



RESURRECTION
CATHOLIC SCHOOL

Family and Student Handbook

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**Diocese of Camden**

**2025-2026**

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# Diocese of Camden

## Catholic School Environment

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal.

Resurrection Catholic School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community. Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, must reflect the faith which the Church has received from her divine founder.

As a community whose primary mission is the teaching of the Faith, Resurrection Catholic School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic Church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school. If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the teaching mission of the Church, they will be engaged pastorally in an attempt to resolve the differences by explaining the teaching and the reasons for the teaching, and kindly encouraging the parent/guardian or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

## **Human Sexuality**

The Catholic Church teaches, “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept [his or her] sexual identity.” (Catechism of the Catholic Church, 2393). Resurrection Catholic School strives to be welcoming, respectful, and sensitive to each student’s unique needs, while always being clear about Church teachings. Because the mission of a Catholic school is to form students in the Faith, we must always be true to the teachings of that Faith, even – indeed especially – when those teachings do not suit society’s

currently-popular views. Some accommodations to address particular needs may be advisable and possible, but a Catholic school cannot provide accommodations when doing so would in any way compromise the teachings of the Church, or introduce confusion about its teachings.

## AUTHORITY OF THE PRINCIPAL

*The Principal has the sole and absolute discretion to interpret and apply any and all of the rules and provisions stated in this handbook in the manner the principal believes to be correct. Nothing in this handbook shall limit the principal's authority to interpret and apply these rules. The principal reserves the right to change and update this handbook and the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes.*



## Mission Statement

Firmly rooted in our belief in Jesus Christ,

Resurrection Catholic School

**Supports parents in the education of their children by**

**Providing** a faith-based environment that empowers students to fulfill their potential spiritually, intellectually, and socially.

**Offering** a rigorous and challenging curriculum that enables students to achieve academic excellence through problem solving, critical thinking, and collaboration.

**Preparing** our students to become mindful leaders with an emphasis on understanding and compassion for others through community service and global stewardship.



## Belief Statement

Resurrection Catholic School fosters a faith-filled environment that reflects Christ's image to the world through quality education, global stewardship, integrity, respect, and responsibility.

Quality Education is achieved by encouraging excellence in all endeavors, incorporating higher order thinking skills to develop independent thinkers and problem solvers, and fostering a love for learning that leads to a life-long thirst for knowledge and discovery.

Global Stewardship is accomplished by living Gospel values and serving one another as Jesus taught us. Through active engagement in outreach and acts of service, we serve both the local and global communities.

Integrity develops from being truthful, just, and trustworthy, as we model our Catholic beliefs in all of our actions.

Respect is demonstrated by accepting the unique differences in individuals in an environment where everyone feels valued and safe in expressing their ideas.

Responsibility leads us to fulfill our obligations and hold ourselves and others accountable at all times as we demonstrate appropriate behavior through self-discipline.



## Graduate Profile

*Through the efforts of a dedicated staff and faculty, a graduate of Resurrection Catholic School will:*

...embrace the Catholic faith by:

- Living a life that reflects Christ's image to the world
- Serving others as Jesus taught us through His words and actions
- Maintaining and sharing the Gospel values through global stewardship by freely giving our time, talent, and treasure

...demonstrate the quality education received at RCS by:

- Continuing to strive for excellence in all scholastic endeavors
- Incorporating higher order thinking skills that will continue to develop independent thinking and problem solving
- Maintaining a quest for knowledge and discovery

...possess the qualities of a leader through:

- Utilizing skills learned and experience garnered to successfully take on challenges
- Exhibiting integrity by being truthful, trustworthy, and kind
- Earning respect by accepting and defending the uniqueness of every individual
- Reflecting Catholic beliefs in all actions and deeds

...take on the responsibilities of a young adult by:

- Fulfilling all obligations

- Being accountable at all times
- Demonstrating appropriate behavior through self-discipline

## History of Resurrection Catholic

Resurrection Catholic School in Cherry Hill, NJ, was established in 2008 through the merger of St. Peter Celestine School and Queen of Heaven School. The merged school is located at the former St. Peter Celestine site. The school serves students from various towns including Cherry Hill, Haddonfield, Maple Shade, Moorestown, Mount Laurel, and Pennsauken.

## School Hours

|                        | Start   | End      |
|------------------------|---------|----------|
| <b>Grades K - 8</b>    |         |          |
| full days              | 8:00 am | 2:45 pm  |
| half days              | 8:00 am | 12:00 pm |
| <b>Preschool 3 - 4</b> |         |          |
| full days              | 8:00 am | 2:30 pm  |
| half days              | 8:00 am | 12:00 pm |

## Contact Information

School Phone: 856-667-3034 Fax: 856-667-9160

Main Office: x 243

Email: [office@rcscherryhill.com](mailto:office@rcscherryhill.com)

Principal: John W. Keeley x 243

Email: [jokeeley@rcscherryhill.com](mailto:jokeeley@rcscherryhill.com)

Vice Principal: Mrs. Megan Baker x227

Email: [mbaker@rcscherryhill.com](mailto:mbaker@rcscherryhill.com)

Nurse: x 250

Counselor: x 255  
Parish Phone: 856-667-2440  
Pastor: Father John Picinic  
Email: [jpycinic@christourlight.net](mailto:jpycinic@christourlight.net)

## Administration, Faculty, & Staff

### Administrative Staff

Vice Principal: Megan Baker  
Advancement Director: Shanon Bianco  
Secretary: Caitlin Crowell  
Business Manager: Linda Lewis  
ACE Director: Ambria Thomas  
Maintenance: Bill Lent  
Nursing: Maria Slimm, Angela George  
Lunch Coordinator: Lynn Bock

### Preschool Staff

Pre-K 3 Teachers: Sarah Brennan  
Pre-K 3 Aides: Julianne Schnell, Karen Lucci  
Pre-K 4 Teachers: Sue Varallo, Ambria Thomas  
Pre-K 4 Aides: Melinda Capriotti, Nanci Garlick, Anna Southern, Kathy Bush

### Primary Staff

Kindergarten: Jennifer DiSandro  
Kindergarten Aides: Kathy Valusek  
1<sup>st</sup> Grade: Madison Marks, Cheryl Baker  
2<sup>nd</sup> Grade: Ashley Torres  
Primary Aide: Jen Hamner, Mary Babiak

### Intermediate Staff

Grade 3: Sharon Whitehead, Annette Powers  
Grade 4 Danielle Lelaj  
Grade 5: Dr. Lynn Apa, Amaris Colon  
Intermediate aide: Maria Keating

### Middle School Staff

Religion/Math: Karen Hatch, Christine Newman  
Social Studies: Lisa Boyle, Maria Cleary  
Language Arts: Lisa Boyle, Maria Cleary, Christine Newman, Megan Baker  
Science: Amber Shockley

### Resource Room Staff

Resource: Christin Bruce, Eileen Conville

Resource Aides: Donna Russo, Jen Hamner

### Specials Teachers

Spanish: Ruthann Auten

Music: Jill Renbjor, Susan Cleary

Art/STEM: Alicia Kiniry

Physical Education: Joseph Viscuse

## School Logo

Use of the school logo or any image of the school is prohibited without prior approval.

Approved use of fonts, colors, and design may not deviate from the school's brand guidelines. The use of the school name on a non-school-sponsored website, social media page, or any other written communication may not imply or state school approval (e.g., of products, services, events).

## Admissions

### Pre-Kindergarten

- Children may be admitted to the Pre-Kindergarten 3 (PreK3) program on or after their third birthday.
- Children may be admitted to the Pre-Kindergarten 4 (PreK4) program if they turn four years old on or before September 30 of the school year in which they will participate.
- To be eligible for either the PreK3 or PreK4 program, children must be fully potty trained and able to use the restroom independently.

### Kindergarten

- Children may be admitted to the Kindergarten program if they turn five years old on or before September 30 of the school year in which they will participate.
- Any child who turns five after September 30 and whose parents request

Kindergarten enrollment must be evaluated by a recognized professional approved by the Diocesan Schools Office. A copy of the evaluation must be submitted to the Diocesan Superintendent, who will review the report and determine eligibility. The principal must also receive written authorization from the Superintendent of Schools before the child may be admitted.

## Transfers

- Students transferring into Resurrection Catholic School must provide academic and behavioral records from their previous school. Admission is contingent upon review of these records and approval by the principal. The Principal issues a transfer to any student who leaves our school to register in another school. An exit interview with the principal may be a part of this process. Parents are responsible for contacting the school of transfer to request records be sent. School records are then forwarded by mail to the school of transfer. No records are given to the parent. Unpaid tuition and fees may delay the transfer of records. **Students from another school who have completed a grade or have graduated will not be admitted to RCS in order to repeat the same grade.**

Students who request admission to a Catholic school must be developmentally, academically, behaviorally, and socially prepared to meet the demands of the grade for which admission is sought.

- Students seeking admission to grades 1 – 8 must show evidence of successful completion of the previous grade.
- The individual seeking admission of a child to a Catholic school must show identification and, if applicable, relevant documentation that he or she is the custodian of the child.
- A civil birth certificate, evidence of required immunizations, and any other health information as required by the state of NJ for school enrollment are required for admission to all Catholic schools.
- Catholic students must provide a copy of the baptismal certificate and dates of the reception of the sacraments of First Communion, First Reconciliation, and Confirmation, if applicable.

## Terms of Enrollment

The decision regarding who is admitted to the Catholic school at any grade, including pre-kindergarten, shall rest within the sole discretion of the school.

## Nondiscrimination Policy

Resurrection Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

### Continuing Enrollment and Re-Enrollment

Enrollment and re-enrollment at Resurrection Catholic School are contingent upon the ongoing cooperation of both students and parents with the school's mission, policies, and expectations. As a Catholic school, we strive to create a learning environment rooted in the Gospel, Catholic teachings, respect, and academic excellence. To maintain this environment, continued enrollment is subject to the following conditions:

- Parents/guardians are expected to support the school's mission, uphold its policies and this Handbook, and maintain respectful and collaborative communication with faculty, staff, and administration.
- Students and parents/guardians must demonstrate behavior consistent with the values and expectations of the school community, including respect for others, self-discipline, and adherence to the school's code of conduct.
- Students are expected to maintain satisfactory academic progress. The school will work with families to support student growth, but significant or ongoing academic underperformance without evidence of improvement may jeopardize continued enrollment.
- If, at any point, the administration determines that a student's educational, behavioral, emotional, or social needs exceed the resources the school can reasonably provide, the school reserves the right to recommend or require withdrawal.
- Decisions regarding continued enrollment are made at the discretion of the administration and are final. Our priority is to ensure that every student in our care is in an environment in which they can flourish.

# SCHOOL OPERATIONS

## Bell Schedule

|               |                                                              |
|---------------|--------------------------------------------------------------|
| 8:00AM        | First Bell                                                   |
| 8:05AM        | Late Bell and Morning Prayers                                |
| 8:15-9:00AM   | 1st Period                                                   |
| 9:03-9:48AM   | 2nd Period                                                   |
| 9:51-10:36AM  | 3rd Period                                                   |
| 10:39-11:24AM | 4th Period                                                   |
| 11:27-12:12PM | 5th Period (Middle School Recess/Lunch)                      |
| 12:15-1:00PM  | 6th Period (Primary Recess/Lunch)(Intermediate Lunch/Recess) |
| 1:03-1:48PM   | 7th Period                                                   |
| 1:51-2:36PM   | 8th Period                                                   |
| 2:24PM        | Prayers at end of day                                        |
| 2:50PM        | 1st Dismissal Begins                                         |
| 3:00PM        | 2nd Dismissal Begins                                         |

| Half-Day Schedule |                                              |         |
|-------------------|----------------------------------------------|---------|
| Arrival/Prayer    | 7:45 - 8:00,<br>Prayer @ 8:05                |         |
| Period            | Time                                         | Minutes |
| 1                 | 8:10 - 8:40                                  | 30      |
| 2                 | 8:43 - 9:13                                  | 30      |
| 3                 | 9:16 - 9:46                                  | 30      |
| 4/5               | 9:49 - 10:19                                 | 30      |
| 6                 | 10:22- 10:52                                 | 30      |
| 7                 | 10:55 - 11:25                                | 30      |
| 8                 | 11:28 - 11:58                                | 30      |
| Prayer/Dismissal  | 12:00 - prayer, first dismissal              |         |
|                   | 12:15 - Cherry Hill and Pennsauken dismissal |         |

# Transportation

## Arrival

### Students

Students may **arrive at school between 7:45 and 8:00AM**. Students in PreK-8<sup>th</sup> grade report directly to their homeroom on regular school days. Some special events may require students to report directly to the gym. Please follow the guidance of teachers and staff. School starts promptly at 8:05 for all students. Any student in Pre-K-8th **not in their classrooms by 8:05** will be marked late.

To ensure supervision and safety, students arriving at school prior to 7:45 am must be placed in the ACE program. The morning ACE program is located in the gym. **Students must register when they attend ACE and parents are responsible for fees associated with the service.**

### Bus

The State of New Jersey requires that public school districts provide transportation to students in non-public schools. This public district decides whether to provide transportation or give aid-in-lieu-of payments, which are reimbursements for transportation costs incurred by the parents. This applies to students in K-8. Bus applications are submitted in the spring to the school districts who establish bus routes.

In order to provide safe transportation to and from school, all bus companies require a code of conduct that is conducive to safety. All students are required to follow directives that are given for their safety while on the school bus. Please refer to our Discipline Code earlier in this handbook for more specifics. Serious and/or continual misbehavior on the bus or at the bus stop may result in suspension of bus privileges for a designated period of time.

### Car

**Cars with K-8 students should pull along the back perimeter of the school and drop students off along designated areas alongside the back parking lot starting at 7:45.** Vehicles must pull up as far as possible to allow as many students to unload simultaneously as possible. Please make sure all students are **ready to exit the vehicle through the gym door at the courtyard between the buildings.** RCS Staff will supervise the students from the drop-off point to the entrance.

All drivers should remain in their car at all times during arrival. Parents are NOT permitted into the building to walk their children into the school.

Preschool drop off will be at the front doors. Drivers should pull up to allow staff and student helpers to escort the students into the building. Siblings of Pre-K students are to be dropped off at the front of the school also. Parents will not be permitted in the building during drop-off.

## Dismissal

### Walkers/Bike Riders

- The custodial parent must give permission in writing for any child(ren) to walk home from school, provided that the oldest child is at least 12 years old. Students in primary grades are not permitted to walk home by themselves. Permission slips are to be completed and returned to the MAIN school office.
- Walkers will be dismissed with an RCS Staff member from the front of the school.
- Only students whose permanent address is **in a neighborhood adjacent** to the school will be allowed to be considered Walkers & Bike Riders. Students who do not live within this proximity may walk home with a designated Walker only if both student's parents/guardians provide written permission to the office.
- **PURPLE lanyard Walker Badges need to be attached to a book bag or back pack to be seen clearly by the staff.**
- **Walkers/Bike Riders may not cross any major highways or intersections.**
- **Students may not be picked up on school grounds by a taxi or ride sharing service.**
- **Bike Riders must also apply for a Walker's badge.**
- Bike riders must wear helmets. Bikes must be stored in the approved location on school grounds. Bike riders will be dismissed with Walkers and may not exit onto Kings Highway.

**\*Without a Walker/Bike Rider badge, students will not be dismissed from the school property. Walker/Bike Rider Badge application can be found on the school website (link). Parking in the adjacent business lot or in the apartment complex is prohibited and may result in the police being called. We reserve the right to refuse applications for a Walker's badge. [Link to application form.](#)**

To best protect students' safety and optimize traffic flow, we utilize a tiered dismissal system to limit the number of vehicles on property at any given time. *Parents are asked to notify **the office if a change in dismissal is expected.***

**FULL DAY:**

2:45 – First Dismissal (All non-Cherry Hill/Pennsauken and Preschool families)

3:00 – Second Dismissal (Cherry Hill and Pennsauken families)

**EARLY DISMISSAL:**

12:00 – First Dismissal (All non-Cherry Hill/Pennsauken and Preschool families)

12:15 – Second Dismissal (Cherry Hill and Pennsauken families)

**Procedures**

Please follow the directions of our staff at dismissal. Drivers will be directed to pull into rows in their designated parking lot. Drivers should not use the regularly marked parking spaces for dismissal as this will disrupt the rows of traffic. Only the bus may pull up along the sidewalk.

Students will exit from their designated door as they are called. The order of each dismissal is as follows:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>First Dismissal: <i>Walkers, Bus, Preschool, Middle School Back Lot, and Non-Cherry Hill/Non-Pennsauken families)</i></p> <ol style="list-style-type: none"> <li>1. Walkers, Bus, and Middle School with no younger siblings</li> <li>2. Preschoolers and their siblings</li> <li>3. Kindergarten, 1st and 2nd grades</li> <li>4. Grades 3-5 and Middle School</li> </ol> <p><i>Aim to arrive between 2:25 and 2:40 for the easiest and safest dismissal.</i></p> | <p>Second Dismissal: <i>(Cherry Hill/Pennsauken families and anyone late to first dismissal)</i></p> <ol style="list-style-type: none"> <li>1. Kindergarten, 1st, and 2nd</li> <li>2. Grades 3-5 and Middle School</li> </ol> <p><i>Aim to arrive between 2:50 and 3:00 for the easiest and safest dismissal.</i></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

You may need to stand outside of your car so the teachers and your child can identify you. If you wish to meet your child closer to the school building, please remain on the blacktop.

All vehicles in the pick-up area must remain stationary while students are entering the vehicles. Once all vehicles in the pick-up area are finished loading, an RCS Staff member will signal the cars to pull out. For the safety of all involved, please do not pull out of the line early or pass other cars.

*Remember: Be patient! You are training your child(ren) on how to follow rules and laws by the example you set.*

### Preschool Dismissal

All Full-day Preschool families will be dismissed with the First Dismissal regardless of where they live.

Full-day Preschoolers who do not have older siblings will dismiss at 2:30 from the back of the school. Preschool families will park along the back sidewalk and wait for their children to be escorted to their car. Once all preschool vehicles are fully loaded, an RCS Staff member will dismiss the preschool cars. For the safety of all involved, please do not pull out of line or pass any cars while waiting.

At 2:40, the Preschool Only dismissal line will close, and any late preschool families or families of preschoolers with older siblings must join the regular carline rows in front of the school. First Dismissal will begin at 2:45.

## Student Safety & Building Security

### Child and Youth Protection

All employees and adults who volunteer at a school three or more times, including athletic coaches, must comply with all child and youth protection policies, practices, and procedures defined by the Diocese of Camden Office of Child and Youth Protection (OCYP). *This includes required background checks and safe environment training.*

The Office of Safe Environment of the Diocese of Camden requires that all adult employees and volunteers working directly with children undergo criminal history checks, which include fingerprinting and attendance at a Child Assault Prevention (Virtus) workshop every five years. **LINK? Volunteers are never permitted to be alone with students in the building.**

### Safety Drills

Safety and Security Procedures, developed in conjunction with the Cherry Hill Police, are in place. Students practice fire drills and other emergency preparedness drills as outlined by the State of New Jersey.

### Procedures for Visitors to the School (Including Parents)

Outside doors are locked during the school day. No visitors are allowed inside the building without a previously scheduled appointment. School staff and 7th & 8th graders are present at the front and back doors during arrival to help walk young students to their classrooms.

All adults within the school building must sign in and wear their designated Resurrection Catholic School lanyard. Green lanyards signify approved school and staff employees, blue lanyards are used for substitute teachers, yellow lanyards signify volunteers with regular access to the building (PTO board, room parents, lunch volunteers, etc.). Red lanyards signify brief visitors to the building.

All wearers of red lanyards must be accompanied by a school employee at all times.

Any member of the school community who witnesses an adult within the building who is not wearing an approved lanyard should inform the nearest employee.

## Emergency Closings/Delayed Openings

In the event of an emergency, the school will send email alerts to parents through RenWeb ParentAlert. These alerts will come from noreply@pikmykid.com. It's important for parents to add this email address to their contacts so that these alerts don't end up in their spam folder.

### Delay

The Cherry Hill School District may in cases of poor weather conditions delay the opening of school for two hours. Notification will take place in the same ways as listed for Emergency School Closings. On these days school will open at 10:00 am for all students, and dismissal will be at the regular time. The half-day preschool will attend from 10:00 am to 11:45 pm. The full-day preschool will open at 10:00

am; dismissal will be at regular time.

Bus routes will start two hours later than usual. Students arriving at school before 9:40 am will be placed in ACE. A fee is charged for this service.

### Emergency Closing

Under normal circumstances, Resurrection Catholic School will follow the same procedures as the Cherry Hill Public Schools regarding emergency school closings. Notification of closing will be made in the following ways:

- ParentsWeb Alert
- [www.rcscherryhill.com](http://www.rcscherryhill.com)
- email

If it is necessary to close early due to weather conditions or another emergency, the school will make every effort to contact parents. If parents are not reached, the school will follow the directions of the parents as indicated on the emergency form filled out at the beginning of school. **Please have a plan in place of who will pick up your children in case you are not able to do so in an emergency.**

## Asynchronous Learning (for emergency closing)

When the school closes for emergency reasons (snow days, etc.), RCS may enact asynchronous learning. This means that education will occur online and students will be able to work at their own pace without requiring real-time interaction. Students will access specific material and will have specific deadlines. Assignments may be on Google Classroom or sent home as a packet by teachers. There will be scheduled “office hours” by the teachers so that students may ask questions or receive help.

## Property

### School

Students are expected to respect the school building and property. Students or families are expected to pay for any willful or preventable damage to school property.

### Leaving School Grounds

Students are expected to remain on school grounds throughout the school day, ACE, and/or extracurricular activities. School grounds include the school

building, gym, playground and field areas. Students may not venture onto private property or into the tree areas lining the field. Students are not permitted to cross the parking lot or to enter the church unless they are accompanied by a pre-approved adult.

#### School elevator

Students are not permitted to use the school elevator unless accompanied by an adult and is usually reserved for those with injuries that prevent using the stairs.

**Lockers:** Lockers and locks are issued to students in grades 6-8. Students should use lockers to hold school supplies and books. RCS cannot be responsible for precious items kept in the lockers.

**Books and Materials:** Stationery supplies, such as copy books, theme tablets, rulers, pens, pencils, erasers, and folders must be purchased the 1<sup>st</sup> week of school. Any supplies the school has purchased will be on the students' desk upon the return to school.

Textbooks and workbooks are provided for students. It is each student's responsibility to keep these books covered and in good condition. Students will be expected to pay for damaged or lost books.

**School Issued Electronic Devices:** Damage to Chromebooks and/or Ipads will be repaired and parents will be billed. If the device is deemed beyond repair, the parent/guardian will be responsible to cover the cost of replacing the equipment.

## Personal

**Backpacks:** To be used only for transportation of school supplies to and from school. Middle School students are strongly encouraged to utilize laptop bags to transport chromebooks around school.

**Waterbottles:** Each student must have a reusable water bottle with their name on it. In an attempt to limit the waste of single-use plastic, there will not be cups available from the office.

#### Items not permitted in school:

- Weapons, images of weapons, toy versions or reproductions of weapons should not be brought to school.

- Personal electronic devices such as smartwatches. Smartwatches will need to be stored the same as a cell phone device.

#### Search of property

- To maintain a safe, orderly, and Christ-centered learning environment, Resurrection Catholic School reserves the right to inspect and search student

belongings, including but not limited to backpacks, lockers, desks, electronic devices, and personal items brought onto school property or to school-sponsored events.

- As a private institution, Resurrection Catholic School retains the authority to conduct such searches at any time, with or without prior notice, when there is reasonable cause or concern related to the health, safety, conduct, or well-being of the student or school community.
- The school will notify parents if a significant issue arises from a search, or if disciplinary action is taken as a result.
- By enrolling at Resurrection Catholic School, students and parents acknowledge and accept the school's right to conduct such searches as part of its duty to protect and promote a safe and faithful school community.

## Curriculum & Programs

### Academic Opportunities & Educational Programs

The curriculum of Resurrection Catholic School is designed to challenge individual potential and to instill in our students a commitment to life-long learning. Following the guidelines and directives of the Diocese of Camden, our curriculum consists of religion, mathematics, language arts, social studies, science, Spanish, modern life skills, music, physical education, and art.

Educational services are also provided to the school through the Camden County Educational Services Commission. These include child study team evaluations, compensatory education, speech, ELL.

Special Education Services: RCS provides additional services for students with educational needs through our privately funded Resource Rooms.

IDEA funding pays for classroom aides and support for classified students.

### ACE

ACE (After Class Enjoyment) provides safe, quality childcare before and after regular school hours on all school days. Daily routine provides time for snacks, relaxation, play, and homework. To ensure adequate staffing needs are met,

students must be registered in the program with a regular schedule in advance. Arrangements may be made to meet individual needs. Pick up ACE students from the cafeteria doors. or as directed by ACE staff.

Morning ACE should be dropped off at the gym.

## Athletic Activities

Aligned with our mission to empower children to fulfill their potential spiritually, intellectually, and socially, the Athletics program supports students' growth physically and emotionally. Students must remain in good academic, attendance, and behavior standings while participating in athletics. **To remain in good standing, student athletes must maintain passing grades, maintain appropriate attendance and timeliness (cannot be absent more than 3 times per marking period), and cannot have any major behavior infractions, including in-school and out-of-school suspensions.** It is expected that students, parents, and coaches alike uphold the community standards and rules of Resurrection Catholic School as determined by the Athletic Director and Principal.

Intramural athletics are available to any children enrolled in EFF or YFF and/or are parishioners of Christ our Light. The major emphasis in the intramural program is on instruction and enjoyment. More information on our sports programs can be found on the website.

## Child Study Evaluations

Child Study Evaluations are offered to students experiencing academic difficulties through the Camden County Educational Services Commission. It should be understood that parents who choose to have their children evaluated privately must submit the reports to the Principal for review by the Child Study Team assigned to Resurrection Catholic School. Only when this team has accepted the reports can accommodations be offered to the student.

## Class Trips

During the course of a school year, classes will participate in one or more class trips which are deemed educationally beneficial to the students. All students participating in the trip must have the proper permission forms completed and signed and submitted by parents or guardians. No alterations to these forms will be accepted.

The Principal reserves the right to deny participation in class trips to students who have a record of misconduct. This privilege can be denied either for a major infraction or for repeated minor infractions. The administration must be

reasonably sure that students will respect authority, follow directions, and represent the school in a positive light while participating in class trips.

If a student has a medical condition or handicap that requires special care, a parent or guardian may be asked to accompany this child if he/she is to participate.

In most cases a limited number of parents are invited to accompany classes on trips. In these cases, they are asked to assume the responsibility of supervising a small group of students. Because situations vary on the different class trips, the number of parents invited to accompany each class will be left to the discretion of the teacher and the Principal. The selection of parents will be handled in a fair and equitable manner. Siblings may not attend class trips.

## Family Life

Based on diocesan guidelines, the Catholic perspective on family life is taught in grades K-8. Parents who wish to assume responsibility for family life instruction may request that their children be removed from these classes.

## Graduation

Graduation is a time to celebrate the very accomplished young men and women whom our students have become. As graduates go forth from Resurrection Catholic School, we recognize their accomplishments in a variety of ways. We emphasize that the most important award given at graduation is the diploma. All other awards and scholarships will be recognized separately at a class celebration.

## Homework

Homework has a definite function, that of enriching and extending what the student has learned in class. It is an opportunity to share with family something she/he has discovered, read, or created as well as a practice for basic skills. The following is the recommended time allotment that has been presented to our teachers for daily assignments:

|                     |                     |
|---------------------|---------------------|
| Gr. K-1: 10-20 min. | Gr. 2-3: 20-35 min. |
| Gr. 4-5: 45-60 min. | Gr. 6-8: 1-2 hours  |

These time allotments apply primarily to daily assignments. It is understood that long-range projects may require additional time commitments outside of school hours. If a student is regularly spending more than this amount of time on homework, please reach out to their teacher. A further conversation about the student's educational needs may be warranted.

Parents have the responsibility to provide a place of quiet that is conducive to study. Further they are encouraged to exhibit a real interest in the accomplishment of their children's assignments. We ask parents to make homework a priority in the family's daily schedule. When absent, students will be given a reasonable amount of time to make up work upon returning to class. Normally this will be one day for each day absent.

In Middle School, when an assignment is not handed in the grade given is '0'. We are unable to give a grade on an assignment that has not been handed in to the teacher. We understand that sometimes students forget their assignments.

**However, homework is expected to be completed and submitted on time.**

Therefore, if the assignment is handed in the following day, a grade of 80 will be posted on Renweb. After being given the 24-hour period, if the homework is not turned in, the grade will remain a 0.

## Religious Formation and Opportunities

Parents are the primary educators of a child in faith. It is our expectation that families who choose to enroll their child/children in our schools are involved in a faith community. For a Catholic Family that community is the parish. All families are expected to report a religious affiliation. For Catholic families, you will be asked annually to keep your parish registration information current. The reception of First Holy Communion, Reconciliation, and Confirmation are at the parish church. Resurrection Catholic School will inform parishes of registration information so that the parish can communicate with the families about important faith formation opportunities.

Gospel values are taught as a way of life for students in their interactions with one another. Through teaching the Catholic faith, we lead our students to personal relationships with God. Liturgy plays a vital part in the life of RCS.

**Weekly** school liturgies, including Mass and prayer services, follow the liturgical calendar, celebrating significant events both in the church year and in our school year. Parents are encouraged to attend.

Social justice opportunities are provided to help students learn to respect the unique dignity of each person and to understand the Christian responsibility to global stewardship. Stewardship forms are distributed to students on a monthly basis to encourage them to volunteer their talents in the service of others.

# Reports of Student Progress

All academic progress in grades 1 through 8 are maintained regularly on Renweb and available to be viewed through the Parent Portal. It is the responsibility of the parents or guardians to regularly check RenWeb and monitor student progress. Please communicate with the teacher first if you have questions.

Report cards are issued four times during the school year for grades 1-8. Kindergartners receive a progress report at the end of the first quarter. Beginning in January they receive report cards. The purpose of these reports is to document the progress that your child is making in academic and social areas. Report cards should be considered carefully in the light of your child's potential and actual achievement. Progress reports are issued mid-way through the marking period for all students.

## Primary -

- K-2 have Test Folders
- Tests are sent home and parents sign Test Folder/Initial Tests; Grades not listed on RenWeb
- Parents will sign that papers are reviewed and return the folder to school.

E - exceeding grade expectations in subjects

For example:

- Reading fluently with no mistakes
- Consistently grouped in above grade level Reading Group
- Higher level Math thinking
- Writing additional sentences, that are grammatically correct, on Journals and Writing assignments
- Spelling correctly across the curriculum

G - Growth exhibited

P - Progressing toward grade-level expectations

I - Initial stages of development

## Intermediate -

tests/projects - 50%  
quizzes - 30%  
homework - 10%  
copybook - 10%

## Middle School -

Test/Quiz/project/Lab= 70%  
HW/Classwork= 30%

Primary Team marking codes de-emphasize the importance of grades; they

focus instead on the developmental progress the child is making. Beginning in grade 3, students receive numerical grades on the report card.

In grades 6–8 students who are working to achieve can make Principal's List or Academic Honors.

Principal's List Requirements:

- Student achieves final grade of a 93 (A) or above in each subject (ELA, Math, Science, Social Studies, Religion)
- Student has no principal referrals during the quarter
- Students receive G in all Exploratory, Special Classes, and Conduct.

Academic Honors Requirements:

- Student achieves final grade of a 90 or above in each subject (ELA, Math, Science, Social Studies, Religion)
- Student has no principal referrals during the quarter

National Junior Honor Society:

- The NJHS recognizes middle school students who demonstrate excellence in scholarship, service, leadership, character, and citizenship. Membership is an honor, signifying a student's commitment to these five core principles and their potential for future leadership.
- Students must meet academic requirements as outlined in the Principal's List requirements and additionally be involved in approved service activities and submit an application and recommendations.
- Students must maintain their academic and behavioral requirements in order to remain an active member of the NJHS. Failure to do so could result in dismissal from the NJHS.

## Requirements for Promotion in Grades 3–8

The curriculum of Resurrection Catholic School is designed to be academically challenging to students of varying abilities. By the same token it is designed to allow students of differing abilities to meet with success. With reasonable effort students should be able to attain passing grades in all subjects.

*Students Who Fail:*

Students who receive a failure in one or more subjects for a school year will be required to complete work over the summer before being promoted to the following grade. This work requirement may be fulfilled in one of the following ways:

- The students must complete a total of 20 hours of tutoring with an approved

tutor for each class failed. The tutor will work with the teacher and the principal to determine appropriate course work and must show evidence of work completion to return.

- The student may attend an organized summer school program with the prior approval of the principal and the classroom teacher. The curriculum of the summer school program must be comparable to the course work failed. Again, before returning to school, the student must submit a report from the summer school and show evidence of the work completed.

Students who fail at least two quarters but earn a D for the year in one or more courses may also be subject to summer work requirements before being admitted to the following grade in Resurrection Catholic School.

In both of the previous cases, the Principal and teachers, in consultation with the parents, will develop specific requirements for the completion of such work.

Unless it is determined that it would be educationally beneficial, the student will not have the option of repeating the current grade the following year. Therefore, failure to complete the summer work requirements could mean that the student would not be allowed to return to Resurrection Catholic School the following year.

Parents may expect to be notified of requirements for summer work no later than one month prior to the end of school.

### 8th Grade Academic Policy:

Students in 8th grade are expected to maintain passing grades in all core subjects, including Religion, Math, English/Language Arts, Science, and Social Studies. Failure in any core subject *may* result in the student not receiving a diploma at graduation. Decisions will be made based on the student's overall academic performance, effort, and any available remediation options.

## Resource Center

Resurrection Catholic School has a Resource Center (RC) for students in grades K-8 who need extra academic support. At times students will work in small groups with the Resource teachers. In this case a Resource teacher or aide will work with the students in the classrooms.

## Accelerated Classes

The Office of Catholic Schools recommends that students meet the criteria outlined below for new/continued placement in an accelerated course.

### Students entering grades 5 or 6

Students will be considered for accelerated placement if they meet 2 of the following 3 criteria:

- Combined quiz and test average for the first three marking periods must be 90% or higher.
- 5th or 6th Grade teacher recommendation based on class performance and work habits. This includes a strong foundation in the subject content. Demonstrated motivation to learn, as evidenced by appropriate classroom behavior and consistent effort put forth in class
- A percentile rank of 80 (Above the benchmark) or higher on the Star Assessment (Fall, Winter, or Spring Assessment).

Students requesting accelerated course enrollment during grades 6 and 7 will need to meet the same requirements.

### Maintaining enrollment in an accelerated course

Students *currently* enrolled in an accelerated course will continue with the accelerated progression dependent upon teacher recommendation and classroom performance. Classroom performance includes marking period averages, work ethic, benchmark assessments, and student motivation.

Once a student accepts placement in an accelerated course the expectation is that they are willing to accept the challenge that comes with the advanced course. Therefore, they may remain in the program unless it is determined by the teacher and administration that the placement is not best for the student.

Students *currently* enrolled in an on-level course being considered for accelerated placement must meet 2 of the following 3 (required) criteria:

- Combined quiz and test average for the first three marking periods must be 88% or higher.

- Teacher recommendation based on class performance and work habits.
- A percentile rank of 80 (Above the benchmark) or higher on the Star Assessment (Fall, Winter, or Spring Assessment).

Students who meet the criteria for accelerated courses are not guaranteed enrollment into the course(s). Other factors, such as school course schedule, teacher availability, and total course enrollment will be considered.

## School Counselor

Resurrection Catholic School provides counseling services for students. The counselors are available to work with students individually or in small groups and may also conduct classroom programs. In addition, the counselors are available to consult with parents.

Parents who want their child to meet with a counselor should contact either the counselor or the principal. In most cases a consent form must be on file before she will meet individually with students. In specific instances, verbal consent will be allowed.

Link for parent consent form: [Consent for Counseling](#)

## Testing and Assessment

Evaluation of progress is a daily endeavor. Assessment tools include classwork, projects, quizzes, tests, and presentations. In addition, students in grades 1-8 take the STAR Assessment three times a year (Fall, Winter, Spring). Kindergarten students will take the STAR Assessment in the Spring. Star Parent Reports will be shared with guardians after each assessment.

The STAR assessments provide us with valuable feedback both on the individual student and on our curriculum as a whole. These tests, coupled with daily assessment provide us with an overall picture of the students' abilities and achievements.

Incoming kindergarten students are screened in the spring prior to starting class. The results are used to develop a class profile for use in planning the kindergarten curriculum. These results also help us to determine the developmental readiness of each child.

Testing Policy: No more than 2 major tests should be given in a day and major

summative assessments will be avoided during Star Testing when possible.

# Policies, Procedures, and Resources

## Administrative Policies

Resurrection Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students enrolled in RCS. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, athletic programs or other school-administered programs.

In placing their children in Resurrection Catholic School, parents are entering into a partnership with the school. If differences in philosophy and/or interpretation of policies should arise, every effort will be made to resolve these differences. It should be recognized that the Administration is responsible for safeguarding the interests and well-being of all of the students as well as the individual student involved in a dispute. In the event that these differences can not be satisfactorily resolved, the Administration reserves the right to require a parent to withdraw from the working partnership.

The administration and faculty reserve the right to speak individually with students as needed.

## Attendance

Regular attendance and punctuality are important to the student's success in school. Research shows that frequent absence and tardiness can have a severe negative impact on academic performance. Students who arrive after 8:05 AM must obtain a late slip from the school office. After a student has been tardy three times within a quarter, a letter will be sent home from administration. After 5 lateness in one quarter, a letter will again be sent. If after 10 lateness there is no improvement a mandatory meeting with the Principal will be scheduled. The meeting will be set up between the teacher/principal and the parent to devise a plan to assist the family in coming to school in a timely manner.

Students must be in attendance at school for at least four hours in order to be considered present. A student arriving significantly late or dismissing

significantly early will be marked absent if the minimum hours of attendance are not met.

When students are absent, parents are asked to report the absence using the Student Reporting Link on the school website prior to 9 am. This reporting is requested for safety reasons and does not eliminate the need for a note upon return. **When students return to school, work will be made up at the teacher's convenience.**

Students who are absent, and/or who leave early for sickness, may NOT attend any school functions scheduled for that day or evening.

Absences of more than three days require a note from a physician. This note should be handed into the homeroom teacher. The note does not excuse the absences, merely explains that the child is healthy enough to return to school. A student who is absent more than 4 days within a quarter or whose absences are greater than 10% of the school year will be considered chronically absent. If a student is deemed to be chronically absent, they may be removed from all extra curricular activities and events to prioritize their time for learning. A meeting with the principal and the family may be required. Chronic absenteeism and truancy may result in additional instructional time requirements at the expense of the family.

School policy is that a student has one day to make up work for each day of absence.

*Requests for Early Dismissal:* No student may leave the school building or grounds during school hours. We ask you to arrange medical and dental appointments outside of school hours. However, if this is impossible, the parent is asked to submit an official request using the Student Reporting Form on the school website. Arrangements should be made to meet your child in the foyer at the designated time. To avoid interruption of class, we ask that you make your child aware of the time to meet you. You must sign your child out in the school office.

If you need to pick up your child early for a doctor's appointment, it must be before 2:00 p.m. He/she is responsible for classwork missed. This must be requested in writing that morning using the Student Reporting Google Form.

*Prolonged Absences:* Vacations during school time are discouraged. If vacations are taken, parents are asked to inform the Principal and to contact each teacher to arrange for make-up work upon return. *It is school policy not to give out assignments ahead of time.*

If a student has extended absence due to illness (longer than 2 weeks), parents should contact the principal to arrange for homebound instruction.

*Eighth Grade High School Visitations:* Diocesan policy allows for two high school visits for eighth graders. It is expected that eighth graders will try to arrange visits to area high schools on days when RCS is not in session. All work missed must be made up the next day.

## Change of Address/Situation

Every change of home address, e-mail address or phone numbers (home, work, cell), **or custody of the child** should be reported to the school office immediately and updated in ParentsWeb. Up-to-date records are essential in handling emergency situations.

## Communication

Communication between home and school should be ongoing. Please know that they are subject to change. A green envelope email is published each Sunday night. Forms and flyers may be accessed online.

### School Website

The school website provides up-to-date information, links as well as photos of school events and important information for families.

### Renweb

RCS uses a web-based information system to store family information as well as students' grades, etc. Renweb is a system required for schools in the Diocese of Camden. In the event of an emergency, the school will send email alerts to parents through RenWeb ParentAlert. These alerts will come from [noreply@pikmykid.com](mailto:noreply@pikmykid.com). It's important for parents to add this email address to their contacts so that these alerts don't end up in their spam folder.

Parents have access to student grades online. This access is curtailed if the tuition is in arrears.

### Conferences

Conferences are scheduled with each family at the end of the first quarter. All families are expected to schedule a conference at this time. Additional conferences are scheduled at the request of either parent or teacher as needed. The best method to contact teachers is through email.

### Telephones/Voicemail

Parents may call the school and leave a message for a teacher with the secretary during the school day. However, calls cannot be put through to classrooms.

## Honor Code

*Integrity* is a core value at Resurrection Catholic School. As such, we expect students, faculty, and parents to be *truthful, trustworthy and just in their dealings with others*. Students are expected to follow the honor code at all times. Dishonest behaviors will result in immediate referral to the teacher, Vice Principal, or Principal. Infractions are evaluated individually; appropriate consequences are based on age-level expectations. The following behaviors directly violate the Resurrection Catholic School Honor Code:

- Plagiarism or the intentional use of another person's oral or written ideas or thoughts without reference. **Plagiarism may result in a school detention.**
- Copying phrases, sentences, and/or paragraphs from websites.
- Copying or providing answers on exams, tests, quizzes, homework, class work, assignments, research papers, or lab work that are expected to be completed individually.
- Discussing answers during in-class or take-home tests.
- Using "cheat sheets," prepared tests used in previous years, or other unauthorized material as substitutes for study and expected test preparation.
- Attempting to secure copies of a test or exam, being in possession of a copy of a teacher-created test or testing materials before the test or exam date.
- Resubmission of previously graded work, even a student's own work, for a new course without agreement of the new instructor.
- Submission of the same paper for two courses without the agreement of both instructors.
- Impeding the academic progress of other students by the removal or misplacement of materials, theft or damage to equipment, or stealing and/or defacing another student's work.
- Using electronic devices to give or receive questions and/or answers to assignments, tests, quizzes, exams, or homework.
- Forgery of any kind.
- Lying of any kind.
- Stating or implying that you have disrespected this academic code of honor in anyway

# Discipline Code

## Philosophy

We are a Catholic Community focused on learning to love and care for others as Jesus taught us to do. Therefore, at Resurrection Catholic School our goal is to develop in each student a sense of self-discipline which grows out of a respect for oneself and a respect for others.

## Behavior Consequences

At all grade levels students will be expected to reflect upon their behavior in an effort to grow and learn from their mistakes. Part of accepting responsibility is accepting consequences that result from our choices. The school-wide Discipline Policy outlines misbehavior and levels of consequence. Always, the goal is to instill a sense of self-discipline in the student with an emphasis on reflection.

The principal reserves the right to determine the seriousness of any school infraction and to determine the appropriate course of action to be followed.

**After school detentions for grade 4 through 8** will be held every Thursday from 3-4pm. Parents will be notified at least one day in advance. **There are no lunch detentions for grades 4-8. Students must attend detention on the week assigned.** Exceptions will not be made for other commitments such as lessons, sports practices, or tutoring. On a student's third after school detention infraction per quarter, an in school suspension will be issued instead. Any further actions that result in disciplinary action that quarter will warrant a Principal Referral, and consequences may include out of school suspension and expulsion. The determination of these consequences is at the sole discretion of the principal and Pastor. **If a suspension is warranted, the student and parents will return on the assigned date to meet with the principal to read and sign a Retention Letter. This describes the incident, the consequence and actions needed going forward to remain an active student in good standing here at Resurrection Catholic School.**

In cases of expulsion, the decision will be made in consultation with the Principal, Pastor, and the Superintendent of Schools or Assistant Superintendent. Under normal circumstances discipline records do not become part of the child's permanent record and are not forwarded to a new school. However, the Principal reserves the right to report discipline records to a new school if there is a significant threat.

*Disciplinary:* Major offenses should be referred to the principal/vice principal

- *Infractions that must be reported include: threats, bullying, fighting, physical aggression, cheating, disrespect of teacher, any incident of a serious nature.*

*See the included Behavior Rubric for guidance on unacceptable behaviors and their potential consequences.*

## Resurrection Catholic School Behavior Rubric

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Level 1 Infractions</u><br>(self-directed minor inappropriate behaviors) <ul style="list-style-type: none"> <li>• Not following directions</li> <li>• Disruptive hallway behavior</li> <li>• Excessive talking</li> <li>• Consistent tardiness</li> <li>• Misuse of materials</li> <li>• Late to Class</li> <li>• Minor Uniform Infractions</li> </ul>                                                                                                                                                                                                                                                                                                                                 | <u>Potential Consequence</u> <ul style="list-style-type: none"> <li>• Issue a verbal or nonverbal warning</li> <li>• Reteach expectation through a classroom or student meeting</li> <li>• Redirect the student by having him/her leave the selected area.</li> <li>• Classroom strategies</li> <li>• Student Reflection Sheet</li> </ul>                                                                                            |
| <u>Level 2 Infractions</u><br>(intentional lack of integrity and Catholic values) <ul style="list-style-type: none"> <li>• Repeated Level 1 infractions</li> <li>• Disrespect of teacher</li> <li>• Inappropriate gestures/language</li> <li>• Taunting/Mocking Behavior/Teasing/put-downs</li> <li>• Name Calling</li> <li>• Progressive Disruptions</li> <li>• Technology violation/cell phone use</li> <li>• Minor Physical Contact (PDA- public displays of affection)</li> <li>• Inappropriate use of school supplies or property</li> </ul> (A progressive disruption infraction is defined as a student whose behavior, either physical or verbal, inhibits the learning process.) | <u>Potential Consequence</u> <ul style="list-style-type: none"> <li>• Recess Detention</li> <li>• After School Detention</li> <li>• Minor Discipline Referral</li> <li>• Classroom strategies</li> <li>• Loss of privileges (Games, practices, performances)</li> <li>• Parent/teacher conference</li> <li>• Student Reflection Sheet</li> <li>• Student-Teacher meeting</li> </ul>                                                  |
| <u>Level 3 Infractions</u><br>(significant disregard of behavior expectations) <ul style="list-style-type: none"> <li>• Fighting <b>or purposeful bodily harm</b></li> <li>• Ethnic Slurs/Derogatory comments</li> <li>• Obscene gestures</li> <li>• Inappropriate touching</li> <li>• Cheating/Plagiarism (automatic detention)</li> <li>• Inappropriate language</li> <li>• Habitual non-conformity to school rules</li> <li>• Vandalism/damaging property</li> <li>• Threatening bodily harm</li> <li>• Stealing</li> <li>• Weapons</li> <li>• Cell Phone use without permission</li> <li>• Direct and willful disobedience of school expectations and policies</li> </ul>             | <u>Potential Consequence</u> <ul style="list-style-type: none"> <li>• Student reflection/Principal Meeting</li> <li>• Principal Discipline Referral</li> <li>• Parent /teacher conference</li> <li>• After School Detention</li> <li>• Student behavior contract.</li> <li>• Loss of privileges (Games, practices, performances)</li> <li>• Community service</li> <li>• In/out of school suspension</li> <li>• Expulsion</li> </ul> |



## Anti-Bullying Policy

Resurrection Catholic School is committed to providing a safe, positive learning environment for all students, employees, and volunteers free from harassment, intimidation, bullying, or cyber bullying. To this end, we teach our students about self-respect, the respect of others and the responsibility we share as a Catholic community to treat all individuals with dignity and God's love. We do this through teaching Christian values of compassion and encourage them to exercise empathy and to always choose kindness in dealing with each other. Students are taught strategies to handle disputes and to build positive peer relationships. The Administration of Resurrection Catholic recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe Christian environment necessary for students' learning, and may lead to more serious violence. Therefore, the Administration in partnership with the Diocese of Camden prohibits bullying by and between all and any member of our school community: Students, parents, volunteers, coaches and teachers employed at Resurrection Catholic.

### What is Bullying?

- Bullying is a series of acts that are willfully directed at another person to intimidate, harass, force or control, shame another person. These acts can be inflicted in numerous ways: electronic, written, verbal or physically
- Bullying that occurs in the school, on the school grounds, in school vehicles, at a designated bus stop, or at any activity or sport sponsored, supervised or sanctioned by the school is a serious breach in acceptable behavior here at Resurrection. If an incident occurs off-school grounds, Resurrection Catholic reserves the right to address it as a school issue if it substantially disrupts or interferes with the orderly operation of the school or the rights of another school community member.
- Cyber-bullying is defined as using an electronic communication medium to harass, intimidate, or bully another individual repeatedly. Such media

includes, but is not limited to, email messages, text messages, instant messages, social networking sites; internet-based video sites, and postings on blogs or pages that torments, ridicules, shames or deeply embarrasses the target of the posting or e-message. Any electronic messaging or posting that torments, ridicules, or shames/embarrasses a student, staff member, or volunteer will be considered a form of bullying and will be addressed accordingly.

- Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. This is different from the thoughtless and sometimes mean-spirited name calling or squabbling that often can occur between children. Although these behaviors are neither appropriate nor condoned here at Resurrection Catholic, these types of discourse between students rarely constitute Bullying.

#### Consequences for Violators

A student who is considered to be bullying another student shall be subject to appropriate disciplinary action which may include:

- Counseling
- Parental conference
- Loss of school privileges
- Transfer to another school
- Exclusion from school sponsored activities
- Detention
- Suspension
- Expulsion
- Referral to law enforcement officer

Disciplinary action will be decided by the Pastor and Principal if deemed necessary

If you believe that your child is a victim of bullying, you may access the bullying form here. [RCS Parent Form](#) for Reporting Bullying. This form can be filled out and submitted to the school office.

## Dress Code

#### School Uniforms

Students are expected to maintain a neat and clean appearance at all times. The principal reserves the right to determine if the Dress Code is being properly followed.

School uniforms are worn from the first day of school in September to the

closing of school in June. They are purchased from Flynn O'Hara or through generous donations to the Uniform Exchange. Physical education uniforms are also purchased through Flynn O'Hara.

Kindergarten students wear the gym uniform every day.

PreKindergarten students wear the gym uniform every day but should also have back-up clothes in case their uniforms get soiled.

*Girls:*

Grades 1-5—Green and black plaid jumper; white polo shirt or Peter Pan collared blouse

Forest green, monogrammed sweater—optional; navy or black knee socks or tights.

Grades 6-8—Green and black plaid skort at fingertip length; white monogrammed polo shirt, neatly tucked in. Only the top button of the shirt may be unbuttoned. Navy or black tights are required between October 14 and April 4. **School sweatshirts may be worn with the winter uniform. They should be neat, and fit the size of the students. Hoods will not be permitted to be worn in class.**

Monogrammed forest green sweater or vest—required for grades 6-8

Optional for all grades: Navy blue slacks, worn with monogrammed white polo shirt & forest green sweater or vest

*Boys:*

Grades 1-8—Navy blue trousers, white monogrammed knit shirt or white turtleneck neatly tucked in. A belt must be worn; monogrammed forest green sweater or vest

Only the top button of the shirt may be unbuttoned. **School sweatshirts may be worn with the winter uniform. They should be neat, and fit th**

Boys **wear white or dark socks (no bright colors or markings).**

*Girls & Boys Warm Weather Uniform*—Navy uniform shorts, white knit shirt neatly tucked in with a belt and regular school shoes. Girls and boys wear **white or dark socks (no bright colors or markings).**

This is optional for all grade levels; the warm weather uniform may be worn until

October 16 and after Easter Break.

*Physical education:* green shorts with logo & green or gray tee shirt with logo.

RCS team shirts may not be worn for gym clothes.

Crew neck green sweatshirt with logo; Green sweat bottoms with logo.

Breakaway pants may not be worn.

Sturdy sneakers laced to the top. White, black, gray, or blue socks.  
8th grade students may wear 8th grade RCS spirit shirts.

*Note:* Physical education uniforms for grades 1-8 are worn on their gym day each week. Students participating in liturgy or special events on their gym day are to follow the guidance of their teacher. **Students participating on the altar for Mass must bring a uniform to change into for the service. They may wear their gym uniform for the remainder of the day.**

*Shoes:* Girls 1-5—strap or padded oxford or all black running sneaker; girls 6-8—padded oxford or tie shoe or all black running sneaker

Boys 1-8— oxford-padded—leather, or nubuck, or all black running sneaker  
Shoes must be all black. **This includes soles and logos. No Vans, Ponies, or canvas/skateboarder like sneakers.**

Sneakers are worn as part of the phys ed uniform. They must have non-scuff soles. They should not light up, should **not have skates**, and no shoes that make noises.

*Hair & Grooming:*

Boys: Hair should not impede sight (hanging in eyes) or touch the collar.

Hair that extends into the eyes or beyond the collar must be neatly tied back to ensure it remains off the face and collar.

Girls: Hair should not impede sight (hanging in eyes) or movement. Long hair that poses a danger to student safety or significant distraction from learning should be tied back.

**If guardians permit hair coloring, it must be kept to natural shades only. Loud or unnatural colors are not permitted.**

*Make Up:* No make up may be worn.

*Nail Polish:* **Fake nails and polish are not permitted in school.**

**Tattoos: No body art or ink should be visible. Any exposed markings need be covered.**

*Jewelry:* Students may wear a watch, a religious medal, and one ring **on each hand. Bracelets extending up the arm are not permitted.** Watches with wifi or messaging capabilities may not be worn. Students may only wear small post-style earrings that do not extend beyond the earlobe. RCS is not liable for any lost/damaged jewelry or injuries sustained from wearing jewelry during phys ed.

*School-appropriate Clothing*

Periodically throughout the year students are offered the opportunity to come to school or participate in other school-sponsored activities without wearing

uniforms. Examples of these would be Dollar Dress-Down Days and Family Fun Nights. At these times the dress code detailed below is in effect.

- Clothing should be modest and allow a full range of motion without needing to be adjusted. If leggings are being worn then **the shirt needs to hit the top of the thigh.**
- **Shorts must be fingertip length. Any shirts or jackets worn over them must be high enough that the shorts are clearly visible.**
- Socks and shoes are required at all times
- Shorts or skirts should reach the mid-thigh or longer. **With arms resting at the sides, all fingertips should touch fabric.**
- No hats may be worn in school unless specifically designated by the celebration
- No tight clothing, such as body suits.
- No tank tops, tee-strap shirts or crop tops
- Nothing advertising alcohol, cigarettes, or drugs
- No holes in clothing including jeans
- No high heels
- No PJs unless specifically **permitted**
- All slip-on shoes must have a heel strap

*The principal reserves the right to determine the appropriateness of any clothing and will provide specific Middle School Dance Dress Code and 8<sup>th</sup> Grade Special Function Dress Code.*

## Family Situations

In order for the faculty to deal effectively with students, it is important that we know any changes in family situations. In the case of separation or divorce, the school will communicate with both parents, upon request, unless we have a court order to the contrary. **Legal documentation must be provided if there are additions or changes to any court orders (i.e. child custody).**

It is the parents' responsibility to notify the school if there are family members to whom the child should not be released.

## Hot Lunch

The Hot Lunch Program offers hot lunch on a daily basis. Ordering is online from the 5<sup>th</sup>-20<sup>th</sup> of each month. Please contact [lunch@rcscherryhill.com](mailto:lunch@rcscherryhill.com) with any questions.

# Lost and Found

Parents are requested to mark all of their children's belongings to prevent loss. It is especially important to mark uniform articles such as sweaters, sweatshirts, etc. We suggest that parents check this collection periodically to look for lost clothing, lunch boxes, etc. Periodically, reminders will be sent out to parents. Unclaimed items will be donated in December and at the end of the year after parents have been sent reminders.

## Medical Issues

When possible, we ask that medication schedules be arranged to avoid school hours. When this is not possible, we ask that a family member come to school to administer the medication. If parents wish school personnel to administer medication, the following conditions must be present:

- Medication must be in its original container.
- The school must have a Medical Administration Form signed by the physician. (A copy of this form is on our website.)

If there is any question about medication, it will be necessary for the parent to come to school.

First aid may be given. In the event of any emergency of a serious nature, illness or injury, the parent will be notified immediately. Therefore, it is of utmost importance that the school has a number where parents can be reached during school hours. Notification of treatment or a visit to the nurse is sent home.

Physical examinations are required for grades K and 5-6. Parents should schedule these exams with their family doctor and send the results to the school office. Scoliosis screening takes place in school in grades 4-8. Eye and hearing examinations are given to every child annually.

Any child entering school must have all immunizations at age 5 and show proof of the same. Parents/guardians are expected to notify the school if their child has a physical condition which might require immediate attention such as a heart condition, severe allergic reaction, diabetes, etc.

Middle School students participating in RCS sports must have a Sports Physical completed with all required paperwork in order to be compliant with new state laws. Students may not participate in tryouts, practice, scrimmages or games until all paperwork is turned in.

*Food Allergies:* For students with severe food allergies, the administration

will work with the family and medical personnel to develop a plan for managing the child's condition. It is the responsibility of the parent to make the administration aware of the child's allergies and to provide supporting documentation from the child's doctor.

## Parents

Diocesan Policy 306 is reprinted here for the information of our parents:

Parents must weigh seriously their obligation to educate their children in an atmosphere which emphasizes message, community, and service.

Parents can assist our educational partnership by:

1. *Attending weekly Mass and significant religious services with their children.*
2. *Assisting their children in academic and moral development by reviewing report cards carefully, supervising home study, and cooperating with the school concerning activities, recreation, and discipline.*
3. *Talking about school with their children.*
4. *Providing a suitable time and place for homework.*
5. *Monitoring television viewing.*
6. *Reading aloud to children.*
7. *Attending school programs with children.*
8. *Sharing hobbies and interests with children.*
9. *Trying to discover the children's interests and talents so they can be developed in cooperation with classroom teachers.*
10. *Taking an active role in the school Parent-Teacher Organization.*

## Social Media Presence

Thank you for being a member of our online community. As a community of faith, we strive to uphold the dignity of each and every individual and model the Church's teachings both in person and online. As representatives of our school and our faith, it is important that we all reflect the values of respect, kindness, and integrity in our interactions.

The school social media sites permit readers to post comments; however, we are not responsible for the content of those comments. Opinions and views expressed in those comments reflect the thoughts of the individuals who post them and do not necessarily reflect the views of this organization.

As a condition of posting comments, you agree not to post any inappropriate comments – including, but not limited to obscenities, foul language, spam,

personal attacks, bashing, bullying, intimidation, harassment, verbal abuse, threats, insults, commercial solicitations, repetitive or fraudulent comments, comments irrelevant to the post under which they are written, comments which are morally objectionable, and comments which are otherwise inconsistent with Catholic teaching. Additionally, comments should not include attachments that are obscene, pornographic, or offensive.

We reserve the sole right, but are not obligated to, review, edit, and/or remove any and all comments. We also reserve the right to block any user who posts inappropriate comments.

Links to external websites should not be interpreted as an endorsement of those organizations or the opinions of those organizations. We are not responsible for the content of external websites.

## Tuition Plan

It is the parents' responsibility to maintain their financial commitments to the school. RCS may, but is not obligated to, send reminders or other notices regarding outstanding bills. FACTS assesses late fees for overdue payments. Failure to make payments when due, or to make arrangements with the school for payment of delinquent obligations may result in discontinuation of educational services to the student, possibly leading to disenrollment. **Two unpaid bills may result in the suspension of your child's enrollment.**

### Msgr. Sharkey Tuition Assistance Fund

The Sharkey Fund is available for families who need financial assistance. Under normal circumstances, families apply in the fall for the following year. Assistance is awarded starting in the winter for the following school year. However, families may apply at any time during the school year should their financial situation change. Information concerning applicants is held in strictest confidence. Applications are available through the FACTS financial aid application.

## Supervision – School Activities

Students must be supervised at all times during the school day and at after-school activities. Older brothers and sisters staying for after-school activities may not babysit siblings during these activities, nor may students be left to sit in the foyer unsupervised. It is the parents' responsibility to pick students up promptly at the end of an activity.

After 3:15, unsupervised students will be placed in the ACE program. A fee will be charged for this service. Please call the school if a change of plans is necessary.

It is the responsibility of parents to supervise their children at evening and week-end activities, such as sporting events, PTO social events, etc. Students must be supervised by their parents or guardian at all times.

Students on sports teams **must** be left in the supervision of the coach during practices and games. However, with respect for the coaches, parents are expected to pick children up promptly at the end of such activities.

## Parent-Teacher Organization

The Parent-Teacher Organization provides a supportive parent-teacher network for the school. By virtue of enrolling children in RCS, all parents are members of the association. Likewise, all teachers are members of the PTO as well. Meetings are held on the second Wednesday of every month throughout the school year. The focus of the PTO is community-building. Please contact [PTO@rcscherryhill.com](mailto:PTO@rcscherryhill.com) with any interest in volunteering.

## Pet Policy

We all love our pets, but animals pose an inherent and understood risk. Please refrain from bringing your pets to school during drop off and pick up time. All pets **must remain in the vehicle at all times.**

## Visits during School Hours

No adults are permitted inside the school building without a scheduled appointment. If an adult is not recognizable to the Secretary, we reserve the right to ask for ID (driver's license). Please see the Safety & Security section included above in this document for more information.

All adults within the school building must sign in at the main office and wear their designated Resurrection Catholic School lanyard. **Adults may be escorted to their designated area and should not wander the building or visit other classrooms.**

# Volunteers

In a spirit of stewardship, parent volunteers support the faculty and staff by generously offering their services. Some areas where volunteers help on a regular basis during the school day with hot lunch, room parents, and with clerical/secretarial tasks.

Room parents help with class parties, class trips, phone calls, and other activities which may arise in particular grades.

All volunteers must be cleared by the Office of Child and Youth Protection. This process includes attending a Virtus Protecting God's Children class. **These volunteers are never permitted to be alone with students.** [Link to Virtus](#)