the vacation. All make up work must be completed within a reasonable time when she/he returns.

Emergency School Closing / Dismissal

Announcement of emergency school closing, necessitated by weather conditions or any other emergency, will be sent via the school notification system as well as carried on TV WGAL's School Watch or internet postings on WGAL.com. Please do not call the school. If no information is forthcoming, school will be in session as usual.

Student Emergency forms must be on file in the school office. This form is sent home in the beginning of the school year.

Transportation

Parents must **notify** the school office **in writing** if there is a change in transportation.

Car Riders

All car riders will be dismissed from the side door. Parents/Guardians are to enter the church property by using the upper entrance and drive around the school to the side door between the school and old convent. Staff will be on duty at the end of the day to call the children from the gym and help them into their cars.

Walkers

All students who walk must have written permission from their parent/ guardians. Please notify the school office in writing if you choose for your student to walk home from school.

Bus Riders

Staff will escort the student to their bus parked on Orange Street.

Bus service is provided in accordance with each Lancaster County school districts' regulations. Schedules are arranged by the district's transportation director. The buses provide transportation both to and from the school daily. Transportation must be requested through the office of the public school in which you reside. The legal responsibility of the individual school districts is limited to transporting students in their district to and from the assigned stops. **It is not within the authority of Resurrection Catholic School administrator to grant permission to students to get off the bus at different stops or to "go home" with another student.**

If the public school is not in session, the bus/school district may not provide transportation for Resurrection. Misconduct on the bus will not be tolerated and may result in the loss of bus-riding privileges. Cooperation with the bus driver is imperative.

After School Program

The After School Program (ASP) provides after school care for Resurrection students. **The parents/guardians must fill out a registration paper for their child/ren to attend the program. Resurrection Catholic School asks all families to complete the form in case of emergency.** The form is sent home the first week of school and can be found on our website under forms.

The ASP operates Monday through Friday from 3:00pm to 6:00pm. There is an hourly rate charged per child (\$5.00/hour). When the school has an early dismissal, the ASP will not run.

When school is dismissed early because of inclement weather, the ASP will be open until one hour after our early dismissal for the safety of the children and school personnel.

Students who go to after school activities or detention may attend the ASP for the hourly rate charged.

Any family using the After School Program must abide by the policies and procedures listed in the After School Handbook.

Lunch Program and Recess

The Federal Hot Lunch Program is offered on a daily basis. The student lunch price is \$3.25. Free or reduced lunches are available to all families that qualify. The form is sent home the first week of school. Children who have packed lunches may buy milk daily. A monthly menu is planned and sent home by the cafeteria manager. Resurrection Catholic School uses a pre-pay system for the lunches. For example, a family may send in \$20.00 and when that money begins to get low you will be informed by the cafeteria manager to bring in more money.

No fast foods may be delivered or brought to school. Soda is not allowed, even for class parties or special treats.

Proper manners and courtesy are always expected in the cafeteria. Students must listen to the instructions given by the adults on duty.

Outdoor Recess Rules

- Students must listen to the directives of the teacher/school personnel in charge.
- Students must play non-aggressively with one another (no pushing, hitting, shoving, grabbing, etc.).
- Students must respect the space of the other children (no running in other games or areas where organized games are taking place).
- Students must use acceptable language.
- Students may not be excluded from any game.
- Students must be respectful to other children as well as adults that are on the playground.

Unacceptable behavior may result in loss of free recess time and a conference with the principal.

Indoor Recess Rules

The school staff on recess duty will determine whether the students will have indoor recess. While the children are in the gym, they may play board games or sit and socialize. The rules listed above about respect, behavior, and language apply here too.

Electronics

All personal electronic devices that, in the view of the school may be distracting or disruptive to the learning environment are not permitted on school property. If any electronic device is found, it will be confiscated and held in the school office until the parent/guardian picks it up.

Cell Phones and Smart Devices

Cell phones are highly discouraged. Smart devices, such as watches, are not permitted at school. If a student must have a cell phone for family communication, it must be turned off during school hours and stored in the student's backpack, or placed in locked storage (Grades 6-8). If a cell phone is not stored properly or rings during school hours, the cell phone will be confiscated and sent to the principal's office. If a student is found to be using the cell phone during school hours, the phone will be held at the principal's office until dismissal. Repeated infractions will result in a call home and a request to meet with the principal for resolution. Other consequences may result in the case of repeated offenses.

Students are NOT to use cell phones to communicate with family during school hours. They are also not permitted to use cell phones while waiting for transportation after school, except with permission from a teacher/administrator on duty and with good cause.

Digital pictures are not to be taken by students during the school day, unless part of a project supervised by school faculty.

School Visitors

For the safety of our children, all doors are locked. **Parents/Guardians are welcome partners in the education process and are encouraged to visit the school, with prior arrangements with the school office.** Visitors must ring the bell and identify themselves to be buzzed into the building. All visitors must sign in and sign out when your visit is complete. During the school day, no one may go to a classroom without the previous permission of the principal or his/her designee. Visitors and parents may not go to any classroom without first reporting to the office.

If restrooms are needed during a visit to the school, please use designated adult restrooms and refrain from using the student restrooms. Please ask for directions to the adult restrooms in the school. This is for the safety of our children.

Communication Envelopes and Folders

School information and important messages are sent every Wednesday in an e-blast.

All important documents such as the school handbook and school forms will be posted on the school's website.

The student's work folder is sent home every Friday. School communications may also be sent to the families in this folder. The signed work folder is to be returned on Monday.

Policy Regarding Non-Custodial Parents Section 5309 of Title 23

Section 5309 of Title 23 of the Pennsylvania Consolidated Status provides that each parent shall be provided access to all medical, dental, religious, or school records of her/his child. A non-custodial parent would, therefore, be entitled to all school records of her/his child, unless a court order states otherwise, or if the custodial parent and child are living at a shelter for battered spouses. Upon request, the school will give non-custodial parents information regarding their child's progress in school, report cards, etc.

The school will not release a child into the custody of the non-custodial parent unless permission has been given to school officials in writing by the custodial parent.

Discipline and Respect Diocesan Policy 5131

All discipline policies of the Diocese of Harrisburg and of Resurrection Catholic School will be followed. The Acceptable Use Policy which covers technology applications will be followed. Any addition to these policies will be in effect as soon as they are announced. Students in the elementary schools of the Diocese of Harrisburg are expected to conduct themselves in a manner that reflects favorably on themselves, their families, and their schools. Students are expected to have respect for everyone and to show consideration for other students, administration, faculty, and staff. They are to cooperate to create a harmonious school atmosphere. Students are to recognize their individual responsibilities as a condition of their acceptance into the school and their fulfillment of these responsibilities as a condition for remaining enrolled in the school. Students are expected to conduct themselves inside and outside of school hours and at school-sponsored events in a manner that reflects the moral teachings of the Catholic Church. Failure to comply may result in disciplinary action, including expulsion, at the discretion of the school principal.

Corporal punishment, defined as punishment inflicted on the body, is strictly forbidden at Resurrection Catholic School.

An investigation of all allegations of poor conduct will take place to ascertain the veracity of the complaints.

Teachers will establish developmentally appropriate classroom rules at each grade level. Teachers follow these guidelines when designing individual classroom rules:

- Catholic philosophy and theology must form the backbone of all discipline at Resurrection. Grace and mercy are hallmarks of God's eternal plan and must be reflected in our strategies as well. The school is a place to practice virtue and character and to be guided in the appropriate way to manage emotion and conflict.
- An entire class will never receive punishment due to an individual student's poor conduct.
- Teachers will make distinctions (and teach students to make distinctions) between incidents of poor conduct and actual bullying. **A pattern of behavior and an imbalance of power must be present for bullying to occur.**
- Teachers and Volunteers are to be aware of children's developmental stages and respond accordingly. Incidences of poor conduct are assessed according to developmental stages.
- Special Subject teachers share responsibility with homeroom teachers for articulating and honoring these rules.

Reasonable consequences for poor conduct can include:

- Reteaching of expected behaviors
- Practicing the appropriate response or behavior
- Following conflict resolution strategies learned through our Peacemaker curriculum.
- Discussion of behavior with the teacher or principal
- Restriction from privileges
- Minutes walking the perimeter at the start of recess time while outside or a seated, independent activity to be completed during an indoor recess.
- Notification of parents, resulting in a parent conference.
- Instances of true bullying will result in contact with parents.
- Instances of poor bus behavior will result in contact with parents and may result in restriction of bus privileges.
- Patterns of poor conduct, or single instances of seriously poor conduct, may result in more serious consequences. If such consequences, including parent conference with the principal, are not effective, a decision may be made to disenroll the student from Resurrection Catholic School.

Positive Behavior

The most important goal of Catholic education is forming young people in their relationship with God, others, and themselves. Our students are growing in character and virtue and should be coached in appropriate behavior and affirmed in their progress. Positive behavior is not primarily for “order” or mere compliance. Rather, choosing virtue is a reflection of our love for God and our own human dignity. As the Catechism of the Catholic Church (CCC) says, “By his reason, man recognizes the voice of God which urges him ‘to do what is good and avoid what is evil’. Everyone is obliged to follow this law, which makes itself heard in conscience and is fulfilled in the love of God and of neighbor. Living a moral life bears witness to the dignity of the person” (1706).

Human persons, made in the image and likeness of God, naturally seek the good (CCC 1711). **At Resurrection, we affirm this truth by expecting the good from our students and directly and explicitly instructing students in the path of virtue.** Students’ behavior, then, is an extension of that practice of growing in the virtuous life. It is both spiritually and developmentally more advantageous to practice and reward the good than to punitively shame poor choices.

Our first policy in discipline, then, is to “train up a child in the way he or she should go” (Proverbs 22:6).

Halos – Positive Behavior Support System

We use a system to support positive behavior called “**Halos**”. (We are the Resurrection Saints, after all!). Halos are distributed by teachers and staff when they observe students practicing virtue. At times, specific skills are the focus for Halos, such as ‘seeing the good in another’ or ‘staying on top of the slippery slope of conflict’ (See the Conflict Resolution section below).

- Two halo recipients are drawn each Friday for a weekly prize
- Once a month, 10 students receiving halos during that month (5 in Grades K-3 and 5 in Grades 4-8) are drawn for a prize. These students may collectively choose either a pizza lunch or a free out-of-uniform day.

Conflict Resolution

Resurrection uses a school-wide method for conflict resolution. The concepts and strategies are based on *The Young Peacemaker* by Corlette Sande. You can see the core principles and key language at <https://rw360.org/the-young-peacemaker/> .

If you have any questions about this curriculum or wish to know more about how to incorporate some of these ideas at home, please contact Mrs. Amarante.

Family / School Communication to Solve Problems

Families and teachers should discuss any questions or concerns before they become difficult problems. It is important to withhold any hasty judgments until all facts are known. The following sequence is to be followed should any question or problem arise:

- First, contact the teacher.
- If a satisfactory understanding is not met, then contact the principal.
- Contact the Executive Pastor if your concerns have not been addressed.

General School Rules

The general rules for Resurrection Catholic School include the following:

- Rules deemed necessary by teachers for the proper conduct and administration of each classroom. Classroom rules may be posted in each classroom.
- Rules deemed necessary by the principal and/or Executive Pastor for the proper conduct and administration of the school.
- **Students must show respect for ALL individuals in the school community including school personnel, staff, volunteers, parents/guardians, visitors, and classmates at all times.**
- Students are to use polite language and manners when talking. (i.e., please, thank you, pardon me, etc.)
- Students are to keep their hands, feet, and all objects to themselves.
- Reverent silence is always to be kept in Church and during times of prayers.
- All students are expected to walk quietly and in an orderly line in hallways and when walking as a group to recess or dismissal. Students are not to run on the stairs, jump down stairs, or jump to touch door frames.
- Students are forbidden to carve or write on desks and chairs or destroy school property and textbooks. Students/parents/guardians will be held responsible for all damages.

Suspension

At times, a serious infraction may result in a suspension, which is a temporary dismissal of a student from school. Only the principal may suspend a student. This suspension is utilized only after the school personnel have made reasonable efforts to assist the student to adjust to the school's requirements.

Suspensions may take the following forms:

- In-school Suspension

The student is supervised, but isolated for the school day. The student completes all assigned class work during the suspension.

- Out-of-school Suspension

The student may be suspended from one to ten school days, during which time she/he is not permitted on school property or to participate in any school events, athletics, or activities. Make-up work will be given when she/he returns and must be completed within a timely fashion.

Serious infractions that could result in a suspension include, but are not limited to, the following:

- Academic dishonesty (copying, cheating, lying, plagiarism, etc.)
- Stealing
- Tampering with school computers
- Forgery of signatures
- Leaving school or classroom without permission
- Fighting
- Bullying
- Harassment
- Damage or theft of school property
- Repeated detentions

Expulsion – Diocesan Policy 5114.b

All Diocesan Catholic schools shall attempt to form young people in the ways of the Lord Jesus. If a student is unwilling or unable to abide by the rules and regulations of a Diocesan Catholic school and either breaks the rules consistently or does something of a very serious nature, she/he may be expelled.

The principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the principal is first to inform the student's pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

Appeal Procedure for Expulsion – Diocesan Policy 5114.C

Parents/guardians have the right to appeal the expulsion of their student to a special Review Board.

The task of the Review Board is to hear both sides of the case, the administrations and the students, and to render an impartial judgment whether or not the proper procedures and policies were followed.

Safe School Act of 1997

If a student transfers to another school, Resurrection Catholic School is required to notify the school if she/he was expelled or withdrew from school for any of the following infractions:

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

Weapon or Threats of Violence - Diocesan Policy 5137.5

The possession of any weapon on school property or at any school-related activity and/or a threat to inflict violence on another person will be reported immediately to law enforcement officials. Any student in possession of any weapon or threatening violence of any kind to another person will be immediately suspended from school. If, in the judgment of the principal, there are no extenuating circumstances, the student shall be expelled from the school.

The principal reserves the right to define “weapon” in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may fall into this category.

The principal is to inform the Superintendent of Schools if anyone is accused of possessing a firearm or of threatening to inflict violence on another individual.

Procedures to be Followed by Resurrection Catholic School

- Contact law enforcement officials, Executive Pastor, Superintendent of Schools.
- Contact parents/guardians
- Give immediate out-of-school suspension.
- Evaluation and on-going counseling as a prerequisite for student returning to school.
- Student will be placed on homebound study while such an evaluation is underway.

Drugs and Alcohol

The use and/or possession of illegal drugs, alcoholic beverages, mood-altering substances, look-alike drugs, over-the-counter drugs, heavily caffeinated drinks, drug-related paraphernalia or the abuse of prescription drugs on school property or while attending or participating in any school-sponsored activity is absolutely forbidden.

After considering all circumstances, the Principal may suspend or expel a student for these infractions, depending upon the severity and/or frequency of such violations. The selling, pushing, or supplying of illegal drugs, alcoholic beverages, mood-altering substances, or drug-related paraphernalia is an extremely serious situation which is to be reported to the parents/guardians of a student and ordinarily to law enforcement officials as well. If, in the judgment of the Principal, there are no extenuating circumstances, a student committing such an offense will be expelled from the school.

It is possible that random searches may be conducted, especially if there are reports or suspicion that this policy is being violated.

Responsibility of School Personnel

All personnel are to report immediately to the administration any student involved in the use of, transfer of, or possession of alcohol, other drugs, or vaping substances/devices while on the school property or at a school-sponsored function. They must document in writing the details of the incident and sign their name to the aforementioned document.

Rules and Regulations:

A student who, at any time, is found to be or have been under the influence of alcohol, drugs, or mood altering/vaping substance or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs or over-the-counter drugs, mood altering/vaping substances, or any substance or paraphernalia purported to be restricted shall be subject to all discipline outlined in Diocesan policy and Resurrection administrative guidelines. The Resurrection Administration reserves the right to use any measures deemed necessary to control substance abuse, including drug testing if necessary, even if the same is not provided for in any rule or regulation mentioned in this policy.

Penalties

If it is determined that there has been a drug, alcohol, vaping, and/or substance violation up to and including possession of substances as described above or related paraphernalia, use and/or distribution of said items, the following will be in effect:

- The principal will be notified immediately.
- Staff members involved will submit a written report regarding any related incidents.
- The student, his/her desk, and other possessions will be searched.
- Personal electronic devices will be confiscated.
- Paraphernalia and/or substances will be confiscated and analyzed when appropriate. Any cost incurred will be covered by the student/family.
- The primary contact of the student will be notified and the student will be sent home immediately under supervision of parent/guardian.

- At the discretion of the administration, a student may be required to obtain a drug and alcohol test and share the results with the school administration within 24 hours. Testing costs are the responsibility of the student/parent. If distribution is suspected to have occurred the police will be notified.

Consequences may include any/all of the following, at the discretion of the Principal, Executive Pastor, and/or Diocesan administration:

- The student may be drug tested for the remainder of his/her time at RCS at the request of the Administration. Parents will be expected to conduct the testing within 24 hours of the school's request. All results must be sent directly to the Principal from the testing site. Failure to comply with this could result in dismissal from school.
- The student will be on probation for the remainder of attendance. Any recurrence will result in the liability of immediate expulsion.
- The student may be suspended or expelled depending on the related circumstances.

A person who is not a student of Resurrection who is suspected of, or known to be selling or providing drugs or alcohol to students, shall be treated as follows: School personnel shall notify the Principal/designate immediately. The Principal/designate shall inform the local law enforcement officials at once. If evidence is found, the school will press charges.

Student Support Team

Resurrection Catholic School has available a Student Support Team (SST) to help develop and implement strategies to assist students who are struggling academically and/or behaviorally at school. This team consists of the principal, classroom teachers, school counselor, related IU-13 personnel as needed (math/reading specialists, speech therapist, school psychologist), and parents/guardians. Should a classroom teacher feel that having a SST meeting about a particular student would be a helpful intervention, parents/guardians will be contacted and invited to attend the SST meeting. A follow-up meeting is generally held in about one month's time to see if any improvement has been noted and to decide if further intervention is needed. Parents/guardians are welcome to ask their child's teacher if they think an SST might be beneficial for their child.

Curriculum and Instruction

Religion

Priority at Resurrection Catholic School is given to the development of faith and trust in God. This is carried out by the study of the Catholic Doctrine, combined with the constant effort to inspire consistent growth in prayer life. The prime responsibility for the fulfillment of this obligation rests upon the parents/guardian since they are the primary teachers of their child/ren. Our goal is to make each student's study and practice of religion become not merely a lesson learned but a life lived.

The students celebrate Mass weekly. Opportunities to receive the Sacrament of Reconciliation are provided twice during the school year.

The Catholic students in second grade receive catechesis for the Sacraments of Reconciliation and First Holy Communion. Catholic students in eighth grade receive catechesis for the Sacrament of Confirmation. Parent meetings are held in your parish prior to the reception of these Sacraments.

Further opportunities to celebrate the faith are presented through liturgical prayer services on holy days. Church traditions and teachings are observed with special activities during the church seasons of Advent, Christmas, Lent, and Easter.

Core Subjects

The core subjects are integrated language arts, math, science, and social studies. The curriculum Resurrection Catholic School uses was written by Diocesan teachers and administrators and meets all requirements of the Pennsylvania State Standards in all subjects.

Non-Academic Instruction

Students at Resurrection Catholic School receive weekly instruction in technology, music, art, and physical education.

- *Technology* instruction is based on the diocesan guidelines and taught weekly to each class. Students and parents must sign the Internet User Policy Agreement to work online. This is given to each student in the beginning of the year.
- The *Music* program offers students the opportunity to perform in the Christmas and/or Spring Concert. The school liturgy offers another opportunity for the students to sing in a choir.
- Lancaster Catholic High School offers an instrumental music program for students in 4th to 8th grades.
- The *Art* program promotes student creativity and self-worth while presenting the skill, concept, and appreciation of art, past and present and the evaluation of materials and techniques. The annual art show is held in the spring of the year.
- In *Physical Education*, the students are given the opportunity to develop physically, socially, and emotionally through instruction that emphasizes sportsmanship, fitness, self-discipline, and healthy competition.

Community Service Project

- Each class is encouraged to do a community service project during the school year. Service projects promote awareness and foster a spirit of charity.

Educational Testing Services

Resurrection Catholic School participates with all the Diocesan schools in taking the standardized test - STAR (Renaissance Learning). Test results are primarily used to identify individual and/or class strengths and weaknesses in the core subjects.

Special Services

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

- Speech and language therapy
- Remedial math and reading
- Counseling and psychological services

If you feel your child needs these services, contact your child's teacher.

Homework

The purpose of homework is to practice what was taught in class and to show the parents/guardians what their child/ren are studying. Parents are asked to help their child/ren develop good study habits. Parents/guardians can do this by providing a certain space for homework to be completed that is away from distractions. Written assignments should be checked for completeness and neatness. Encourage them to study (review vocabulary, practice math facts, review class notes, re-read lessons) after all written homework is completed. All students are encouraged to read or be read to every night. Written homework should not take the entire evening - if it does, please see your child's teacher. We offer the following guidelines for homework:

- Grade 1 15 minutes
- Grades 2 and 3 20 - 25 minutes
- Grades 4 and 5 25 to 30 minutes
- Grades 6, 7, and 8 40 to 60 minutes

Written homework will not be assigned over the weekend or holidays. However, students will still be required to get the Friday folder signed, read daily and work on long-term projects.

Student Progress Reports

Student Progress Reports are sent home halfway through each trimester. This report, which is signed by their teachers, alerts the parents/guardians about the progress of each child in every subject. Progress Reports must be signed and returned to school.

Progress / Grade Reports

Progress Reports are given three times a year in mid-trimester in kindergarten to 8th grade. In addition, Grade Reports are sent home at the end of each trimester. Grade Reports reflect the level of achievement and conduct each child has earned that trimester. Please review your

child/ren's progress carefully and contact their teacher if you have any questions or concerns regarding grades or comments.

The grading scale, for report cards, for grade 4-8 are as follows.

Grade	Percentage
A	100-93
B	92-84
C	77-83
D	70-76
F	69 and below

Family – Teacher Conferences

Families are encouraged to keep close contact with teachers regarding student progress. Scheduled conferences for all families are required at the end of the first marking period. A parent may request a conference at any time during the school year.

Field Trips

Teachers may schedule field trips during the school year. Students and chaperones may walk to some locations, if the destination is less than 1 mile away. Family permission is always required. Field trips are privileges, not rights. Therefore, a student may be denied the privilege of going on a field trip. Parents/Guardians of children participating in a school sponsored field trip are required by Diocesan policy to sign a permission slip. A child not returning the signed official Diocesan permission slip will not be allowed to go on the trip. **Phone permission is not allowed.** A handwritten note is not acceptable; the school form must be used. If the child chooses not to participate in the field trip, she/he is not to come to school that day, and, on a case-by-case basis, that absence may not be excused. All chaperones must have the proper clearances on file in the school office.

Birthday and Other Celebrations

Special treats are limited to simple items that can be passed out to the students quickly. The upper grades will distribute their treat during lunch. The primary students may give their treat out during morning snack time. Providing lunch for an entire class is not allowed because of the Wellness Policy required by the State.

Examples of items that are to be **avoided** are the following:

- Sugary snacks and desserts
- Gum or any gum candy
- Red dye candy

- Peanuts in any form
- Soda of any kind

The State's Wellness Policy encourages all families to provide **healthy snacks**. If you would like your child to share a special treat with the class, you could consider giving pencils, pens, erasers or any other necessary school supplies. You may also donate a book to the library in your child's name.

If you are having a party for your child and want to send the invitations into school, you must have one for everyone in the class. If you are not inviting the entire class, then send them in the mail. Please think of everyone's feelings.

Parental Clearances

Any parent or any adult who wants to volunteer at Resurrection Catholic School must have their Police and Child Abuse Clearances. You can get the forms from the school office.

Parent Organizations That Assist Resurrection Catholic School

Parent Ambassadors

Parent Ambassadors are dedicated to the community and flourishing of Resurrection Catholic School. Ambassadors serve as conduits of communication and information to other RCS parents, and seek to advocate for RCS in the larger community as they help in the mission of recruiting families looking for a strong Catholic education.. The objective for Resurrection Ambassadors is not fundraising. Their volunteer time is focused on relationship-raising.

Volunteers

The principal, teachers, and students of Resurrection Catholic School rely on the support and assistance provided by volunteers. Volunteers are needed in many areas such as: classroom assistance, room parent, library aides, cafeteria/recess monitors, communication envelope organizers, guest speakers, science fair monitors, and helpers at school functions (Secret Santa, school concerts, etc.). If every family contributes to the school, the result is a stronger community – academically, physically, and spiritually. **All volunteers must have the proper clearances and sign in at the school office.**

Acceptable Use Policy

Resurrection Catholic School

We believe that technology is a vital means to assist those who carry out the educational ministry of ***Resurrection Catholic School***.

We are pleased to offer students of ***Resurrection Catholic School*** access to our computer network, including access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to **Mr. Hughes, Principal**. Access to the Internet will enable students to explore libraries, databases, and research information. ***Resurrection Catholic School has an Internet filtering service. No filter is 100% effective.*** Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, ***Resurrection Catholic School*** supports and respects each family's right to decide whether or not to apply for access.

Internet Rules

Students are responsible for good behavior on ***Resurrection Catholic School*** computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and to do schoolwork. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. ***Access is a privilege - not a right. Access entails responsibility.*** Individual users of ***Resurrection Catholic School*** computer network are responsible for their actions. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users ***should not*** expect that files stored on any server or computer would be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Users have ***no*** privacy rights to any data received or disseminated on the network and by utilizing these ***Resurrection Catholic School*** systems they consent to ***Resurrection Catholic School's*** right to audit all communications, files and documents. If a user acts inappropriately through the communications systems, ***Resurrection Catholic School*** reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

The following are examples of inappropriate use and activity:

- Sending or displaying offensive messages or pictures
- Using violent, aggressive or obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or other unlawful activities
- Violating copyright laws

- Downloading information and files not relevant to curriculum-related activities
- Accessing inappropriate web sites that have escaped Internet filtering
- Attempting to or overriding Internet filtering system
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing personal email accounts/instant messaging during school hours

Violating privacy issues by:

- o posting personal contact information about you or other people;
 - o using another's password;
 - o trespassing in another's folders, work or files
- Using email inappropriately to pass along emails or other communications not related to classroom activities

*The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations WILL result in a loss of access as well as other applicable disciplinary or legal actions. Students shall be made aware of designated school personnel to inform when reporting inappropriate activity or use of the computer network or Internet. Proper school procedures will be followed for enforcement of policy and determining ramifications of infractions of this acceptable use policy.

In the case where there is a sufficient connection with the school (examples include but are not limited to: the electronic communication: 1) threatens, harasses, defames, demeans or bullies one or more students or staff at the school; 2) identifies the student as a student at the school, presents the school in a false light, or the student in the electronic communication espouses or promotes a lifestyle or morality inconsistent with the stated mission or philosophy of the school; 3) consists of similar content that in some way harms the school, one or more of its students, one or more staff or indicates that the student is a danger to self or others), then the student may be disciplined in accord with the discipline policy of the school or with restrictions of the student's use of the school computer network, whether or not the electronic communication was sent by means of the school computer network or the sending was done off campus.

The Internet is a public forum with unrestricted access. For this reason, the schools in the Diocese of Harrisburg restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of such information on any website, bulletin board, chat room, email, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the Diocese of Harrisburg. (Diocese of Harrisburg, Policy 6230)

The school reserves the right to seek financial restitution for any damage caused by a student.

The school reserves the right from to issue additional or more detailed rules for the use of school computers and the school computer network, and violation of such rules may be a cause for imposition of any of the penalties delineated above. This policy will be distributed and a user agreement/permission form will be completed by each family annually and retained on file.

