



# Student and Parent Policy & Procedure Handbook

2019-2020



*Resurrection of Our Lord School*  
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[www.resurrectionrams.org](http://www.resurrectionrams.org)

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## *Welcome to Resurrection of Our Lord School*

Dear Parents,

As we begin this school year, it is a pleasure to welcome you and your child to Resurrection of Our Lord School. The faculty and staff join me in expressing our delight in having you and your child as part of the Resurrection of Our Lord School family. The goal of Resurrection of Our Lord School is to provide a Catholic school environment where excellence can be achieved in all that we do. Striving to reach this goal will require the equal cooperative effort of parents, students, teachers, and staff. On behalf of our teachers and staff, I respectfully ask for your cooperation in helping us provide the best educational experience to your child. We encourage you and your child to become involved in the activities and organizations that are offered. Our emphasis is on faith formation and academics, but we believe in the development of the whole individual.

This Parent Student Handbook has been prepared to inform you of the school's policies, procedures, rules and regulations. We ask that you and your child read through it carefully, and become familiar with the content. The rules and regulations of the school have been established for the betterment and safety of all students. You and your child are expected to follow all the policies presented in this handbook. We ask that you encourage your child to obey these rules and respect the authority of the school. Your child's attitude will influence his or her effort and achievement.

Every child is required to have a signed Handbook Acknowledgement Form on file. Please sign the Acknowledgement Form at the back of the book to acknowledge that you read, understand, and agree to abide by the policies as stated in the handbook. Please return it to your child's teacher by the due date.

Again, we are delighted to have you as part of the Resurrection of Our Lord School family. I look forward to working with you to ensure that this year will be one of the best years of your child's educational experience.

Thank you for your support and cooperation.

Sincerely in Christ,

Vickie Helmstetter  
Principal

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## *About Resurrection*

### **Defining Characteristics of Catholic Schools (National Catholic Education Association, NCEA)**

- Centered in the Person of Jesus Christ
- Contributing to the Evangelizing Mission of the Church
- Distinguished by Excellence
- Committed to Educate the Whole Child
- Steeped in a Catholic Worldview
- Sustained by Gospel Witness
- Shaped by Communion and Community
- Accessible to All Students
- Established by the Expressed Authority of the Bishop

### **Philosophy**

Resurrection of Our Lord School follows the teachings of Jesus and the principles of Catholic education. We believe that our school exists for the students' total welfare. Resurrection accepts and develops children as individuals and teaches them to be respectful of each other, parents, other adults, and their environment.

We believe that parents are the primary educators of their children. As Catholic educators, we collaborate to provide guidance to the students in their decision-making process that will reflect Catholic doctrine. We recognize the differences in the children's intellectual, emotional, spiritual, and physical development as we nurture their God given talents, cultivate their desire for knowledge, and prepare them to meet the challenges of their world through lives of faith, service and leadership.

### **Mission**

Resurrection of Our Lord School is dedicated to continuing the education of our students through the seventh grade. As a twenty-first century Catholic school, we pledge to lead our students to a full spiritual and intellectual life in Christ. We believe the children are the future. We must, therefore, provide them with the knowledge to think critically and the skills to pursue their goals in an increasingly complex world.

### **History**

In 1963, Archbishop John Patrick Cody appointed Fr. Francis Boeshans as pastor of Resurrection of Our Lord Parish. Resurrection of Our Lord School was founded by the Marianites in 1964. It opened as a Catholic, Parochial School to educate children of the parish in grades one through four under the direction of Sister Doris Anita Daigle, M.S.C., principal. Grades five through eight were later added. The first four-year-term class graduated in 1969. The first eight-year-term class graduated in 1972. A second building was erected in 1976 and Kindergarten was added. A third building was added in 1988 to accommodate the addition of a Pre-Kindergarten program. The last religious to serve as principal was Sr. Mary Flavia Reed, M.S.C. Since that time the school has been under the direction of a lay principal and a highly qualified lay faculty. A multi-purpose building was added in 2013. The multi-purpose building houses a gym and eight classrooms. The school has an enrollment of approximately 575 students in preschool through seventh grade.

### **Statement of Policy**

Resurrection of Our Lord 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 its school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship programs, loan programs, athletic programs and any other school administered programs. Priority for admissions is given to students of families who are members of Resurrection of Our Lord Parish, actively practicing their Catholic faith, and supporting the Church. Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person at Resurrection shall, on the basis of sex, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.

## School Crest



The star divides the crest into four sections. The first section portrays the cross and the resurrected Jesus, the promise of our salvation, inspiring our growth into Christian individuals in the likeness of Jesus Christ our Lord. The second section portrays a torch, symbolic of enlightenment and hope in our spiritual and academic journey. The third section portrays a book of knowledge symbolizing the spiritual gifts given by the Holy Spirit, which individual Christians need to fulfill the mission of the Church. The winged foot in the fourth section portrays victory over sin and the will to choose and see God in all things. The olive branch, a beacon of hope, peace and forgiveness, the foundation of the crest, ensures that we are working toward eternal life with God in heaven.

## Motto

Faith, Excellence, and Service

## Colors

Red and White

## Mascots

Little Lambs



Rams



## Parent's Role and Responsibilities

Declaration of Christian Education, Vatican Council II

*"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that from their earliest years, children should be taught according to the faith received in Baptism, to have knowledge of God, to worship Him, and to love their neighbor. While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children."*

All parents or legal guardians, regardless of religious affiliation, are expected to adhere to the policies and regulations set forth in the Policy Handbook. Hereafter, legal guardians shall be referred to as parents in the remainder of the handbook. **If a parent or a parent representative violates any policy or procedure, consequences will follow, which may include but may not be limited to, being asked to leave campus or school activities, being banned from campus and school activities, student disciplinary actions (detentions, suspensions, expulsion), or being asked to withdraw your child.** Each student and parent must sign the Handbook Acknowledgement Form at the beginning of each school year as a statement of compliance to all policies, procedures, and consequences. **In signing this form, each party is stating full and clear understanding and acknowledgement of the policy and procedures in place for Resurrection of Our Lord School and agrees to follow said policy.**

It has been proven that a positive relationship exists between meaningful parental involvement and student achievement. Those parents who remain actively involved and supportive of the school have a long-term impact on the academic success, self-esteem, and motivation of their child. Parents are urged to play an active role in their child's education.

### Parental Responsibilities

The parent is the first teacher of his/her child and should develop in the child good manner, behavioral habits and proper attitudes toward school. Therefore, a parent should:

- Provide for your child the basic principles of the Catholic faith and foster your child's faith formation. If Catholic, families should celebrate all the Sacraments including Sunday Mass and Reconciliation.
- Provide for appropriate nutrition, medical care, and shelter. (Local resources are available if parents need assistance in these areas.)
- Teach the child respect for law and authority, the rights of others, and private and public property.
- Arrange for prompt and regular school attendance and comply with state and local attendance laws, rules and procedures. Drive responsibly on or near campus. Refrain from cell phone use in carpool and the office. Use required Dismissal Card during dismissal.
- Arrange for prompt pick up of students on early release days and from after care.
- Ensure that their child has their Conduct Report at school daily.
- Enter into a partnership with the school and recognize that the teacher takes the place of the parent while the child is in school.
- Show an interest in and talk with your child about school learning and activities, show an interest in all records given (graded papers, report cards, etc.) **Check with your child for any written communications on a daily basis.**
- **Keep phone numbers, emergency forms, and student records up to date in the school office.**
- Ensure the child wears the complete school uniform, including sweatshirt and jacket for cold months. Label all student clothing in multiple places. **(School is not responsible for lost items.)**
- Ensure the child follows all school policies, procedures, and regulations, accepts consequences accordingly, and uses electronics and internet responsibly.
- Report known or suspected bullying of students, parents, and/or faculty to administration.
- Work with the school in carrying out recommendations made in the best interest of the child, including counseling, evaluations, and discipline.
- Check in at the office and obtain a visitors pass when visiting the school.
- Read and familiarize yourself with all school policies.
- Please no talking during prayer and announcements when visiting the school office.
- Complete medication form and bring form and medication to the office when necessary. Children may not keep medication on them including but not limited to epipens, inhalers, Tylenol, etc.

## Parent Conduct

Parents are considered an important part of the school community and should be aware that they also shape and form the reputation of the school. Parents are expected to adhere to the following when on or near school campus or when otherwise representing the school (ie. Athletic games, field trips, etc.):

- Parents and/or invited guests are expected to compose themselves in a respectful and dignified manner at all times regardless of circumstance. Parents and/or invited guests must refrain from arguing, being disrespectful to, or using foul or vulgar language in the presence of faculty, staff, or students.
- Parents and/or invited guests may not wear inappropriate clothing on or near school campus or in the presence of faculty, staff, or students. Parents may not wear see-through clothing, pajamas, slippers, robes, low cut shirts, extremely short skirts or shorts, low riding pants, muscle shirts, or excessively tight clothing. All undergarments must be covered appropriately. Clothing may not make reference to drugs, weapons/violence, or vulgarity.
- If a parent and/or invited guest exhibits any type of bullying, disruptive (YELLING, ARGUING, CURSING), threatening, harmful or inappropriate behavior toward others (school personnel, other parents and/or students) a complaint will be filed with local authorities and their child (or children) will be expelled and/or removed from Resurrection of Our Lord School.
- If a parent and/or parent representative refuses to follow school policies or procedures, their child will be expelled and/or removed from Resurrection of Our Lord School.

**Failure to comply with the above policies will result in the parent being removed/banned from campus, the child being expelled from school and/or authorities being called.**

## Parents' Responsibility Regarding Attendance

*The following are excerpts from the Louisiana State Truancy Law*

### **Louisiana State Truancy Law: Title 17, Section 221**

*All children between the ages of 7 and 18 (from the seventh to the eighteenth birthday) must attend a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven, who legally enrolls in school, shall also be subject to the provision of this subpart. Every parent residing within the state of Louisiana must assure the attendance of their children in regularly assigned classes during regular school hours as established by the school board and shall assure that such child is not habitually tardy from school. Whoever violates the provisions shall be fined not more than \$250.00 or imprisoned not more than thirty days or both. The school shall attempt to provide verbal notification or written notification to a child's parent when the child has been absent five days in a semester or ten in a school year.*

### **Louisiana State Truancy Law: Title 17, Section 233**

*A student shall be considered habitually absent or tardy after the fifth unexcused absence or fifth unexcused tardy in a semester. The principal or his designee shall notify the parent in writing on a student's third unexcused absence or tardy and shall hold a conference with such parent. A first offense shall be punishable by a fine of not more than \$50.00 or by serving 25 hours of community service. Subsequent offenses shall be punishable according to Title 17, Section 221.*

***In a nonpublic school a student shall be considered habitually absent or tardy when the student has been absent or tardy for more than five days within any month. The term "tardy" shall include but not be limited to leaving or checking out of school unexcused.***

## Consequences for Excessive Tardies and Absences

**Pre-Kindergarten** Parents of Pre-Kindergarten students will receive a phone call and/or a truancy letter for habitual absences or tardies. If tardies and/absences become excessive, the school will hold a conference with the parents and may report parents to the proper authorities.

### **Grades 1 – 7**

3 Tardies or unexcused absences

*Parents will be contacted by written note, phone call or email by teacher.*

2 Additional Tardies and/or unexcused absences

*A Mandatory Parent Conference may be held with administration.*

More than 5 Tardies and/or unexcused absences

*Authorities will be notified.*

If a parent and/or parent representative fails to meet the necessary obligations to ensure their child attends school regularly and/or arrives to school promptly, a report will be made to the proper authorities. Students missing more than the equivalent of seventeen days of school will repeat the grade. ***Students with more than five unexcused absences in any given month will be reported to the proper authorities.***

**Please see pages 10-11 for more information on specific responsibilities of the parent regarding attendance.**

## Settlement of Financial Accounts

A student's financial account with the school is expected to be paid in full when due. This includes all appropriate fees, tuition payments, cafeteria expenses, and other financial liabilities. Parents are responsible for all fundraising obligations. Either items or cash must be returned for all fundraisers. **Any student whose account falls more than 30 days behind is liable to suspension of services, and if the matter is not satisfactorily resolved, to dismissal. All financial obligations must be paid in full in order for students to participate in End of the Year Programs or Promotional Exercises.** Parents may be required to pay in cash, money order, or certified check at any time. **All payments made in the month of May must be in the form of cash, money order, or certified check. Late fees are \$25.00 after the 15<sup>th</sup> of each month. NSF check fee is \$25.00.**

## Parents' Responsibility for Morning Drop-off and Afternoon Dismissal Procedures

Please see pages 15-21 for more information on specific procedures.

- Parents are responsible for providing transportation of students to and from school.
- Parents must complete the Dismissal Information Form and return to school immediately.
- Parents may use a van service; however, that is strictly a contract/agreement made between the parent and the service company. Van service companies must register with the school through the office. Van service companies must provide the school with proof of insurance, a copy of their LLC, a list of students using their service, and visible signs or markings on their vehicles.
- **The Louisiana Child Passenger Restraint Law dictates that all children four or younger must be in a safety seat and all children 4 to 6 or under 60 lbs. must be in a booster seat while riding in a vehicle.** Our teachers will not be able to put children in cars without safety seats or booster seats according to the guidelines above. Please be sure that all persons who pick up students have the appropriate safety seats in their vehicles.
- **Cell phone use by any driver in carpool lines or in school zoned areas is prohibited by our school as well as Louisiana State Law.** This practice is a major distraction and a safety issue. This law will be strictly enforced for the safety of our students and staff. Students may receive infractions for parents' behavior or use of cell phones during carpool.
- Parents must be cooperative with the school and its employees when dropping off or picking up their children.
- Parents may not drop off or pick up their children at any place other than the designated areas.
- **Parents may not park on campus or on the streets adjacent to campus, Hammond, Perelli, or Rosalia.**
- Parents may not walk across the lane of traffic to drop off or pick up a student, unless they live on Perelli St. In that instance, all caution must be maintained.
- **All walkers grades PK – 7 are dismissed from the back of the office on the Perelli St. side. No child will be released from the walker area unless an adult is there to pick them up. The only exceptions that will be made will be for those students who live in the neighborhood. All exceptions must be approved by the principal.** All parents picking up walkers are required to use an official school Dismissal Card before the child can be dismissed. A new one may be picked up at the front office.
- All cars are required to use an official school Dismissal Card with the child's last name on it. The Dismissal Card should be placed in a visible area of the windshield, preferably hung from the rearview mirror using a pant hanger. If you are picking up multiple families you will need a Dismissal Card for all families. Each family will get two Dismissal Cards. Please call the office if you need more than two. Adults without a Dismissal Card will be sent to the office to pick up the child. Identification will be required. A fee of \$1.00 will be charged for additional cards.
- If a parent and/or parent representative does not pick up their child within 20 minutes of dismissal on early release days or from after care, authorities will be called and a report will be made to Child Protection Services.
- Parents are expected to follow all Drop-off and Dismissal policies and procedures. **If a parent and/or parent representative refuses to follow the drop-off and pick-up procedures more than three times, their child will be expelled and/or removed from Resurrection of Our Lord School.**

## Field Trips

Parents are not allowed to attend a field trip unless they are requested as a chaperone or the teacher is able to open the field trip to all parents. Chaperones are expected to monitor the students that are placed in their care by the teacher. Should the chaperone have an issue or problem he/she should notify the teacher.

## Parents and Visitors

Parents are always welcome at the school to observe and participate in programs and activities. However, having a parent in the classroom during the instructional period can be distracting to their child and other children. It also has the potential to interfere with the safety of all children. Therefore, it is not possible to observe classroom instruction. It is possible to observe students during lunch and/or recess. If a parent wishes to do so, he/she must make arrangements with the school office in advance, be accompanied by a staff member and show proof that they have participated in the Archdiocese of New Orleans Safe Environment Training. (Please do not show up at the school without an appointment and expect that you will be able to observe your child.) In order to safeguard against potential trespassers, all visitors (including parents) must report to the office, sign in, and receive a pass with a specific destination noted (ie. Room #). . Only visitors with legitimate business will be allowed on the school campus. Parents may not escort students to class.

## Communication

**School Messenger is used to communicate important information to parents. Please do not block the following number on your phone: 504-242-6222.**

A student is responsible for taking home all written communications including discipline forms from the school to his/her parents. Parents are expected to check with their child for written school communications on a daily basis. **Parents are also expected to check the school website for grades, updates, news, homework, etc.** The website can be accessed at [www.resurrectionrams.org](http://www.resurrectionrams.org).

## Student Information Card

Student information cards are very important and are used frequently by office personnel and teachers. Please be sure to maintain current information and notify the office of any changes that may occur during the year. Emergency contact information must be kept current. Emergency telephone numbers are called when parents cannot be reached. Therefore, parents must list at least two people who can be reached in their absence. These cards are to be filled in neatly and completely, and returned to school immediately. In the case of an emergency or in the event that a child is not picked up from school or a school sponsored event, every attempt will be made to contact the parent or other emergency contacts listed on the emergency form. However, if contact cannot be made, the school will have no recourse but to contact local authorities. Students will not be released to anyone who is **not** on your child's emergency card.

## School Calendar

Parents will receive a school calendar at the beginning of the school year. Parents are notified of revisions to the calendar throughout the year. Parents should check the school website for updates.

## School Announcements

Parents will receive school newsletters occasionally throughout the year. Teachers will also send written notices from time to time. Parents may also receive announcements via phone calls or email. Parents are encouraged to provide up-to-date phone numbers and email addresses to the school for communication purposes. The parent's primary number will be entered into the School Messenger data base system in order to send phone messages and announcements. Parents are expected to check the school website regularly.

## Messages and Telephone Use by Students

Messages are only delivered from parents to students in emergency situations. Gifts or flowers will not be received on the school premises for any student. Students are not allowed visitors during the school day. **Students may never use cell phones on school grounds without the permission and direct supervision of a teacher or administrator.** Please see the section on discipline for further clarification. Students will be allowed to use the office telephone only in cases of emergency. Emergencies do not include bringing lunch money, reports, signed papers, textbooks, PE clothes, sports uniforms, getting permission to ride the bus, getting permission to go to a friend's house, etc.

## Parent/Teacher Communication

Parents and teachers can make an outstanding contribution to a child's educational experiences when working together. Since both home and school are interested in the welfare of the child, cooperation between the two is of vital importance.

Parents will be kept informed of their child's progress through report cards, progress reports, phone calls, written correspondence, email, the website, Parent/Teacher conferences, student's homework and graded papers. In the event a

parent should have a concern, question, or problem, the parent should contact the teacher by phone, written note, or email. Please allow 24 hours for a response. When sending a written note to a teacher, a parent should place the note inside an envelope addressed to the teacher to ensure confidentiality.

The goal of all conflict resolution is a solution in which everyone, especially the student, “wins” and even stronger home-school ties result. Speaking to the teacher first allows the parent to gain more information from a professional perspective. Parents should refrain from criticizing a teacher in the presence of his/her child as this undermines the teacher’s authority. If the problem cannot be resolved between the parent and teacher, the parent should contact the administration.

A parent should not call a teacher at home for any reason. All appointments with teachers and administration must be made through the school office.

### **Appointments/Walk-Ins**

The administration and faculty are very happy to meet with parents, but parents must make an appointment with the office so that we may give you the time and attention that you deserve. Walk-in appointments will not be accepted unless it is determined to be a true emergency that requires immediate assistance. To schedule an appointment you may call the school office at 243-2257.

## *Educational Accommodations and Support Services*

### **Special Education**

Resurrection of Our Lord School does not provide special education services or facilities. We are only required to make minor adjustments in our program to attempt to accommodate whatever individual needs your child may have and that the nature and extent of such minor adjustments is within the sole discretion of the principal. The school does provide speech therapy during the school day through Orleans Parish for those students who qualify.

### **Individual Needs Committee (INC)**

This committee consists of teachers and administration. It helps to identify and meet the individual needs of students that may have social, emotional, behavioral, or academic difficulties. Students may be referred to the Individual Needs Committee by a parent, teacher, or the administration. The committee meets with the child’s teachers and parents to gather information and make recommendations for student improvement. Occasionally students will be referred to outside professionals. If a student has a serious disability, he or she may be asked to find another program.

### **Free and Reduced Lunch**

The school has met all the criteria needed to participate in the Community Eligibility Provision Program, therefore; all students will receive free breakfast and lunch for the year. Parents are not required to complete an application. ***However, should the state stop funding the program, parents will be responsible for paying for or providing lunch.***

### **Title I Resources**

Title I services are provided by Catapult Learning to those students who qualify, as follows:

#### **Academic Assistance**

Catapult Learning provides academic assistance through the use of Catapult teachers and a prescribed program. Students that participate will attend during their auxiliary classes.

#### **School Counseling**

These services are designed to enhance a student’s school performance. Students may be referred by teachers and administration. Parental permission is required. Students will be referred to outside professionals if they need long-term counseling.

If you or your child have been referred to any of the above school resources, it is strongly recommended that you work with the school, and participate in the program for the benefit of your child. **Students on probation are required to participate in all programs for which they qualify.** These services are provided to ultimately assist you and your child to be successful in school.

## *Attendance*

### **School Day**

The school day begins at 7:55 a.m. and ends at 3:00 p.m. The tardy bell will ring at 7:55 a.m. Gates will be closed and locked at 7:55 a.m. Upon arriving on campus, students are to report directly to the designated area (before care, cafeteria, or homeroom). No student is permitted to leave the school grounds once he/she has arrived in the morning unless they have been properly checked out through the office.

A student is considered in attendance for a whole day when he/she is physically present at school or is participating in an authorized school activity for more than 50 percent (51 percent – 100 percent) of the day. A student is considered tardy when he or she checks in between 7:55 a.m. to 11:28 a.m. A student is considered to be in attendance for one-half day when he/she is physically present at school or is participating in authorized school activity for more than 25 percent but not more than half (26 percent - 50 percent) of the day. A student is considered in attendance for one-half day when he/she arrives at 11:29 a.m. and remains at school until 3:00 p.m. A student is considered in attendance for one-half day when he/she is present at 7:55 a.m. and is checked out at 11:31 a.m. Half day absences are added to whole day absences to get a total number of absences. **If a student misses the equivalent of seventeen days, he/she will be required to repeat the grade.**

**For award purposes (Perfect Attendance)**, a student has perfect attendance if he/she has been present at school every day the school is in session from 7:55 a.m. to 3:00 p.m. with no absences, tardies, or early releases, excused or otherwise. If a student is participating in an authorized school activity they shall be considered in attendance.

It is imperative that students are present to take Standardized Tests. Student scores directly affect the total School score, which is a requirement of the state. Failure to meet state requirements could result in the school's ability to accept students on state scholarship. Therefore, a valid, original doctor's certificate is required of all students who are absent during testing.

### **Tardiness**

All students must arrive to school no later than 7:55 a.m. when the tardy bell rings. Gates will be closed at 7:55. A student not physically present in their homeroom class is considered tardy and must report to the office for a tardy slip. A student will not be permitted to enter the classroom without a tardy slip. Younger students will be escorted to their class by school staff. If a student is tardy, a parent or guardian must give the excuse verbally or in writing. Parents must park their car, walk the child into the office, and sign the student in the tardy log in order for the student to be considered in attendance. It is also proper and respectful not to enter the office during Morning Prayer and announcements. Therefore, we ask that you wait with your child outside the front doors once Morning Prayers have begun. Excessive tardies and the time that the child misses class may be converted to the equivalent of day(s) absent.

### **Absences**

When possible, doctor's appointments should be planned outside of the school day. Students should not be absent during standardized testing. All absences during standardized testing require a valid, original doctor's certificate stating the reason for the absence. When a student is absent, parents are expected to call the school office before 9:00 a.m. to give notice of the student's absence. If a student is absent three or more consecutive days OR is recovered from a communicable disease, a valid, **original doctor's certificate** stating the reason for the student's absence and the date upon which the child can return to school must be presented upon returning to school. If a student is absent because of a contagious disease, he/she must present a valid, original doctor's certificate stating the he/she is free of the disease and date upon which the child can return to school. Absences are classified as excused or unexcused. Excused absences and tardies include student's doctor's excuses, immediate death in the family accompanied by a death notice or certificate, and mandatory court appearances. Excused absences are counted against perfect attendance.

A student who is absent due to illness for one day will be allowed one additional day to make up missed work. A student who is absent due to illness for two days will have two days to make up missed work. If a student is absent due to illness three or more days, the parent must contact the teacher to arrange a schedule for missed work. Students are responsible for assignments missed when absent. Parents may request books and assignments by 9:00 a.m. Books and assignments will be sent to the office by 2:30 p.m. for pick-up.

Students should not be taken out of school for trips, vacations, etc. If parents make the choice to do so, they are totally responsible for getting the assignments for the work the child/children will miss. Teachers are not expected to provide that information prior to an extended absence unless the absence is due to medical reasons and is accompanied with a doctor's certificate.

**Students who are not in attendance a minimum of 52800 minutes (the equivalent of 160 days of 330 minutes each) per school year will be required to repeat the grade and the appropriate authorities will be notified.** If a child must repeat for excessive absences, the student may not enroll the following year at Resurrection of Our Lord unless valid, original doctor's certificates are presented to the school and the principal authorizes the child to enroll.

### **Early Releases (Checking Out Early)**

If a student must be excused from school before regular dismissal the parent must check out the student through the front office. A student will only be released to their parent or people listed on the child's emergency form with proper identification. **Students are not permitted to be checked out through the office between 2:30 p.m. and 3:00 p.m. or 30 minutes before dismissal on early dismissal days.** Please make all appointments accordingly. Excessive early check-outs and the time that the child misses class may be converted to the equivalent of day(s) absent.

### **Care Program Services**

In order to assist working parents, we provide supervised care for students both before and after school for a fee in addition to tuition. Students who regularly arrive before 7:40 a.m. or get picked up after 3:15 p.m. should be enrolled in the Care Program. An enrollment fee of \$25.00 is required to join the Care Program. Students in preschool should not exceed ten total hours of school and care per day. For information regarding the cost of the care program please call the school office.

#### **Morning Care**

Students arriving before 7:40 a.m. will be sent to Morning Care. Morning Care begins at 7:00 a.m. and ends at 7:40 a.m. Parents are to drop off their children in front of the cafeteria and/or supervise/walk them into the cafeteria between 7:00 a.m. and 7:30 a.m. **Children may not be left outside unsupervised in front of the cafeteria or any other building on campus at this time.** Breakfast begins at 7:20 a.m. and ends at 7:50. All students dropped off between 7:20 and 7:39 must go into the cafeteria and get breakfast. If a child goes into the cafeteria but does not eat breakfast, the parents will be charged for Morning Care.

#### **After Care**

After Care begins at 3:15 p.m. and ends at 5:00 p.m. Parents are responsible for paying all fees for use of this service. If students are not picked up by 5:00 p.m. parents will be charged an additional late fee of \$5.00 for every five minutes late per child. If payments are not received in a timely manner, services will be stopped.

#### **Emergency Care**

In the event that a parent has an emergency, we do offer Emergency Care for a fee. If your child goes to the Emergency Care Program more than three times, then you must register them for the Care Program and pay the \$25.00 enrollment fee in addition to the regular fees.

Emergency Care Fees are as follows:

1<sup>st</sup> time \$6.00/day/child

2<sup>nd</sup> time \$12.00/day/child

3<sup>rd</sup> time \$18.00/day/child

**Please be sure to keep your child's emergency form updated at all times with correct phone numbers. Students will not be released to people not listed on the emergency form.** If parents fail to pick up their child by 5:00 p.m. every attempt will be made to contact the parent or other emergency contacts listed on the emergency form. However, if contact cannot be made, the school will have no recourse but to contact local authorities. **Failure to meet financial obligations or follow the rules and procedures of the Care Program will result in the removal from the program,**

## *Health and Safety*

We believe the health, safety, and welfare of all our students and employees is a top priority; therefore Resurrection of Our Lord School meets and maintains all state, local, and archdiocese health and safety regulations and codes. Please be sure to adhere to the following policies and procedures at all times in order to ensure a safe and secure school.

### **Student Health**

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, and medical and dental care. Although a physical exam is not required for each child before entering school each year, it is strongly recommended.

### **Immunizations**

Louisiana state regulations demand that your child's immunizations be kept up to date as a prerequisite for school enrollment. Students are expected to remain current with all immunizations. Immunization information is maintained through a central registry called Louisiana Immunization Network for Kids Statewide (LINKS). You may be requested to have your child's immunizations updated from time to time in order to remain compliant.

### **Hearing and Vision Screening**

Preschool students will be screened for both hearing and vision deficits on an annual basis at school. Occasionally we may offer dental screenings. Permission slips will be sent home to all parents. Parents will be notified and/or referred to a doctor if a child does not pass a screening.

### **Illness**

Students with fever (100 degrees Fahrenheit oral), diarrhea (two or more loose stools, or over and above what is normal for the child), vomiting, rash, extreme irritability, excessive sleepiness, or otherwise unwell, will be supervised in isolation until a parent is notified and he/she has been checked out of school. In the event that a parent cannot be reached, the person whose name appears on the emergency form will be called. Please keep the emergency form updated at all times. All reasonable attempts to make the child comfortable will be made until they are checked out of school.

**Students must be free of fever (without the aid of fever reducing medication), diarrhea and/or vomiting for 24 hours before returning to school. If a student has a contagious/communicable disease, he/she must have a valid, original doctor's certificate stating that he/she is no longer contagious and may return to school. If a student has any type of rash or skin lesion, he/she will be sent home immediately and a valid, original doctor's certificate stating he/she is no longer contagious will be required to return to school. If a child has been diagnosed with ringworm, he/she may not return to school until it has been treated for at least 48 hours and/or the lesion has begun to heal. A valid, original doctor's certificate is required to return to school.** If a child is unable to participate in physical education class or recess, a doctor's certificate must be presented to school. Parents should notify the school office if a child is diagnosed with a contagious/communicable disease so we can alert staff and ensure proper sanitation in the classroom.

### **Medication**

**Students may not carry medication with them on campus. Inhalers, epipens, etc. must be brought to the office with proper paperwork.** Authorized school personnel will only administer medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist during school hours. "Over the counter" medication (ie. Acetaminophen, ointments, cold tablets, cough syrup, cough drops, etc.) will not be given unless prescribed by a licensed doctor and labeled by a licensed pharmacist with the proper directions. Lip balms, chapsticks and/or lip conditioners are not allowed at school unless they are accompanied by a prescription. By state law, we cannot keep on hand or administer any medication without written permission. If a student must take prescribed medicine during school hours, parents must complete the medication form. Please send all medication to the office in its original labeled bottle immediately upon arrival. It is the child's responsibility at the end of the day to pick up the empty medication containers and/or medicine that needs to be taken home.

### **Head Lice**

Any case of head lice must be reported to the school office immediately. Upon receiving a report, a notice with instructions for treating head lice will be sent home to all students in that grade level. A student with head lice may not return to school until the

hair has been treated and nit-free. Proof of treatment, such as a box or receipt must be sent to the office upon returning to school. It is imperative that the second treatment is given to kill all nits and to prevent head lice from returning.

### Allergies

If your child has a known food, insect, or other allergy the school must be notified in writing from a doctor immediately. All reasonable precautions will be made to maintain safety for your child and others. Epipens, inhalers, and/or breathing treatments must be sent to school with the prescription label and appropriate instructions. Parents must complete the official Food Services form for all food allergies.

### Injuries

It is imperative that students report all accidents that occur on campus during school hours to the teacher on duty. This procedure must be followed and is necessary in filing insurance claims. Reasonable first aid care will be given for all minor and major injuries or accidents. All serious injuries or accidents and all head injuries will be reported to parents immediately. In the event of accidents, the parents will be notified or the proper emergency numbers called, if the parents cannot be reached.

### Insurance

In order to provide coverage for all students who may be injured during school hours and at certain school sponsored events, the Archdiocese Insurance Commission has secured Medical Cost Reimbursement for all schools and this insurance is mandatory. This coverage includes all students and the cost is included in your registration fee. The policy goes into effect after you have filed your personal insurance claim.

### Child Abuse and Neglect Policy

All who serve within the Archdiocese of New Orleans must comply with all federal, state, and local laws regarding incidents of actual or suspected abuse or neglect of minors. All school employees are mandated reporters and must make reports in good faith.

The Archdiocese of New Orleans provides Safe Environment training for children, clergy, religious, and laity (volunteers and employees) in the prevention of and recognition of child abuse. Children and youth of the archdiocese are taught their identity, created in the image of God. Training teaches personal safety skills, recognition of possible abusive relationships, and the importance of identifying trusted adults in their lives.

### Emergency Procedure Guide

The school maintains and updates an emergency procedure guide annually. It includes instructions on how to respond to any emergency, such as but not limited to, weather hazards, fire, intrusions, assaults, injury, death, weapons, evacuations, and lockdowns. Students are given specific instructions at the beginning of every year for weather hazards, fire evacuations, and lockdowns. Fire drills are conducted once per month. Tornado drills are conducted at least three times per year. Lockdown drills are conducted twice per year. Drills are taken seriously and appropriate disciplinary action will be taken with any student who does not follow the proper procedures.

### Anti-Bullying Policy

The Archdiocese of New Orleans has adopted an Anti-Bullying Policy which defines bullying behavior as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Examples of bullying, as defined above, may include, **but are not limited to:**

<b><u>Verbal (overt)</u></b>	<b><u>Physical (overt)</u></b>	<b><u>Social/Emotional (covert)</u></b>
Name-calling/Put downs	Hitting	Relational Aggression
Insults	Kicking	Manipulating Friendships
Racial Comments	Spitting	Gossip
Harassment	Pushing	Exclusion
Sexist Comments	Inappropriate Gestures	Intimidation
Teasing/Taunting	Tripping	Written Notes
Threatening/Extortion	Stealing	Electronic Misuse/Text Messages (Cyberbullying)

A student bullying another student will not be tolerated. Such actions will result in suspensions or expulsions. In addition, retaliation in response to bullying will not be tolerated, and any such retaliation will be dealt with accordingly.

### **Search and Seizure**

Attendance at Resurrection of Our Lord School implies parental consent for reasonable search by administrators and other school personnel (designated by administrators) of students' persons, belongings, lockers, desks, and other related areas for materials or substances that may be illegal, immoral, or improper, and for subsequent seizure(s) of same, if appropriate. Searches may also be conducted to check for compliance with school policies (cell phones, etc.).

### **Firearms, Drugs, and Alcohol**

Louisiana law strictly forbids weapons of any kind on school property. Use, sale, or possession of drugs or alcohol is strictly forbidden. If a law is violated, the juvenile or local authorities will be contacted immediately. Involvement or knowledge of such behavior will result in expulsion from school.

### **Asbestos Management Plan**

An Asbestos Management Plan is filed in the school office and is available to parents upon request. A copy of the plan may be requested at the cost of \$25.00.

### **School Closures/Emergencies**

The Archdiocese of New Orleans dictates school closures. Please listen to the local television stations for school closings. Every attempt will be made to contact parents through School Messenger when the school must close. You can also find information on the Archdiocese of New Orleans website.

### **Cafeteria**

The school has met all the criteria needed to participate in the Community Eligibility Provision Program, therefore; all students will receive free breakfast and lunch for the year. Parents are not required to complete an application provided that the program will continue to be fully funded. However, Parents are expected to complete any surveys sent home because they program uses this data to qualify our school.

The school cafeteria is maintained as a vital part of the health program of the school. The cafeteria is operated by Food Services of the Archdiocese of New Orleans. All students are required to eat lunch daily. Students may bring a lunch from home or eat a lunch provided by the cafeteria. Food Services will inform parents and students of meal costs at the beginning of the year. Students are encouraged to eat the good, well-balanced hot meals served daily.

Students may not do the following:

- Students may not bring soft drinks or candy with lunch.
- Students may not have fast food from outside vendors (Burger King, McDonald's, etc.).
- Students may not call home for forgotten lunches. If forgotten, they must order a lunch from the cafeteria.
- Students may not microwave food at school

### **Breakfast**

Breakfast begins at 7:20 and ends at 7:50. All students dropped off between 7:20 and 7:39 must go into the cafeteria and eat breakfast. If students are dropped off at 7:20 and do not eat breakfast, the parents will be charged for morning care.

### **Snacks**

Students may be asked to bring in snacks for the entire class or may be asked to send in money for snacks in the lower grades. We encourage healthy snacks and drinks. Please refrain from sending in items made with peanut butter. Please notify the teachers if the item is made with the same machine as a snack with peanuts. The package will have an alert on it. Notify teachers if your child is allergic to any food or gluten.

## *Transportation*

Please review these procedures with your child as **students may receive infractions/consequences for students and/or parents not following these procedures daily**. It is imperative that all parents be cooperative with the school, its employees and neighbors when dropping off or picking up their children. These policies are designed for the safety of all children and adults.

### **Morning Drop-off Procedures**

Parents may not drop off their children at any place other than the designated areas. Students are not permitted to cross the street or lane of traffic when exiting a car. Parents/students may not walk across the lane of traffic in the parking lot, when walking to school, unless they live on Perelli St. In that instance, all caution must be maintained.

Morning Care begins at 7:00 a.m. in the cafeteria. There is an additional fee for this service. See Care Program for more information. Any student that is dropped off between 7:00 a.m. and 7:19 a.m. must go into the cafeteria and will be charged for Morning Care.

Breakfast begins at 7:20 a.m. If a student arrives between 7:20 and 7:40 they must eat breakfast. **If they choose not to eat breakfast, they will be charged a Morning Care Fee.** Students may arrive as early as 7:00 for Morning Care but not for breakfast. **Students arriving between 7:20 a.m. and 7:40 a.m. should be dropped off on the left side of the parking lot in front of the cafeteria. Students arriving between 7:20 a.m. and 7:40 a.m. must go into the cafeteria and eat breakfast. The cafeteria doors will be closed at 7:40 a.m.**

**Students arriving to school for breakfast between 7:40 a.m. and 7:50 a.m. should be dropped off on the right side of the parking lot in front of the cafeteria and enter through the gate. They may still get breakfast until 7:50 by entering the cafeteria from the side of the building inside the gate. Students in grades PK and 3<sup>rd</sup> – 7<sup>th</sup> that are dropped off in front of the cafeteria between 7:40 a.m. and 7:50 a.m. must enter the cafeteria and eat breakfast.**

Drop off in carpool begins at 7:40 and ends at 7:55 a.m. Gates and doors will be locked at 7:55 a.m.

Students arriving after 7:55 are considered late for school. **Parents must park, walk their child to the front office and sign them in as tardy.** It is also proper and respectful not to enter the office during Morning Prayer and announcements. Therefore, we ask that you wait with your child outside the front doors once Morning Prayers have begun. Students may not get out of their cars until they are near an adult on duty. Please arrive early enough to prevent your child from getting out of their car and running down the sidewalk unattended. Safety is a priority!

**Parents dropping off students who are not eating breakfast** should follow these guidelines on all days that school is in session including rainy days:

- Students in grades PK3 & PK4 should be dropped off inside of the gates directly in front of the PK 4 Building (on Perelli St.). Faculty and staff will escort students to their designated area.
- Students in grades 5th through 7th should be dropped off inside of the gates directly in front of the gym (on Perelli St.).
- Students in grades 3rd through 4th should be dropped off inside of the gates directly in front of Bldg. B (on Perelli St.).
- Students in grades Kindergarten through 2nd should be dropped off in front of the cafeteria. Parents should enter the parking lot from Hammond St.

All family members are dropped off in the location of the youngest child.

**(See attached maps)**

**Parents may not park on any street that is adjacent to the school campus. Inconsiderate, inappropriate, or un-Christian behavior to our neighbors is not acceptable. Please refrain from blocking driveways, mailboxes, or parking in inappropriate areas.** Students are not permitted to cross the street or lane of traffic to board a car. Parents may not walk across the lane of traffic to pick up a student, unless they live on Perelli St. In that instance, all caution must be maintained.

### **Dismissal Cards**

All adults are required to use an official school **Dismissal Card** with the child's last name on it. Each family will receive two official Car Dismissal Cards. Please notify the office if you need additional cards. In cars, the card should be placed in a visible area of the windshield, preferably hung from the rearview mirror using a pant hanger. Walkers must request an official Walker Dismissal Card. Cars or adults picking up walkers without the official school Dismissal Card visible will be sent to the office. Official identification will be verified in order to pick up students without the card. A \$1.00 fee will be charged for additional Dismissal Cards.

### **Carpool Dismissal Procedures**

Dismissal begins at 3:00 p.m. and lasts until 3:15 p.m. All family members are picked up in the location of the youngest child. Older students go to the youngest sibling's location for pick up. If the oldest child does not report to the designated area, then you will have to make multiple stops to pick up the children.

Parents picking up students should follow these guidelines on all days school is in session including rainy days:

- Students in grades PK4 should be picked up inside of the gates in front of the PK Building (on Perelli St.). Students will be kept under shelter during rainy day dismissal and escorted to cars with umbrellas.
- Students in grades 5<sup>th</sup> through 7<sup>th</sup> should be picked up inside of the gates in front of the gym (on Perelli St.).
- Students in grades 3<sup>rd</sup> through 4<sup>th</sup> should be picked up inside of the gates in front of Building B (on Perelli St.).
- Students in grades Kindergarten should be picked up in front of the cafeteria. Students will be sheltered inside of the cafeteria on rainy days; therefore, it may take a few minutes for students to get to the carpool area.
- Students in grades 1<sup>st</sup> through 2<sup>nd</sup> should be picked up in the main parking lot (from Hammond St.) near the parish office. **Students in 1<sup>st</sup> and 2<sup>nd</sup> will be sheltered inside of the cafeteria on rainy days;** therefore, it may take a few minutes for students to get to the carpool area.

***Students who are not picked up by 3:15 will be sent to After Care and the regular After Care fees will be charged.***

### **Rainy Days**

Rainy days can cause stress levels to increase for both children and adults. It is imperative that parents cooperate with the school and follow all procedures during a rainy day. Parents are asked to be patient, since it will sometimes take a few moments for students to get to the carpool area. Please keep in mind carpool usually takes about twenty to twenty-five minutes on rainy days. Please adjust your schedules accordingly.

### **Walkers**

**All walkers should live within walking distance of school. If you want your child to walk home without adult supervision you must get special permission from the principal. On severe weather days they will be held in the office.** If a child does not live within walking distance, the parent may choose to list their child as a walker. **However, all students who do not live within walking distance of the school will not be released unless there is a parent picking them up from Building A. All adults picking up students from the walker area must have an official Dismissal Card. Adults without a Dismissal Card will be sent to the office.** Official identification will be verified based on the student's most current emergency sheet on file in the front office. If an adult is not on the emergency sheet they will not be allowed to take the child.

### **Van Riders**

Van riders are dismissed from Building B. Parents enter into a contract with the van service not the school. **(See attached maps)**



## Student Dress Code

All students are expected to wear the complete school uniform from the first day of school until the last day of the school year, unless a directive from the school office states otherwise. Further, students are required to adhere to the uniform code for as long as they remain on campus after the regular school day has ended. Students in the scout program may wear their complete uniform on their meeting day.

There will be periodic school-wide checks of students' compliance to our dress code policies (uniform, hair, jewelry, etc.). Students may receive infractions/consequences for non-compliance.

Uniforms must be purchased from School Time Schiro's Uniforms or Schumacher's Shoes & Uniforms. **Boys' uniform pants must have the "R" logo on the back.** School uniform shoes may be purchased at School Time Schiro's Uniforms, Schumacher's Shoes & Uniforms or Poinsetti's Shoes.

### Uniforms

Uniforms are not to be oversized or undersized. Uniforms are to fit the child (e.g., skirts and pants are to be worn at the waistline, shirt/blouse are to fit the shoulder and be long enough to be completely tucked in at the waistband). Skirt length should be no longer than 2" below the knee and no shorter than the top of the knee cap. PE shorts worn under the uniform should not be seen below the skirt hem. Keep in mind the rapid growth of children and that replacement or adjustments may be required throughout the year. Only sweatshirts, fleece, or jackets with Resurrection's shield are acceptable. All students wearing short or long pants are required to wear a **solid black belt**. PK students who wear pants with an elastic waist do not have to wear a belt. Uniforms must be clean and in good condition. Tears, holes, or fringed edges are not permitted. Holes in shoes are not permitted. **The school is not responsible for lost uniform items. Be sure to label all uniforms including shoes.**

### Girls

PreK3	Red and White Smock with bloomers. Red Cardigan sweater. (Available at Schumacher's Uniforms)
PreK4	Resurrection's plaid knee length shorts, or plaid long pants and white pique knit polo shirts with red monogrammed school logo ( <b>long</b> or short sleeve). <b>Criss-cross tie required daily.</b>
Kindergarten – 3 <sup>rd</sup>	Resurrection's plaid knee length shorts, skirts, or plaid long pants and a white pique knit polo shirts with red monogrammed school logo ( <b>long</b> or short sleeve). <b>Criss-cross tie required daily.</b>
4 <sup>th</sup> – 7 <sup>th</sup>	Resurrection's plaid knee length skirts (no shorts) or plaid long pants and white pique knit polo shirts with red monogrammed school logo ( <b>long</b> or short sleeve). <b>Criss-cross tie required daily.</b>

### Boys

PreK3 - 3 <sup>rd</sup>	Gray* long pants (no cell phone/cargo pockets on pants) or shorts and red pique knit polo shirt with white monogrammed school logo ( <b>long</b> or short sleeve).
4 <sup>th</sup> – 7 <sup>th</sup>	Gray* long pants (no shorts, no cell phone/cargo pockets on pants) and red pique knit polo shirt with white monogrammed school logo ( <b>long</b> or short sleeve).

\* In order to ensure that you get the correct gray pants, please make sure that you purchase them from official uniform vendors and the pants have the "R" logo on the back.

## Shoes

PK3, PK4, and Kindergarten students (boys and girls) must wear a **solid black, leather, athletic shoe with Velcro only. NO CANVAS. NO MESH.** No white or colored stripes, logos, shapes, etc. High tops and quarter tops are not permitted.

1<sup>st</sup> – 7<sup>th</sup> grade students (boys and girls) must wear a **solid black, leather, athletic shoe** with lace ties (a minimum of four pairs of eyelets). **NO CANVAS. NO MESH.** No white or colored stripes, logos, shapes, etc. High tops and quarter tops are not permitted.

The following shoe brands are recommended as part of the uniform code:

PreK and Kindergarten students (both boys and girls)

K - Swiss	Little Kids Classic, black, velcro
New Balance	Hook and Loop 680v3 (no mesh)
Stride Rite	Made2play jude, black, velcro
	Cooper 2, black, hook and loop
	Merrell Burnt rock sneaker, black, Velcro
Adidas	Super Star Shoes, black, velcro

1<sup>st</sup> - 7<sup>th</sup> grade (both boys and girls)

K – Swiss	Big Kids Classic Pro, black, lace
Stride Rite	Merrell Burnt rock sneaker, black, lace
Nike	Black Air Force 1, lace
Adidas	Advantage Clean Shoes, black, lace

## Socks

**Girls are required to wear white crew socks or the official ROOL ankle sock with the ROOL logo. Boys are required to wear white or black crew socks or the official ROOL ankle sock with the ROOL logo.** Plain ankle socks, footies, lace, ruffles, etc. are not allowed.

## Cool Weather Dress

During cool weather, students are to wear the Resurrection of Our Lord School sweatshirt, fleece or red jacket. No other sweatshirt, fleece, windbreaker, or color sweatshirt is acceptable. **Jackets are to be removed upon entering Church.**

## Extremely Cold Weather Dress

On extremely cold days, all students are allowed to wear a long sleeve white shirt under their uniform. Girls are allowed to wear black or white footed tights under their uniform. Students may only wear the official sweatshirt, fleece, and uniform jacket. On extremely cold days the students do not go outside for recess. Four layers of clothing should keep the children warm even on the coldest days. Students may also wear knit hats, gloves and scarves, but must remove them once inside. The school is not responsible for lost items.

## PE Dress Code

Students must wear the designated Resurrection of Our Lord School PE shorts and PE shirt on dress out days as instructed by the teacher. On cold days students are allowed to wear Resurrection of Our Lord School sweatpants during PE. Only students in PreK and Kindergarten are permitted to wear their PE uniform to school on their PE days. All other students are to come to school with their PE uniform underneath their regular uniform. At the start of the PE classes, students will simply remove their daily uniform. Students are NOT permitted to change into PE uniforms that are not worn to school.

## Special Dress Events

***Dress Down Day*** occurs only on scheduled days for special occasions. **A student may only wear jeans (no holes, rips, etc.), or sweat pants and a school appropriate shirt. Only tennis shoes, soft boots with a flat sole, and any type of school appropriate socks. Jeans or sweat pants may not be excessively tight or form fitting. Occasionally, there will be other designated days in which students will be allowed to wear specific shirts, such as Saints Dress Day or Holiday Dress Days. PK students are strongly encouraged to wear Velcro shoes.**

**Dress Up Day** occurs when announced for special picture days. On special picture days or dress up days, students may wear dress-up or Sunday church clothes. Socks, stockings, or tights must be worn by the girls; socks by the boys.

**Students may NOT wear the following on any type of special dress day:**

Shorts	<b>Skinny jeans</b>	<b>Jeggings/Leggings</b>	Clothing with drugs/weapons/violence
Hip huggers	Midriff shirts	Sleeveless tops	Slide on shoes
Any type of heels	Sandals	Cowboy or High Heel Boots	
Flip flops	Lighted shoes	Musical shoes	Purses/Backpacks
Make-up	Artificial nails	Finger nail polish	

*Pants may not be worn below the waist. Clothing may not make reference to drugs, weapons/violence, or vulgarity. Clothes may not be see-through or excessively tight. Shoes must have a back.* A student may NOT tie, cut, or alter a uniform or ROOL t-shirt, wear excessively tight or over-sized pants of any style, multiple or inappropriate earrings and jewelry, hats unless part of a designated costume (for example, Mardi Gras), Information will be provided for these events before the date. It may be a pay activity for a specific cause. Parents will be informed in writing of any exceptions to the dress code prior to the special event. Only school jackets or sweatshirts can be worn on Dress Down Day/Dress Up Day. **The administration will make the final decision regarding appropriate dress.**

### Personal Appearance

Students must be neatly dressed in the complete school uniform at all times including ties, belts, white crew socks, and black athletic shoes. The student's appearance reflects on his/her self-dignity. With all students proudly wearing our ROOL uniform, it reinforces our oneness and positively distinguishes our students from others. In case of doubt concerning the dress code or grooming regulations, students will be referred to administration for final determination of compliance. In general, clothing and personal grooming should be such as to reflect a serious-minded Christian student.

#### Boys' Hair

- Boys' hair may not be distracting or disruptive, must be moderate in length in front, back, top and sides. **A low fade is acceptable but a high top fade is not or any haircut with excessive contrast in length. Hair should be even in length or may be tapered using a #1 blade without excessive contrast in length.** It should be cut above the collar, ears, and eyebrows. It cannot extend below the top collar of the school shirt, be below the eyebrows, be past the top of the ears and may not be longer than one inch from the scalp. **Hair should not have excessive volume, be excessively bushy, have dreadlocks, styled in a ponytail, or braided.** Students may not wear lines, letters, other geometric shapes or designs, mohawks, or have sides and backs of head closely shaven. Beards, mustaches, fine lines or extended sideburns or eyebrows are not allowed. **eyebrows may not have lines, or shapes shaved into them.** Hair coloring or highlighting is not permitted.

#### Girls' Hair

- Girls' hair may not be distracting or disruptive, have excessive volume, or be excessively thick or bushy. Girls are not allowed to have excessive ponytails/bows. All girls' hair may not be longer than the girl's natural waist. Hair extensions, if worn may not be longer than the girl's natural waist when not in a ponytail or bun. Hair extensions may not be multi-colored nor be made of yarn. Individual strands may not be larger than half inch in diameter. Hair extensions may not have ribbon, clips, or beads woven into the extensions. Girls are allowed to wear headbands of school colors (only school plaid, red, white, grey, or black). Headbands may not be wider than one inch. Girls may not wear beads or hair accessories braided into hair. Hair coloring or highlighting is not permitted.*

#### Jewelry

- Students may wear one (small) gold or silver necklace. Only a Christian medal or crucifix may be worn on the necklace. Students may also wear a scapular. Boys may not wear earrings. Girls may wear a small post earring in the lowest hole in the lobe of the ear. Simple function watches are allowed. Watches that beep are not allowed. No

bracelets or bands are permitted. All other jewelry will be sent to the office for parent pick up. The school is not responsible for lost, stolen, broken, or misplaced jewelry.

#### Miscellaneous

- Make-up, tattoos, false nails, nail extensions, overlays, or nail polish are not allowed. Lipstick, tinted lip balm and lip gloss are not permitted. **Purses are not allowed.** Girls in grades third through seventh may bring a small strapless pouch for personal hygiene products. The pouch should be kept in the student's ROOL pencil pouch, which travels with the student throughout the day. Feminine hygiene products are also kept in the front office for emergencies.

## *Academics*

Catholic Schools in collaboration with parents and guardians as the primary educators, seek to educate the whole child by providing an excellent education rooted in Gospel values. Since the founding of the first Catholic school, the United States Catholic Bishops speaking in conference have supported Catholic schools as foundational to the mission of the Church. Resurrection of Our Lord School integrates Christian truths and values within the framework of the learning experience. In all our curricular endeavors we strive to provide educational opportunities that will enhance the continued growth and development of our students. Religion is considered the most important subject in the curriculum.

### Religious Studies

#### **Sacraments**

The study and practice of our Catholic faith is the essence of our existence. Catholic parents who send their children to ROOL are expected to practice the faith and attend Sunday Mass with their children.

Grades Kindergarten – 7<sup>th</sup> will attend school Mass weekly. PK will attend Mass once per month. When Holy Days of Obligation fall on a weekday students will attend Mass in observance of the Holy Day. All students are expected to fully participate in worship and prayer during Mass.

Catholic students in second grade will receive special instructions for the reception of the Sacrament of Reconciliation and Sacrament of First Communion. In order to receive these sacraments, a student must be baptized or made profession as a Catholic. Parents wishing their child to be baptized should contact the pastor at the Pastoral Center. Catholic students receive the sacrament of Reconciliation twice during the school year.

#### **Prayer**

Each family receives a prayer booklet at initial registration. This prayer booklet is provided to encourage family prayer at home. Students are expected to know and be able to recite prayers as part of the religion curriculum. The entire student body recites morning and afternoon prayers daily. Recitation of the Holy Rosary is also occasionally a part of the school day. Students also pray frequently throughout the day including before and after meals. The season of Advent is observed with the lighting of Advent wreaths in each class and with special prayers. The season of Lent is observed by participating in weekly Stations of the Cross and with special prayers.

#### **Service**

Students are encouraged to be aware of the needs of those less fortunate by participation in various missions, pro-life activities, service activities, and fund drives.

#### **Religion Curriculum**

Our Religion curriculum is based on the teachings of the Catholic Church frequently referencing both the *Catechism of the Catholic Church* and *Holy Scriptures*. As a resource, students and teachers are given textbooks from the Faith & Life Series from Ignatius Press.

### Curriculum

#### **Standards and Requirements**

In accordance with Louisiana Bulletin 741, the school day will be comprised of no less than 330 instructional minutes for a minimum of 175 days (or its equivalent in minutes for the year). No less than 50% of the school day will be devoted to the skill subjects: Reading, Language Arts, and Mathematics. Students will also study Science, Social Studies, and are exposed to auxiliary classes, which may include Physical Education, Art, Media Center, Music, Lab. Our curriculum is aligned with

Louisiana Standards and Benchmarks. The preschool program is a developmental, structured learning program which emphasizes religious training, motor skills, social and emotional growth, listening and readiness skills, language development, math, music, geography, and science.

### **Academic Honesty**

As part of the Louisiana State Standards, students are expected to collaborate and work together to learn and create, however, they will also be expected to work individually. Teachers will communicate with students whether an assignment is a group activity or an individual activity. We expect our students to pledge Academic Honesty for all assignments. Academic Honesty means that students will never copy someone else's work and claim it to be their own work. This is considered plagiarism.

When working in groups all students of the group are expected to contribute to the total group outcome. Students will be expected to collaborate, share ideas and information, and create projects, papers, etc. When working as a group, students have a responsibility toward other group members. Academic Honesty means that all students will participate in all group activities and share the work load. Teachers will express specific guidelines and grading procedures for students working in groups.

When students are working individually, it is often because a teacher assigns practice work or is assessing a student's knowledge and skill. Students are expected to maintain academic honesty when doing individual assignments such as: writing reports, writing papers, creating projects, doing class work, doing homework or testing. Academic honesty when doing individual assignments means that students will not share their work, will not cheat, will not copy other's work, will not plagiarize, will not speak during testing or otherwise try to obtain information from other sources. This includes allowing others to view or copy one's work.

Students who violate the Academic Honesty policy will receive a **zero** in the assignment; which may include but not limited to tests, quizzes, papers, exams, etc. The parent/guardian will be notified by the teacher. Continued violation or more severe type of academic dishonesty may lead to suspension from school with re-admittance only through child/parent/administrator conference. Academic Dishonesty includes allowing others to view or copy one's work, cheating, copying, and plagiarism.

## **Technology**

### **General Use**

As a 21<sup>st</sup> century learner, students will be exposed to a variety of technological tools and web-based resources. Our curriculum prepares students to become users of technology able to research, create, publish, and critique digital products that reflect their understanding of the content and their technological skills. Use of the internet and other web-based programs are an integral part of our curriculum. Students are expected to be responsible and accountable with their use of all technology and when searching the internet. Computer network use in school is limited to education and research. All activity should be related to school assignments directed by a teacher or administrator. Students are required to follow all copyright laws as they pertain to school assignments. A student may only use the computer/internet if the student's parents have signed the Handbook Acknowledgement Form.

### **Unacceptable Use of Technology**

Sending or displaying offensive messages or pictures; using obscene language; harassing, insulting, or attacking others; damaging technology equipment, systems, or networks; violating copyright laws; using another's password, trespassing in another's electronic work, file or folder; intentionally wasting limited resources; employing the network for commercial purposes; or accessing social media sites, chat rooms, personal email, etc. are all unacceptable.

If a student chooses to use any internet based networking portals or social media, in or outside of school, such as but not limited to web pages, You Tube, TicToc, Instagram, Snapchat, Twitter, etc., the student is forbidden from doing the following:

1. Illegal activities under local, state, federal or international law, including but not limited to violating copyright laws.
2. Posting photographs of students of Resurrection of Our Lord School in school uniforms.
3. Tagging any student of Resurrection of Our Lord School including oneself.
4. Posting questionable and/or objectionable pictures, words, or actions that are contrary to the philosophy, policies, and regulations of Resurrection of Our Lord School and the Roman Catholic Church.
5. Posting pictures, words, or actions that damage the reputation of Resurrection of Our Lord School.
6. Cyber-bullying.
7. Transmission of threatening, violent, or obscene material, or that contains inappropriate language.

If a student violates any copyright laws they will be penalized for plagiarism, which may result in an “U” for that assignment and may receive a disciplinary consequence. Resurrection of Our Lord School reserves the right to demand that students and parents remove questionable and/or objectionable pictures, words, or actions from social networking sites if they are deemed dangerous, unlawful, or damaging. **If a student violates the technology/internet policy, that student may be suspended or expelled depending on the severity of the offense.**

Electronic devices such as digital cameras, video cameras, audio recorders, radios, MP3 players, IPODs, walkie-talkies, video games, etc. are not allowed in school or at school related activities. If they are brought to school, they will be confiscated. Parents must make arrangements to pick up such devices from the school office on the following day. The school will not be responsible for damaged, lost or stolen items.

### **Cell Phones**

**Students in grades 4<sup>th</sup> and below may not bring cell phones to school.** If it is necessary, **only students in grades fifth through seventh are allowed to bring a cell phone to school.** All students in 5<sup>th</sup> through 7<sup>th</sup> grade who wish to bring a cell phone to school must sign a Cell Phone Contract. Parents will also be required to sign the contract. All cell phones must be **turned off at all times** while on campus. Cell phones may not be turned on or used unless a student has the express permission of a teacher or administrator and must be in direct supervision of said person while in use. **All cell phones must be turned in to the homeroom teacher each morning and retrieved at the end of the day. Random checks will be conducted to ensure that the policy is being followed.**

**Any violation of this policy will result in the student receiving a detention and the phone will be confiscated and turned in to the office. It is the parent’s responsibility to pick up the phone from the office on the next school day.** If a student violates the cell phone policy a second time, disciplinary action will be taken and the student will not be allowed to bring a cell phone to school for the remainder of the year. **The school will not be responsible for damaged, lost, or stolen phones.**

### **Field Trips**

**Field trips are scheduled for educational purposes and thus a part of the curriculum. Students may be responsible for an assignment while on a field trip or shortly thereafter.** A student may be denied the privilege of attending a field trip for academic or disciplinary reasons. Under certain circumstances, a parent may be requested to attend with the child in order for the child to attend the trip. The principal reserves the right to make the final decision regarding attendance on a field trip. All money and permission forms must be submitted to the teacher by the due date in order for the student to attend. All students not attending a field trip must stay home on the designated day but are responsible for all classwork/homework/projects related to the field trip. Please notify the principal, assistant principal, or teacher if the field trip presents a financial burden. All students participating in a field trip must be dressed in their complete school uniform.

### **Bus Transportation**

From time to time the school will contract a bus service for field trips and special events. The following safety rules apply to anyone riding a bus:

- Stand away from the bus or street (preferably in a line).
- Follow the bus driver’s directions at all times.
- Remain seated at all times.
- Do not eat or drink on the bus unless express permission has been granted.
- Keep body parts inside of the bus.

Students not in compliance will receive disciplinary consequences and may be prohibited from attending future field trips.

### **Textbooks**

A student is responsible for taking care of his/her textbooks, workbooks, library books and other ancillary materials. All hard-covered textbooks assigned to individual students must be covered. No book socks allowed. Do not put contact paper on hard-covered textbooks nor tape the cover to the textbook. All textbooks and workbooks are to have the student’s name clearly written in the proper place. If a textbook or library book is lost or damaged, the student must pay for the book. Placing contact paper, glue or tape directly on the hard-covered textbook is considered damaging.

## Home Study

Homework is an integral part of a student's education. It is assigned to reinforce material already taught and to foster habits of independent study. Homework includes written and study assignments. Parents can maximize a student's chance of academic success by cooperating with the teachers, providing the necessary quiet time and a designated location for homework. It is especially important for parents to encourage their children to put forth their best effort and together examine assignments. For kindergarten through second grade, teachers will prepare a homework assignment sheet including assignments and test dates to be distributed weekly. In grades three through seven, teachers will write homework assignments on the board, including test dates. Students are responsible for copying down the assignment and test dates.

Some points to keep in mind regarding homework:

1. A definite time and place for homework should be set aside each night.
2. A good study atmosphere free from distraction should be provided.
3. Parents may help (e.g. explain) but must not do their child's homework assignments.
4. Written work is not the only kind of homework. Study work is just as important.
5. Homework is assigned nightly except for weekends in the lower elementary grades.
6. Homework is a responsibility which comes before extracurricular activities.

**Make-up work:** Students are expected to make up work missed during absences (class and homework assignments).

**Students are expected to request this information from their teachers** and to complete the work promptly. A student who is absent due to illness for one day will be allowed one additional day to make up missed work. A student who is absent due to illness for two days will have two days to make up missed work. If a student is absent due to illness three or more days, the parent must contact the teacher to arrange a schedule for missed work.

## Student Assessment

### Formative and Summative Assessment

A variety of methods are used to assess student performance at all grade levels. Teachers assess student performance by measuring progress and mastery of the curriculum through tools such as homework, quizzes, projects, presentations, papers, tests, and exams. Informal assessment takes place daily through observation, discussion, participation, and oral questioning. Classroom participation, completion of class assignments and home assignments are necessary to be a successful student. Classroom expectations and grading procedures are given to parents at Parent Orientation.

### Standardized Tests

It is imperative that students are present to take Standardized Tests. Student scores directly affect the total School score, which is a requirement of the state. Failure to meet state requirements could result in the school's ability to accept students on state scholarship. Therefore, a valid, original doctor's certificate is required of all students who are absent during testing.

All students are required to take the standardized tests as mandated by the State of Louisiana and the Archdiocese of New Orleans, Office of Catholic Schools. Student scores are used to assess individual and class progress and the effectiveness of the curriculum and instruction.

### Reporting Student Progress/Achievement to Parents

Student's graded work will be sent home weekly so that parents may review their child's work and academic progress. **Parents are expected to sign graded papers, return them to school and check the school website for grades.** When necessary, parents and teachers are encouraged to communicate by phone, letter, email, or in person regarding student progress and achievement when necessary. Scheduled parent/teacher conference days are on the calendar and typically occur twice per year. If additional meetings are necessary, teachers will contact the parents to set up an appointment. If at any time a parent wishes to meet with a teacher, they should either send the request in writing to the teacher or call the school office for an appointment. Teachers are generally available before or after school by appointment. Please refrain from trying to hold a conference during drop-off and pick-up while teachers are on duty.

Please check the yearly and monthly calendar for dates relating to the distribution of progress reports and report cards. In grades Kindergarten through seven progress reports and report cards are distributed four times per year. Pre-kindergarten

students will receive report cards/progress reports three times per year. Parents are encouraged to review the reports and have discussions with their child regarding their child's progress and academic achievement. Parents are expected to sign the progress reports and report cards and return them to school.

## Grading Scale

A = 94 - 100      B = 86 - 93      C = 78 - 85      D = 70 - 77      U = 69 and below  
P/F = Pass/Fail (Auxiliary Classes)

## Promotion

Any student who has made satisfactory progress in all subjects will be promoted to the next grade level provided that they were in attendance for a minimum of 160 full school days. Exceptions to the attendance requirement can be made only in the event of extended personal illness, verified by a physician, with all work completed satisfactorily, or at the discretion of the principal. Promotion in PK3 and PK4 is based on acquisition of specific emotional, social, and academic skills and teacher recommendation. Seventh grade students who successfully meet the expectations and requirements of Resurrection of Our Lord School will be granted the privilege of participating in the promotion exercises. If they are conditionally promoted, they may not participate in the promotion exercise.

## Non-Promotion

***Any student who fails two grade levels at ROOL, may not enroll the following school year.***

- PreK-3 and PreK-4:      Students who fail to master the necessary emotional, social, and/or academic skills may be required to repeat the grade at the discretion of the principal, teacher and parent.
- Kindergarten:      Students who fail to master the necessary academic, social and emotional skills and are not working on grade level will be required to repeat the grade. Mastery of skills is determined by the teacher utilizing student assessment instruments throughout the year.
- Grades 1 – 2:      Students will be retained if they fail Reading or any two of the following subjects: Math, Religion, or English.
- Grades 3 – 7:      Students will be retained if they fail any **three** of the following subjects: Religion, Reading, English, Math, Science, or Social Studies. *Any seventh grade student who fails the seventh grade may not return to Resurrection of Our Lord School the following year.*

## Conditional Promotion and Summer Remediation/Summer School

Any student conditionally promoted must satisfactorily complete the designated conditions for promotion. Students are not eligible for promotion until the deficiency is removed through summer remediation/summer school. Students are required to attend summer remediation at Resurrection of Our Lord School or another state approved accredited summer school program of their choice. Records indicating satisfactory completion of the program must be received by Resurrection of Our Lord School before a child will be promoted. **If a student does not enroll in summer remediation/summer school he/she will be ineligible for promotion. If a student does not satisfactorily complete the summer remediation/summer school coursework, he/she will be ineligible for promotion. Parents are responsible for tuition and fees associated with summer remediation/summer school.**

- Grades 1 – 2:      Students will be conditionally promoted if they fail one of the following subjects: Math, Religion, English. Students will be conditionally promoted if they fail two of the following subjects: Science, Social Studies, PE, Spelling, Art, Media Center, Music, or Lab.
- Grades 3 – 7:      Students will be conditionally promoted if they fail **one or two** of the following major subjects: Religion, Reading, English, Math, Science, or Social Studies.  
Students will be conditionally promoted if they fail one of the major subjects and one or more of the following minor subjects: PE, Art, Music, Media Center, or Lab.  
In the event that a minor subject is not offered for summer remediation/summer school, the student will be required to attend summer remediation/summer school in the lowest subject average at the discretion of the administration.

## **Academic Probation**

Grades are continually monitored throughout the year, therefore, a student may be placed on Academic Probation at any time during the school year depending on their progress. Students who were “conditionally promoted” or “retained” will be placed on Academic Probation at the start of the following school year. All new students are automatically placed on Academic Probation for the first year. Members of the Advisory Board will actively monitor student progress throughout the year and make recommendations to help the student and/or the family. Our goal is for each student to be successful. Working together as a team will help to ensure student success. Students on Academic Probation may be referred to the Individual Needs Committee for further consultation and intervention to best meet individual needs.

### **The terms of Academic Probation are as follows:**

The student and parent must participate in all Title I services recommended by the school.

The student must obtain at least a “C” average in all core subjects for each reporting period.

The students must obtain at least a “C” average in conduct (with no suspensions) for each reporting period.

**Students who violate the terms of the Academic Probation may be subject to dismissal from the school or may not be allowed to enroll the following year.**

## **Student Honors and Awards**

### **Quarterly Honors and Awards**

Alpha Honor Roll – Given to 3<sup>rd</sup> – 7<sup>th</sup> grade students with an “A” average in all subjects including conduct

Beta Honor Roll – Given to 3<sup>rd</sup> – 7<sup>th</sup> grade students with an “A” or “B” average in all subjects including conduct

Conduct Award – Given to 3<sup>rd</sup> – 7<sup>th</sup> grade students with an “A” in conduct

Christian Character Award – Given to 1<sup>st</sup> – 7<sup>th</sup> grade students who consistently practices Christian values in daily life through faith, service and leadership and exhibits a Christ-like attitude towards others. This award is given to one boy and one girl per homeroom.

B.U.G. (Bringing Up Grades) – Given to 1<sup>st</sup> – 7<sup>th</sup> grade students who have improved by a at least one letter grade on their report card in an academic subject from the previous nine-weeks. If a student goes down in one subject, then he/she must go up in two subjects to qualify for this award.

Teachers in grades PK – 2<sup>nd</sup> may give individual awards in addition to those listed above.

### **End of the Year Awards and Honors**

Christian Spirit Award – This award is presented to PK – 7<sup>th</sup> grade students who consistently practices Christian values in daily life through faith, service and leadership and exhibits a Christ-like attitude towards others.

Perfect Attendance – This award is presented at the end of the school year to PK – 7<sup>th</sup> grade students who obtained perfect attendance. ***A student has perfect attendance if he/she has been present at school every day the school is in session from 7:55 a.m. to 3:00 p.m. with no absences, tardies, or early releases, excused or otherwise.*** If a student is participating in an authorized school activity they shall be considered in attendance.

Most Improved Student Award – This award is presented to PK – 7<sup>th</sup> grade students who have made significant progress in their academic performance and showed the most improvement during the school year per homeroom.

Principal’s Alpha Honor Roll Award – This award is presented to 3<sup>rd</sup> – 7<sup>th</sup> grade students who maintained an “A” average in all academic subjects and in conduct for the year.

Principal's Beta Honor Roll Award – This award is presented to 3<sup>rd</sup> – 7<sup>th</sup> grade students who maintained at least a “B” average in all academic subjects and in conduct for the year.

Ram's Excellence Conduct Award – This award is presented to 3<sup>rd</sup> – 7<sup>th</sup> grade students who maintained an “A” average in conduct for the year.

Top Student Award – This award is presented to the student with the highest overall grade point average for all subjects for the year per homeroom.

Top Subject Awards – These awards are presented to one student from each homeroom who exhibited excellence in the following subjects: Religion, Reading, English, Math, Science, and Social Studies.

Additional Awards - The following awards may also be presented: Club Awards, Presidential School Awards, Presidential Fitness Awards, Physical Education Awards, and Service Awards.

## *Discipline*

The school believes that the only discipline code that can serve the needs of all is one that promotes and develops self-discipline. It is essential that the school, students, and parents work closely together to achieve the final goal of ensuring that discipline is a primary part of each student's life. Discipline is necessary to maintain an effective learning environment for all students' success. Discipline is achieved in the classroom and at school when all parties work cooperatively and act in accord with school policy and Christian values at all times. Parental support of the judgment of school authorities, school policy, and Christian values is a critical component of a student's academic and spiritual growth.

When there is evidence of the lack of a working partnership between the school, the student, and the parents, as documented by the follow up of school recommendations, support of school and classroom policies, the school reserves the right to ask for the student's withdrawal, expulsion, or decline to accept registration for the following year.

An effective discipline code rewards appropriate behavior and addresses behavior infractions. Through the help and guidance of both school and home, students are expected to accept consequences for their actions while learning and growing from their mistakes. At the beginning of each school year students and parents are made aware of the rules and regulations governing the school/class and the penalty that will accompany infractions of the rules.

### **Disciplinary Probation**

*Conduct grades are continually monitored throughout the year, therefore, a student may be placed on Disciplinary Probation at any time during the school year depending on their conduct. Students who earned a D or U in conduct, or had multiple infractions will be placed on Disciplinary Probation at the start of the following school year. **All new students are automatically placed on Disciplinary Probation for the first year.** A student who receives a suspension, either for an accumulation of infractions or an automatic suspension, may be placed on Disciplinary Probation for the remainder of the year. The Dean of Students and members of the Advisory Board will actively monitor student conduct throughout the year and make recommendations to help the student and/or the family. Our goal is for each student to abide by our policies and Honor Code. Working together as a team will help to ensure student success. Students on Disciplinary Probation may be referred to the Individual Needs Committee for further consultation and intervention to best meet individual needs.*

### **The terms of Disciplinary Probation are as follows:**

*The student and parent must participate in all Title I services recommended by the school.*

*The student must obtain at least a “C” average in all core subjects for each reporting period.*

*The students must obtain at least a “C” average in conduct (with no suspensions) for each reporting period.*

**An accumulation of minor infractions as well as a major infraction could violate the conditions of probation; therefore, it is important that you are aware of your child's daily conduct. Students who violate the terms of the Disciplinary Probation may be subject to dismissal from the school or may not be allowed to enroll the following year.**

**All students are required to learn and recite the Honor Code daily. Our code of conduct is based on the following:**

**Honor Code: Recited by Students and Faculty Daily**

As a student of Resurrection of Our Lord School, I commit myself to Christ by living according to his laws.

I will help build the Church by being kind and gentle to myself and others.

I will be honest by always telling the truth and doing my own work.

I will show respect in my words and actions.

I will be prepared and do my personal best at all times.

I will accept responsibility for my own actions and accept consequences with grace.

I will expect all others to do the same. I understand the need for honor and pledge to defend it.

**Explanation and Expectations of the Honor Code**

**As a student of Resurrection of Our Lord School, I commit myself to Christ by living according to his laws.**

Students are expected to behave in a Christian manner by following the teachings of Christ and the Catholic Church and building their spiritual life through prayer, mass, and the sacraments.

**I will help build the Church by being kind and gentle to myself and others.**

Students are expected to help build the Church and bear the fruits of the Holy Spirit by being loving, generous, joyful, gentle, peaceful, faithful, patient, modest, kind, good, and chaste, always in control of oneself.

**I will be honest by always telling the truth and doing my own work.**

Students are expected to be honest, tell the truth and stand up for what is right. Students are expected to do their own work and understand the meaning of plagiarism. Students may not take or destroy property that belongs to others.

**I will show respect in my words and actions.**

Students are expected to show respect towards others by being courteous, tolerant, and peaceful. Students are expected to speak and act kindly to others no matter what emotions they feel. Students are expected to accept all people as children of God. Students are expected to seek peaceful solutions to problems and behave with dignity at all times. Students are expected to refrain from using body language, actions or words that show disrespect.

**I will be prepared and do my personal best at all times.**

Students are expected to arrive to school on time and have the necessary supplies. Students are expected to do their homework and study for tests and quizzes. Students are expected to commit to academic excellence and seek assistance when necessary.

**I will accept responsibility for my own actions and accept consequences with grace.**

Students are expected to admit wrongdoing and accept consequences with dignity and grace. Students are expected to understand that everyone makes mistakes from time to time, but it is essential to learn from our mistakes. Students are expected to understand that in all areas of life there are consequences both positive and negative. With that understanding students are expected to take negative consequences without walking away, making faces, arguing, yelling, throwing tantrums, or being disrespectful. When an adult corrects students for some fault, students are expected to be quiet, listen, answer questions politely and follow the adult's instruction.

**I will expect all others to do the same. I understand the need for honor and pledge to defend it.**

Students are expected to contribute to the culture of the school by expecting good, moral, and Christian behavior from others. Students are expected to notify adults when others are disregarding the honor code.

## Minor Infractions

If a student is issued an infraction, one point will be deducted from their conduct grade. Infractions may be issued at any grade level. The following are reasons a student may receive an infraction, but not limited to:

1. Served recess detention with teacher.
2. Talking when it is not appropriate.
3. No supplies and/or books.
4. Failure to complete work in a timely manner.
5. Leaving seat /classroom/designated area without permission.
6. Distracting or disruptive behavior.
7. Eating or chewing gum without permission.
8. Failing to return signed papers, progress reports, report cards, or forms.
9. Violating school/classroom procedures.
10. Violating school-wide policies or procedures, **including violations by parents.**
11. Violating the dress code.
12. Violating arrival and/or dismissal procedures, **including violations by parents.**
13. Playing or running indoors.
14. Shoving or pushing in lines, halls, stairs, walkways and cafeteria.
15. Leaving trash on the cafeteria tables or outside.
16. Misusing school property or equipment.
17. Horse playing, pushing, shoving, or rough playing.
18. Speaking rudely, yelling or arguing with students.
19. Disrespectful behavior through words, actions, and/or body language.
20. Exhibiting poor sportsmanship.
21. Tardy to class.

When a student accumulates infractions, the student will be issued the following consequences:

5 infractions	Lunch Detention with Dean of Students
10 infractions	1 <sup>st</sup> Morning Detention with Dean of Students
15 infractions	2 <sup>nd</sup> Morning Detention/Phone Conference with parent
20 infractions	1 Day in-school Suspension, and a Mandatory Parent/Student Meeting
25 infractions	1 Day out-of-school Suspension

## Automatic Consequences

Students may receive lunch detentions, morning detentions, suspensions, or be expelled at any grade level depending upon the severity and nature of the infraction. Automatic consequences may be issued for the following infractions, but not limited to:

23. Unacceptable behavior in Church.
24. Violating the technology or cell phone policy.
25. Disruptive behavior impeding instruction and resulting in removal from class.
26. No Conduct Folder.
27. Violating Safety Drill procedures.
28. Being in an unassigned area.
29. Graffiti or vandalism of any kind.
30. Speaking rudely, yelling or arguing with adults.
31. Vulgar, obscene, violent, or immoral behavior (actions, spoken or written).
32. Dishonesty (stealing, lying, cheating, academic dishonesty, forgery, plagiarism).
33. Fighting or encouraging fights.
34. Teasing, bullying, harassing, threatening, or excluding others.
35. Disrespectful behavior through words, actions, and/or body language.
37. Willful disobedience or defiance, **including violations by parents.**

38. Possession of drugs, tobacco, lighters, matches, alcohol, weapons.
39. Any action that seriously harms the student or others or any actions deemed to be contrary to the philosophy of Resurrection of Our Lord School.

### **Detentions**

Detentions may be issued at any grade level depending upon the severity and seriousness of the infraction. Failure to report to a detention on time or failure to serve will result in a greater consequence. Lunch Detentions are held during the students' lunch/recess period. Students must report to Lunch Detention on time with no exceptions. Morning Detentions are held on designated days from 7:10 – 7:40 a.m. Parents are notified by phone and in writing before a Morning Detention. If a student is late or fails to attend Morning Detention an additional Morning Detention will be issued. An additional ten conduct points will be deducted from the child's conduct grade for that reporting period. If a student is late or fails to attend the rescheduled detention, a suspension will be issued. It is the student's responsibility to have parents sign detention notices.

### **Suspensions**

Suspensions may be issued at any grade level depending upon the severity and seriousness of the infraction. Suspensions are issued to students as a disciplinary action in accord to the discipline code of the school. The decision to suspend a student is made by the Administration after a full investigation. Occasionally, students will be sent home until the investigation can be completed.

Students will be marked as absent on all days suspended. **Students and parents are responsible for checking our website to obtain missed assignments given during the suspension period.** All suspended students will be expected to make-up all missed tests and/or graded work on the day they return to school. If any suspended student fails to make-up tests and/or graded work the student will receive a **failing grade** on the missed work. A student who has been suspended will not be allowed to participate in extracurricular activities for **nine-weeks from the date of the suspension**. Any student who receives a suspension may be placed on Disciplinary Probation. A student who is already on probation and receives a suspension will be subject to administrative review and possible expulsion.

### **Expulsions**

When a student is expelled from school, he/she is removed from the school environment and asked not to return due to the severity and/or nature of his/her actions. The decision to expel a student is made by the Principal in consultation with the Pastor, Dean of Students, and the Advisory Board. The Dean of Students will investigate fully and present his/her findings to the Advisory Board. The Advisory Board will carefully review all facts and disciplinary options before making a recommendation to the Dean of Students and the Principal. The final decision is made by the Principal in consultation with the Pastor. Automatic expulsion may be issued for the following infractions, but not limited to:

- A. Drugs, Tobacco, Lighters, Matches, Alcohol – possession of, use of, being under the influence of, transfer of, or sale of an illegal or controlled substance, or any form of medication while at school, a school or parish function, or in uniform.
- B. Weapons (Guns, knives or any object that could be used as a weapon) – possession of, use of, transfer of, or sale of any weapon while at school, a school or parish function, or in uniform.
- C. Multiple infractions (detentions, suspensions).
- D. Graffiti or vandalism of any kind.
- E. Willful disobedience of school rules.
- F. Vulgar, obscene, violent, or immoral behavior (actions, spoken or written).
- G. Dishonesty (stealing, lying, cheating, academic dishonesty, forgery, plagiarism).
- H. Threatening a person with physical or emotional harm.
- I. Any action that is a danger to oneself or others.
- J. Any offense which is against the philosophy of ROOL.

**Resurrection of Our Lord School reserves the right to refuse registration or may ask a student to withdraw whose behavior, in or out of school, impedes academic progress, is in conflict with the teaching of the Catholic Church, harms others, or defames the reputation of the school upon the advisement of the Advisory Board and the principal's discretion.**

### Weekly or Daily Conduct Report

Parents will be notified of their child's conduct grade via a weekly or daily Conduct Report. Depending on the grade level, the Conduct Report will go home daily or weekly. Parents should sign the Conduct Report and return it to school by the due date. The Conduct Report must be kept in the child's Resurrection of Our Lord folder at all times and must be with the student at all times while on campus. If a child/parent forgets, loses, destroys or otherwise does not have their Conduct Report with them at school, they will be issued an automatic detention.

### Conduct Grades

Each student begins each nine-week period with a 100 A in conduct. Conduct grades are cumulative for each nine-week period but consequences are cumulative for the year. Grades are determined as follows:

#### Accumulation of Infractions

1 minor Infraction	=	1 point deducted
5 minor Infractions	=	5 points deducted and a Lunch Detention with the Dean of Students
10 minor Infractions	=	10 points deducted and the 1 <sup>st</sup> Morning Detention with the Dean of Students
15 minor Infractions	=	15 points deducted and the 2 <sup>nd</sup> Morning Detention/Phone Conference with parent
20 minor Infractions	=	20 points deducted, <b>1 Day in-school Suspension</b> and a Mandatory parent/student meeting
25 minor Infractions	=	25 points deducted, <b>1 Day out-of-school Suspension</b>

#### Automatic Detentions/Suspensions

**Consequences are cumulative for the year regardless of the reporting period.**

Automatic Lunch Detention	=	5 points deducted
Automatic 1 <sup>st</sup> Morning Detention	=	10 points deducted
Automatic 2 <sup>nd</sup> Morning Detention	=	15 points deducted
<b>Automatic 1 Day in-school Suspension</b> , Mandatory parent meeting	=	20 points deducted
<b>Automatic 1 Day out-of-school Suspension</b>	=	25 points deducted

#### Pre-K and Kindergarten

If a Pre-K or Kindergarten student's behavior is disruptive to the learning environment or a student puts himself or others in danger, the child will be sent home. Repeated incidents may result in the child being asked to leave the program.

#### Rams Bucks

Students are expected to understand that in all areas of life there are consequences both positive and negative. With that understanding, students can earn Rams Bucks for exceptional behavior. At the end of each nine-week period, we will have a Rams Bucks Day, during which the students will be able to redeem their Rams Bucks. Each Rams Buck is worth one point.

The following list gives examples of possible ways they may be able to redeem their Rams Bucks:

Add one point to test or quiz grade	=	1 Rams Buck (no more than 5 points per subject)
Select a prize or an activity	=	1 or more Rams Bucks

### *Extracurricular, Co-curricular and Athletics Participation Rules*

Resurrection of Our Lord School extracurricular, co-curricular and athletic participation is designed to provide students with opportunities to participate in recreational and athletic activities. Participation in these activities is a privilege that students can earn through academic achievement and display of exemplary conduct.

Students who miss all or part of a school day may not participate in any extracurricular activity that day or evening. This restriction carries over holidays and weekends until the next full day of school has been completed. A student may be removed from an activity or sport because of grades or conduct at any time during the year. **Students who receive a suspension will not be able to participate for a nine-week period from the day of suspension.**

Students must meet the following requirements for each reporting period (Progress Reports and Report Cards):

- Regular attendance at practice and at school.
- Maintain a C or better in all academic courses including conduct
- A student who receives a D in any subject will be placed on probation until the grade is brought up to a C.
- A student who receives a D in 2 or more subjects will be suspended from that activity until the grades are brought up to a C.
- A student who receives a U in any one subject will be suspended from the activity indefinitely.

## Miscellaneous

### Accepting Items in the Office

Due to the possible interruptions to the instructional environment and the office staff's duties, the front office **will not** accept items that students are supposed to have with them at the start of the school day (e.g., homework, books, PE clothes, lunches). This also includes money for field trips and snack sales, or snacks. All snacks for PreK and Kindergarten students should be given to the teacher on duty in the morning. The school will not accept forgotten agendas or behavior reports. Students must have their agenda or behavior reports with them every day.

Items brought or worn to school in violation of the dress code/school policy or that interferes with the learning process will be held in the office. Arrangements must be made to claim any such item.

### Forgetting School Books

Students and parents are not permitted back into the school building after the dismissal procedures to retrieve forgotten school books or other items.

### Withdrawal of Students

The school should be notified at least two days in advance of a student's withdrawal. Parents will receive instructions from the office. All textbooks, library books, and outstanding payments must be cleared before the school can release any records to the forwarding school. Any outstanding balances must be paid with cash or a money order. In the event a family is paying the family tuition rate and withdraws one child, the remaining child's tuition is then prorated based on one child's tuition rate. Parents must complete the official withdrawal form.

### School Bags

**Clear book bags are encouraged and may become required in 2020-2021.** School bags are not to have graffiti or drawings on them. Make sure that the back packs are marked with your child's name so that the teachers can identify them. This is especially applicable to students in the lower grades. Rolling book bags are permissible only if absolutely necessary and the parent must present a doctor's note. Students may not use rolling suit cases. ***Students may not have additional items in their book bags such as toys, electronic games, etc. (See below)***

***Students may not carry any type of medication in their book bags.***

### Toys, Stuffed Animals, etc.

Students may not bring toys, trinkets, beads, stuffed animals, playing cards, purses, diaries, notepads, etc., or any electronic games to school unless it has been expressly approved by the teacher or it is a school-sponsored activity.

Students may bring basketballs, footballs, volleyballs, and jump ropes to school. The school is not responsible for damaged, lost, or stolen items. Students may occasionally be asked to bring board games to school.

### Class Parties

School sponsored holiday parties are permitted through correspondence from the teacher and the office. Birthday snacks are **only permitted in grades Pre-Kindergarten**. *Occasionally teachers will use snacks, pizza parties, etc. as incentives for reaching class goals.*

### Fundraising

***Parents should come to the office to turn in large amounts of money for fundraisers. The office will issue a receipt at that time. The school is not responsible for large amounts of money sent to the school via a student.***

**Appendix A – Administering Medication Form**



*Resurrection of Our Lord School*  
4861 Rosalia Dr. ♦ New Orleans, LA 70127  
(504) 243 – 2257 ♦ (504) 241 – 5532 (fax)  
www.resurrectionrams.org

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**Archdiocese of New Orleans  
Request for School Personnel to Administer Medication  
2018 – 2019 School Year**

Please complete all information on this form and return it to the school office. Please note that only medication prescribed by a licensed doctor may be administered at school. All medication must be in a labeled pharmacy container.

Child's Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Medication to be administered: \_\_\_\_\_

Dosage: \_\_\_\_\_

Purpose of medication: \_\_\_\_\_

Time of day medication is to be given: \_\_\_\_\_

Anticipated number of days medication needs to be given during school hours: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

\_\_\_\_\_



My signature authorizes the school secretary, principal, or designee to administer the medication, as stated on this form, to my child, \_\_\_\_\_, and that any side effects from the medication are not the school's responsibility.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please see policy in the Student Handbook on administering medication.

**Appendix B – Signature Release and Acknowledgment Form**

**Student's Name:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

I acknowledge that I have been given a current copy of the Resurrection of Our Lord School Student Parent Policy and Procedure Handbook. I have read, understand, and agree to abide by the policies and regulations enforced by the school, including the limitations placed on my civil rights.

**Legal Guardian/s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mother's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Father's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Release Form to Publish/Print Names and/or Pictures**

I/we \_\_\_\_\_, the undersigned parent(s) of \_\_\_\_\_, at Resurrection of Our Lord School, hereby grant permission to Resurrection of Our Lord School/Parish and/or the Archdiocese of New Orleans to publish/print my/our child's name and/or likeness on the Resurrection of Our Lord School/Parish web site on the internet and/or world wide web, the local newspaper, or The Clarion Herald.

I/we further release, indemnify and hold harmless Resurrection of Our Lord School/Parish, the Roman Catholic Church, or the Archdiocese of New Orleans, their directors, officers, agents, pastor(s), employees, and insurers from any and all claims and/or damages on behalf of myself/ourselves and/or our child arising from the publication of my/our child's name, photograph, or likeness on videotape and/or film on Resurrection of Our Lord School/Parish's web site on the internet or the world wide web.

This agreement shall remain in force and effect at all times during my/our child's enrollment at Resurrection of Our Lord School.

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Permission to Participate in the Archdiocesan Safe Environment Program**

Pre-K through 7<sup>th</sup> Grade

I \_\_\_\_\_ do \_\_\_\_\_ do not give my child permission to participate in the Archdiocesan Safe Environment Program. If I do not give permission, I understand that I must contact the school administration for important Safe Environment information and a refusal to participate form.

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Please sign immediately and return this form to school.**

**Appendix C – Authorization and Release Form**

**AUTHORIZATION AND RELEASE**

I/we, parents of \_\_\_\_\_ [name of student/s], hereby authorize any school previously attended by our child, \_\_\_\_\_, including but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which my/our child has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records, financial records in regard to payments of fees and/or tuition, and/or any and all other educational and/or social or informational records, of \_\_\_\_\_ [student/s] to Resurrection of Our Lord School. The foregoing authorization also applies in the event that Resurrection of Our Lord School, which is the school authorized to receive the foregoing records, receives an inquiry in the future from any other Catholic School as described above for records and/or information; and, in that event, School is then authorized to send such records and/or information to the requesting Catholic School. Further, in consideration of the sending and receipt of such records any related consideration, I hereby agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix D – Parent Volunteer Form

### Parent Volunteer Information Sheet

Dear Parent Volunteers,

The Archdiocese of New Orleans mandates that all employees and volunteers attend a Safe Environment training session and comply with a criminal background check in order to work with our children. Volunteers are expected to attend a training session every three years. In addition, all parent volunteers are expected to adhere to the policies and procedures of the Archdiocese of New Orleans and Resurrection of Our Lord School.

If you are interested in volunteering this school year, please complete the Volunteer Form, and return it to your child's teacher. Below is a list of activities in which parents can volunteer.

#### **Room Mother/Dad and Room Mother/Dad Assistants**

All Room Parents and Assistants are responsible for attending monthly PTA meetings, attending class field trips, assisting with the class Christmas party, assisting the class on Field Day (drinks and popsicles), and assisting with other activities listed below.

#### **Additional Activities:**

PK3 & 4: Room Parents and Assistants help with the Mardi Gras Parade (2/21/20) and props and costumes for the TET Program (1/24/20)

Kindergarten: Room Parents and Assistants help with Grandparent's Day (10/23/19) and props and costumes for the TET Program (1/24/20)

1<sup>st</sup> Grade: Room Parents and Assistants help with props and costumes for the Christmas Pageant (12/18/19 & 12/19/19)

2<sup>nd</sup> Grade: Room Parents and Assistants help with props and costumes for the Christmas Pageant (12/18/19 & 12/19/19) the Day with Jesus Retreat and set up for Communion (5/1/19)

3<sup>rd</sup> & 4<sup>th</sup> Grade: Room Parents and Assistants help with props and costumes for the Passion Play (4/6/20 & 4/7/20)

5<sup>th</sup> & 6<sup>th</sup> Grades: Room Parents and Assistants help with props and costumes for the Black History Program (2/13/20, 2/14/20)

7<sup>th</sup> Grade: Room Parents and Assistants help with props and costumes for the Black History Program (2/13/20, 2/14/20) and the 7<sup>th</sup> Grade Picnic (5/6/20)

#### **Committees:**

The following is a list of committees in which the school will enlist the help of parent volunteers:

Field Day Committee: distribute water to students and man first-aid stations.

PTA Sponsored Activities Committee: assist with prizes, refreshments, and clean up.

School/PTA Fundraisers: assist with fundraising activities.

Hospitality Committee: assist with decorations, serving food, and clean up for various functions

## Parent Volunteer Sign-Up Sheet

I have read and understand that in order to volunteer at school, I must attend an Archdiocese Safe Environment Training and submit to a criminal background check. I agree to abide by the policies of the Archdiocese of New Orleans and Resurrection of Our Lord School. If I volunteer as a Room Parent or Assistant I understand that I will have many responsibilities and will be present at all functions listed above. If I cannot attend, I will get another parent volunteer to help. I also understand that I must attend a ROOL Room Parent meeting before I can begin volunteering.

Parent  
Name \_\_\_\_\_

Parent Phone  
Number \_\_\_\_\_

Parent Email  
Address \_\_\_\_\_

Student(s) Name and  
Grade(s) \_\_\_\_\_

\_\_\_\_\_ No, I am unable to make a commitment at this time.

\_\_\_\_\_ Yes, I would like to serve as a Room Mother/Dad for \_\_\_\_\_ class.

\_\_\_\_\_ Yes, I would like to serve as a Room Mother/Dad Assistant for \_\_\_\_\_ class.

\_\_\_\_\_ Yes, I would like to serve on the Field Day Committee.

\_\_\_\_\_ Yes, I would like to serve on the PTA Sponsored Activities Committee.

\_\_\_\_\_ Yes, I would like to serve on the School/PTA Fundraisers Committee.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please sign immediately and return this form to school.**