



# RESURRECTION CATHOLIC SCHOOL

## Family and Student Handbook

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Diocese of Camden

2024-2025

## Table of Contents

|                                                        |           |
|--------------------------------------------------------|-----------|
| <b>School Hours</b>                                    | <b>3</b>  |
| <b>Contact Information</b>                             | <b>3</b>  |
| <b>Administration, Faculty, &amp; Staff</b>            | <b>4</b>  |
| <b>Catholic School Environment</b>                     | <b>5</b>  |
| <b>Mission Statement</b>                               | <b>6</b>  |
| <b>Belief Statement</b>                                | <b>7</b>  |
| <b>Graduate Profile</b>                                | <b>8</b>  |
| <b>Anti-Bullying Policy</b>                            | <b>9</b>  |
| <b>Curriculum &amp; Programs</b>                       | <b>11</b> |
| <b>Policies, Procedures, and Resources</b>             | <b>17</b> |
| <b>Addendum:</b>                                       |           |
| <b>Annual Notification of Asbestos Management Plan</b> | <b>35</b> |

All policies and procedures outlined in this handbook are subject to interpretation and discretion by the principal and Pastor, who hold final authority on any decisions regarding these policies.



# School Hours

|                        | Start   | End      |
|------------------------|---------|----------|
| <b>Grades K - 8</b>    |         |          |
| <b>full days</b>       | 8:05 am | 2:45 pm  |
| <b>half days</b>       | 8:05 am | 12:00 pm |
| <b>Preschool 3 - 4</b> |         |          |
| <b>full days</b>       | 8:30 am | 2:30 pm  |
| <b>half days</b>       | 8:30 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:** x 243

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

**Vice Principal:** x227

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

**Nurse:** x 250

**Counselor:** x 255

**Parish Phone:** 856-667-2440

**Pastor:** Father John Picinic

Email: [jpicanic@christourlight.net](mailto:jpicanic@christourlight.net)

# Administration, Faculty, & Staff

**Pastor:** Rev. John Picinic

**Principal:** Megan Baker

## Administrative Staff

**Vice Principal:** Annette Powers

**Advancement Director:** Anastasia Caria

**Secretary:** JoAnn Bianco

**Business Manager:** Linda Lewis

**ACE Director:** Ambria Thomas

**Maintenance:** Bill Lent, April Schaeffer

**Nursing:** Maria Slimm, Angela George

**Lunch Coordinator:** Lynn Bock

## Preschool Staff

**Pre-K 3 Teachers:** Sarah Brennan

**Pre-K 3 Aides:** Anna Southern, Julianne Schnell, Karen Lucci, Kait Washel

**Pre-K 4 Teachers:** Sue Varallo, Ambria Thomas

**Pre-K 4 Aides:** Ana Espino, Melinda Capriotti, Nancy Garlick, Mary Babiak

## Primary Staff

**Kindergarten:** Jennifer DiSandro, Julianne LaRosa

**Kindergarten Aides:** Kathy Valusek, Jen Hamner

**1<sup>st</sup> Grade:** Eileen Conville, Cheryl Baker

**2<sup>nd</sup> Grade:** Christine Strimel, Ashley Torres

**Primary Aide:** Lorraine Hinger, Noel Becker

## Intermediate Staff

**Grade 3:** Sharon Whitehead, Colleen Castellano

**Grade 4:** Danielle Lelaj, Carleigh Galasso

**Grade 5:** Amber Shockley, Dr. Lynn Apa

**Intermediate aide:** Maria Keating, Kathy Bush

## Middle School Staff

**Religion/Math:** Karen Hatch, Christine Newman

**Social Studies:** Lisa Boyle, Maria Cleary

**Language Arts:** Walter Bowne, Lisa Boyle, Maria Cleary

**Science:** Caitlin DiVito

## Resource Room Staff

**Resource:** Christin Bruce, Patricia Thompson

**Resource Aides:** Donna Russo, Marcelina Dunn

**Reading Specialist:** Dawn Cahill

## Specials Teachers

**Spanish:** Ruthann Auten

**Music:** Jill Renbjor, Susan Cleary

**Art/STEM:** Alicia Kiniry

**Physical Education:** Erynn Kriebel



## **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 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, should 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 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 Church's teaching mission, they will be engaged pastorally in an attempt to resolve the differences by explaining the Church's teaching and the reasons for the teaching, and kindly encouraging the parent or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

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 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.



## **Mission Statement**

Firmly rooted in our belief in Jesus Christ,

### **Resurrection Catholic School**

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

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

We prepare 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.



## RESURRECTION CATHOLIC SCHOOL

### 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





## 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

# 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 a language literacy support program 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 or late more than 3 times per marking period), and cannot have any major behavior infractions. 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 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. A meeting with the Pastor and/or Principal is required in this case.

## **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. 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. Additionally, students will stay in at lunch and recess to complete the missed assignment.

## **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. Monthly 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.

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 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 1<sup>st</sup> Honors.

### **Principal's List Requirements:**

- Student achieves final grade of a 93 (A) or above in each subject
- Student has no disciplinary notices or principal referrals during the quarter
- Students receive E in all Exploratory, Special Classes, and Conduct.
- Student has not missed more than one homework assignment

### **1<sup>st</sup> Honor Requirements:**

- Student achieves final grade of an 85 (B) or above in each subject
- Student has no disciplinary notices or principal referrals during the quarter
- Student receives at least G in all Exploratory, Special Classes, and Conduct
- Student has not missed more than one homework assignment

## **Requirements for Promotion**

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 Do Not Work to Potential:***

If a student receives the numerical equivalent of a D for the year, but, in the professional judgment of the principal and the teacher, could have achieved a higher mark (C or above) with reasonable effort, summer work may be required. If it is determined that reasonable effort was shown by the student, tutoring may still be recommended, depending on individual circumstances.

Reasonable effort in a class is determined through various assessment methods including, but not limited to, the following: class work, projects, tests, quizzes, homework, class notes, and conferences with the student.

***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.

***In All of the Previous Cases:***

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. An exception to this time frame would be allowed if a lack of effort in the last month of school caused a significant drop in grades.

## **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 Special Education teachers. When it will be beneficial, students will be integrated into the regular program for certain subjects. In this case an Special Education teacher or aide will work with the students in the classrooms.

## **School Counselor**

Resurrection Catholic School provides a full-time counselor 5 days a week and a part-time counselor 2 days a week. 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.

## **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 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.

## Arrival at School

Students may arrive at school beginning at **7:45 am**. 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. Any student in K-8th entering the building after 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.

## 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 from the teacher will be sent home. After 5 lateness in one quarter, a letter from the Vice Principal will 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**. If you want homework prepared for your child when she/he is ill, please request this when you call. Homework may be sent home with another student or may be picked up in the foyer after 3:00 pm.

**Students who are absent, and/or who leave early for sickness, may NOT attend any school functions scheduled for that day or evening.** Exceptions to this may be granted by the Principal only for extenuating circumstances.

Upon return to school, a student who has been absent must present a written excuse, which includes the reason for the absence, the specific dates, and the signature of the parent or guardian. 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 will be required. Chronic absenteeism and truancy may result in additional instructional time requirements at the expense of the family. Truancy will be reported to the local school districts.

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 without the explicit permission of the principal. 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. We request that you 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. However, at times, families find them necessary. Before leaving, 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. We schedule these two days for the class to visit Camden Catholic and Paul VI High Schools. It is expected that eighth graders will try to arrange visits to other area high schools on days when RCS is not in session. All work missed must be made up the next day.

## **Change of Address**

Every change of home address, e-mail address or phone numbers (home, work, cell) 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 Friday afternoon. Forms and flyers may be accessed online.

RCS will also communicate with families through the Intrado Communication System. Families will be given guidelines and directions about Intrado.

**School Website:** The school website provides up-to-date information 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. Parents wanting to speak with a teacher may write a note, leave a voicemail message, or send an email.

**Telephones/Voicemail:** Parents may call the school and leave a message for a teacher during the school day. However, calls cannot be put through to classrooms.

## Discipline Code

**Philosophy:** We are a Christian 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. Thus, our code of conduct is designed to help each student take responsibility for his/her actions through reflective practice. All faculty members are expected to provide strong Christian practice by modeling care and concern for students. As a staff, our goal is to provide support and guidance while giving clear and consistent consequences for behaviors that are not in line with our discipline code or Christian teachings. We expect our students to help maintain a spirit-filled atmosphere where the unique dignity of each person is respected. We further expect them to take responsibility when mistakes are made and to grow from the experience. We expect our staff and parents to support and encourage the children as they grow into responsible Christians. Allowing them to grow means allowing them to be responsible for mistakes.

**Honor Code and Expectations: Integrity** is a core value of Resurrection Catholic School. As such, we expect students, faculty, and parents to be **truthful, trustworthy and just in their dealings with others**. At all times Resurrection Catholic students will be expected to act with integrity and make choices in accordance with our Catholic worldviews. Infractions are evaluated individually; appropriate consequences are based on age-level expectation.

**Classrooms:** Within each classroom, teachers set their own procedures and expectations, consistent with school policy and Discipline Rubric. Students are expected to follow all Resurrection Catholic rules, policies, and procedures within each classroom.

**School-wide:** Students must be supervised at all times. They are not permitted to leave classrooms or other areas without permission. They are not allowed to leave the building without permission, particularly the area in the back of the field. No students should go past the retention fence or access private property.

### **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.

Our discipline policy is a guideline and can be subject to change given special circumstances. The ultimate goal is to support students in their Christian journey and to assist them in learning how to love and honor themselves and others. **The principal reserves the right to determine the seriousness of any school infraction and to determine the appropriate course of action to be followed.** Under normal circumstances serious offenses are referred to the principal.

School-wide detentions will be held every Thursday from 3-4pm. Parents will be notified at least one day in advance. Students must attend detention on the week assigned. Students will be given one change of date to serve for after school detention per quarter. If the change has been used, and the student cannot serve after school detention, an in school suspension will be issued or further consequences may result. 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.

In cases of expulsion, the decision will be made in consultation with the 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 she deems that 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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>Level 1 Infractions</u></b><br/>(self-directed minor inappropriate behaviors)</p> <ul style="list-style-type: none"> <li>• Not following directions</li> <li>• Disruptive hallway behavior</li> <li>• Excessive talking</li> <li>• Non-verbal disrespectful behavior (eye-rolling)</li> <li>• Consistent tardiness</li> <li>• Misuse of materials</li> <li>• Late to Class</li> <li>• Minor Uniform Infractions</li> </ul>                                                                                                                                                                                                                                                                                                              | <p><b><u>Potential Consequence</u></b></p> <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>                                                                                            |
| <p><b><u>Level 2 Infractions</u></b><br/>(intentional lack of integrity and Catholic values)</p> <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>• Work refusal/incomplete homework</li> <li>• Name Calling</li> <li>• Progressive Disruptions</li> <li>• Technology violation/cell phone use</li> <li>• Minor Physical Contact</li> <li>• Inappropriate use of school supplies or property</li> </ul> <p>(A progressive disruption infraction is defined as a student whose behavior, either physical or verbal, inhibits the learning process.)</p>                          | <p><b><u>Potential Consequence</u></b></p> <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>                                                  |
| <p><b><u>Level 3 Infractions</u></b><br/>(significant disregard of behavior expectations)</p> <ul style="list-style-type: none"> <li>• Fighting</li> <li>• Ethnic Slurs/Derogatory comments</li> <li>• Obscene gestures</li> <li>• Inappropriate touching</li> <li>• Seriously damaging property</li> <li>• Cheating/Plagiarism/Lying</li> <li>• Inappropriate language</li> <li>• Habitual non-conformity to school rules</li> <li>• Vandalism</li> <li>• Bullying/Cyber Bullying</li> <li>• Threatening bodily harm</li> <li>• Stealing</li> <li>• Harassment</li> <li>• Weapons</li> <li>• Cell Phone use that damages others via words or pictures</li> <li>• Direct and willful disobedience of school expectations and policies</li> </ul> | <p><b><u>Potential Consequence</u></b></p> <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> |

## 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.

Preschool and Kindergarten students wear the gym uniform every day.

### ***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.

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.

Boys wear navy or black socks.

***Girls & Boys Warm Weather Uniform***—Navy uniform shorts, white knit shirt neatly tucked in with a belt, regular school shoes. Girls wear navy knee socks; boys wear navy or black socks.

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

**October 16 and after April 5.**

***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.

***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.

**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.

Shoes may be navy or black. Running sneakers must be all black. 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 are not to light up or make noises.

**Hair & Grooming:** Hair is to be styled conservatively; it must be neat and well groomed at all times. The neatness expectations are as follows:

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.

**We highly suggest that students do not color their hair. If guardians choose to allow hair color, it should remain a natural shade.**

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

**Nail Polish:** We highly suggest that students do not paint their nails. If guardians choose to allow girls to wear nail polish, the nails must be kept short so as not to impede the student's ability to write, type, or otherwise engage in learning. Fake nails such as acrylics are highly discouraged, but if they are worn they must adhere to the length recommendations. No additional decorations such as jewels are permitted on nails.

**Jewelry:** Students may wear a watch, a religious medal, and one ring if they wish. 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. All jewelry must be removed for physical education class. The removal of jewelry is the students responsibility. RCS is not liable for any lost/damaged jewelry or injuries sustained from wearing jewelry during phys ed

**Note:** With the exception of the gym uniform, sweatshirts may not be worn as part of the school uniform. Families are welcome to purchase the school fleece which is acceptable to wear as part of the uniform.

### ***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 a tunic length shirt must be worn.
- Students should be clean and well-groomed at all times.
- Socks and shoes are required at all times
- Shorts or skirts should reach the mid-thigh or longer.
- No hats may be worn in school unless specifically designated by the celebration



- No tight clothing, such as body suits and/or lycra shorts.
- 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 told
- No slides
- No slippers
- 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. Any student with inappropriate clothing will be required to call his/her parents for a change of clothes. This student will be required to wear the regular school uniform on the next dress down day or will be restricted from the next after-school activity.*

### **Delayed School Openings**

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 route 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 School Closings**

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.

### **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.

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

## 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.
- 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

## 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. Any articles that are found are kept in a box in the front foyer for a suitable period of time. We suggest that parents check this collection periodically to look for lost clothing, lunch boxes, etc.

## **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 Association.*

## **Safe Environment**

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.

## **Safety & Security**

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.

Outside doors are locked during the school day. No visitors are allowed inside the building without a previously scheduled appointment. School staff are present at the front doors during arrival to help walk young students to their classrooms. Please use the front steps as a “Kiss and Go” area to say your goodbyes.

If you are picking up or dropping off any forgotten items, please use the shelves directly outside the front door. These shelves are visible by multiple security cameras and will be monitored regularly by Office Staff. Please clearly label any forgotten items with the student name, grade, and homeroom teacher.

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, yellow lanyards signify volunteers with regular access to the building (PTO board, room parents, lunch volunteers, etc.), and 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. Employees will then activate emergency protocols to isolate and protect the children.

### **School Property**

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.

### **School Supplies**

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.

Book bags must be used to carry items to and from school by students at all times. The school discourages the use of wheeled book bags. If students choose to use them, they are expected to carry them within the building for safety reasons.

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.

Each student must have a reusable water bottle with their name on it. If a student does not have a water bottle, they will be provided with a reusable bottle from the office for a fee. In an attempt to limit the waste of single-use plastic, there will not be cups available from the office.

### **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 welcome your questions and comments; however, we will not always respond on the site. Please direct questions and comments to us via email at [advancement@rcscherryhill.com](mailto:advancement@rcscherryhill.com) or [principal@rcscherryhill.com](mailto:principal@rcscherryhill.com).

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.

Thank you for your contributions to our social media sites and for your help in creating a courteous, safe, and energetic place for discussion that aligns with our shared values and teachings.

### **Stewardship Tuition Plan**

Resurrection Catholic School has a Fair Share Stewardship Tuition Program. Parents/guardians are asked to make a faith-based decision based on their income. Every attempt is made to keep the tuition affordable for all. The stewardship tuition rates are set in conjunction with the established diocesan rates for Catholic and Non-Catholic families. In most cases parents/guardians are enrolled in FACTS for tuition payments.

Parents/guardians are obligated to pay tuition and fees in order to obtain educational services for their children. It is their 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. Unpaid bills may be referred to a collection agency. Costs associated with collection will be added to the family's fees.

### **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.

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 may 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.

## **Transfers**

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.

## **Transportation**

### **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.

Bus transportation is provided for Maple Shade residents. Students living outside of Maple Shade are not bussed. In most townships, parents are reimbursed for transporting their children.

Students may not ride a bus other than the one to which they have been assigned without permission from the district due to insurance coverage being only provided for the children who are assigned to that bus. Requests for bus changes in the Maple Shade district must be made in writing to the transportation department in advance.

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 will result in suspension of bus privileges for a designated period of time..

All other families are responsible for transporting their children to and from school. Depending on their township policies, these families may receive aid-in-lieu-of payments for each child in K-8. Questions concerning Cherry Hill transportation should be directed to the Camden County Educational Services Commission at 856-784-2100. For questions concerning Pennsauken transportation please go to the district website and click the transportation tab for all information.

### **Arrival**

We will continue using the rolling arrival procedure this year for students in grades PreK - 8. Cars may pull along the front or back perimeter of the school and drop students off along the sidewalks. **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 door closest to the building. 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.** If you need to assist your child(ren) in exiting the vehicle, please exit the drop off lane and park in the front lot. **For the safety of all involved, pedestrians must cross from the central sidewalk only while cars are unloading. No pedestrians should cross into the carline while vehicles are moving.**

Preschool drop off will be at the front doors. Drivers should park the car and escort the preschool student to the front doors of the building. There will be aides waiting to assist you.

## **Dismissal**

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.

### **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><b>First Dismissal:</b> <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><b>Second Dismissal:</b> <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.

**Please Note: For the safety of our students, no RCS Staff member is permitted to dismiss a preschool student into a car that does not have a proper car seat.**

### **Walkers**

Only students whose permanent address is within a close proximity to the school will be allowed to be considered Walkers. This proximity requires students to be able to travel home safely without crossing any major roads. 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. Walkers will be dismissed with an RCS Staff member from the front of the school. For the safety of our students, no exceptions will be made for students walking to nearby businesses, and no Walkers will be permitted to cross Kings Highway. Please contact the office if you have any questions.

### **Bike Riders**

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.

### **Note**

Parents are asked to notify the teacher in writing if the student is changing his/her normal method of transportation home.

## **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 be closely leashed and monitored if they exit the vehicle.

## Visits during School Hours

No adults are permitted inside the school building without a scheduled appointment. Allowed visitors will sign in at the front doors and wait to be given their visitor badge and lanyard. They must be accompanied by a designated school employee at all times during their visit. 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 and wear their designated Resurrection Catholic School lanyard. **Green lanyards** signify approved school and staff employees, **yellow lanyards** signify parish staff and volunteers with regular access to the building (PTO board, room parents, lunch volunteers, etc.), and **red lanyards** signify brief visitors to the building. All wearers of red lanyards must be accompanied by a school employee at all times.

## 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 and passing a background check

**The principal reserves the right to modify or change any policy contained in this handbook at any time, without prior notice, and without affecting the validity or enforceability of this handbook. Any changes will be effective upon announcement and will be binding on all employees, students, and parents.**

Addendums:



## Annual Notification of Asbestos Management Plan

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three (3) years, **Resurrection Regional Catholic School** will have a re-inspection conducted to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on **December 10, 2020**, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected.

The law further requires an asbestos management plan to be in place by July 1989. **Resurrection Regional Catholic School** developed a plan, as required, which will continue to be updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six (6) months to assure that they remain in good condition.

It is the intention of **Resurrection Regional Catholic School** to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the Diocese of Camden school administrative office or administrative office of the school during regular business hours. Mr. Joe Prisco is our designated Asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to Mr. Prisco at 856-667-3034.