



RESURRECTION CATHOLIC SCHOOL

Parent/Student Handbook 2024-2025

RESURRECTION SCHOOL
5301 New Harmony Road
Evansville, Indiana 47720
(812) 963-6148
resurrectionweb.org
resurrectioncatholicsschool.org



**POLICIES AND GUIDELINES LISTED IN THIS HANDBOOK
MAY BE CHANGED OR EDITED AS NECESSARY,
BASED ON RECOMMENDATIONS FROM
THE CDC, INDIANA DEPARTMENT OF EDUCATION AND DIOCESE OF EVANSVILLE**

General Statement – Public Health and Safety

The COVID-19 pandemic has led Catholic schools to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The schools will, where possible, follow state and local public health directives related to public health and safety emergencies, including severe weather events. As in the case of the COVID-19 pandemic, schools may be closed as a social distancing practice recommended by government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principal in a timely manner.

The school grading policies and practices remain intact and continue during any extended learning period.

Tuition

In case of an extended virtual learning period related to any public health and safety, or severe weather, event, the school will provide continuous education services remotely for students. Tuition agreements, policies, and practices will remain in effect.

Attendance

In the event of an extended virtual learning period arising out of any public health and safety, or severe weather event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended virtual learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations.

Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

Lock Down Policy – No Visitor Policy If We Need to Implement Due to a Rise of Cases – Parents will be notified if this Policy goes into place.

Resurrection Catholic School will be closed to the public and visitors will not be allowed during school hours. If students arrive late or need to be picked up early, parents will need to call the office upon arrival and request their student to be signed in or out by staff. Students will then meet the person picking them up in the parking lot, escorted by a staff member.

School Masses will be closed to the public if we have a rise in cases. Parents will be notified if this is put into place.

Please note that where the handbook differs from other COVID related documents, the COVID related guidelines will take precedence until further notice.

ACCREDITATION

Resurrection is fully accredited by the State of Indiana as well as Cognia/AdvancED and holds membership in the National Catholic Education Association and the Indiana Non-Public Education Association.

Resurrection School is staffed by faculty which is dedicated to the education and spiritual growth of youth.

Resurrection's Mascot: Roadrunner

School Colors: Kelly green and gold

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

PHILOSOPHY

Parents must be acknowledged as the first and foremost educators of their children. At Resurrection, we educate the whole child: heart, hands, and head. Top priority is the teaching of religion and communicating to each child that there is a God who loves him.

We cultivate the intellect by:

- Creating an interesting environment,
- Encouraging self-esteem,
- Providing for creativity,
- Developing accuracy,
- Stressing knowledge of the basics,
- Providing extra-curricular activities,
- Developing self-discipline, and
- Developing the ability to reason and make decisions.

We hope to attain all of this by the encouragement of the pastor, the competency of the teachers, the students' willingness to learn, and the cooperation of the parents.

In this way, we hope to bring all closer to the Lord Jesus.

RESURRECTION CATHOLIC SCHOOL MISSION STATEMENT

In partnership with our families and our parish community,
Resurrection School provides an outstanding education
inspired by Catholic values and built on academic excellence.
We are committed to
empowering today's children to become tomorrow's leaders.

NON-DISCRIMINATORY POLICY

Resurrection School of the Diocese of Evansville admits students of any race, color, sex, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, nationality, and ethnic origin in administration of educational policies, admission programs, grant-in-aid programs, and athletic and other school-administered programs.

Special education classes are not offered by Resurrection School, but reasonable accommodations will be made for students who can be main-streamed into general education classes. The Evansville Vanderburgh School Corporation provides limited services for students who qualify with learning disabilities.

ADMISSION GUIDELINES

Families making application to Resurrection School will meet with the principal to discuss the application process. In all cases, the principal will also meet with the students prior to acceptance. In some cases, the school may require an evaluation or assessment for the purpose of appropriate grade placement. Resurrection School will endeavor to meet the learning needs of all students, when possible.

KINDERGARTEN ENROLLMENT

Students are accepted into kindergarten based on chronological age and readiness. The child is to be 5 years of age on or before August 1st. Our school recognizes that students who are eligible may not be developmentally ready for kindergarten. In order to make decisions in the best interest of the child, a parent, preschool teacher or prospective kindergarten teacher may request additional evaluation. The purposes of the screening program are to provide an opportunity for discussion regarding readiness levels require in the kindergarten environment, and to help provide the best possible educational program for the child's development.

The screening may include, but not limited to the following: classroom observation, questions in language development, auditory and visual discrimination skills, assessment of fine and gross motor coordination, and assessment of social awareness and emotional maturity.

KINDERGARTEN EARLY ADMISSION PROCESS

Resurrection School recognizes some children may mature faster than others mature and are ready for kindergarten at a younger age. If a parent feels the child is ready for early kindergarten enrollment, the following appeal process can be utilized:

1. A request, in writing, should be provided to the principal explaining why the request is being made. A copy of the birth certificate must accompany the request.
2. The teacher or designee will arrange for the kindergarten screening.
3. An evaluation of the child may be required to document the child's emotional, social, and academic development. The parents will be responsible for any fees that may be incurred.
4. A conference will be held with the parents, teachers, and the principal.
5. The school will approve or deny the kindergarten enrollment.

RESURRECTION SCHOOL ADMISSION POLICY

Prospective transfer students must provide Resurrection School with the most recent ISTEP+ (or other standardized test) scores, academic transcript for all schools attended, attendance and behavior history for the previous school year, health (including immunization) records, individualized education plan (IEP) or 504 if applicable, results of any disability or other behavior assessments if applicable.

The admissions process will also include: completion of enrollment application, prospective parent and student interview with the principal, tour of the school, and the principal may request testing of prospective student. The principal will make the final decision with regard to admission and communicate that decision to the parents/guardians of the prospective student.

A registration for the next school year is taken in February. Registration of new families is held all year long through the school office.

APPLICATIONS ACCEPTED PRIOR TO APRIL 1:

Students are admitted to the school in the following order:

1. Resurrection active parishioners who have children currently attending Resurrection School. Active parishioners demonstrate a commitment to parish life by weekend Mass attendance and by contribution of time, talent, and financial support.
2. Resurrection active parishioners who want to enroll a child for the first time.
3. Parishioners of Catholic parishes who do not have a school, who have children currently attending Resurrection School.
4. Students who attended Resurrection Pre-K.
5. Siblings of non-Catholic students currently enrolled.
6. Parishioners of Catholic parishes who do not have a school, who are enrolling their first child.
7. Parishioners of other Catholic churches whose schools have full enrollments
8. Non-Catholic families

For admission purposes, Resurrection faculty members are considered members of Resurrection parish.

CLASS SIZE GUIDELINES

January 1998

Kindergarten – second grade	Maximum of 25 students
Third grade – fifth grade	Maximum of 25 students
Sixth grade – eighth grade	Maximum of 25 students

Maximum of two sections per grade.

These class size guidelines are intended to guide us, not force us into decisions that we feel are not in the best interest of Resurrection School and Parish.

CURRICULUM

RELIGION PROGRAM

The Religion program at Resurrection School is central to our school's curriculum. In addition to the basic religious instructional program, the school provides assistance in sacramental preparation, family life instruction, and the opportunity to attend liturgies, prayer, and penance services.

The Silver Burdett-Ginn Religion Series is the basic textbook used in Grades 1-5. The Sadlier Series is used in Kindergarten and in Grades 6-8.

Sacramental preparation is also part of the Religion curriculum. Second grade students are prepared for the reception of Reconciliation and First Eucharist.

KINDERGARTEN CURRICULUM includes: Religion, Math, Reading Readiness, Social Studies, Science, Art, Music, and Physical Education.

GRADES 1, 2, and 3 CURRICULUM includes: Religion, Math, Language Arts, Science, Social Studies, Art, Music, and Physical Education.

GRADES 4 AND 5 CURRICULUM includes: Religion, Math, Language Arts, Science, Health, Social Studies, Art, Music, Physical Education, Technology, and Practical Arts.

GRADES 6 AND 7 CURRICULUM includes: Religion, Math, Language Arts, Science, Health, Social Studies, Art, Music, Physical Education, Technology, and Practical Arts.

GRADE 8 CURRICULUM includes: Religion, Math, Language Arts, Science, Health, Social Studies, Art, Music, Physical Education, and Technology.

Kindergarten – eighth grade students also have scheduled times to work in the computer lab.

BAND

Students in grades 5, 6, 7, and 8 may select to participate in band. **Signing up for band at the beginning of the year is a yearlong commitment, and students may not quit part way through the year to begin music classes. Band fees are \$200 per child per year, and payable to Resurrection School via your FACTS account.** The band class meets during the general music time. Band lessons are offered by Mater Dei High School at a nominal fee.

COMMUNICATION

Communication between the school and the home is of utmost importance. A weekly newsletter giving the information concerning programs, awards, and activities is emailed home the last day of each week. (Hard copies are supplied to families who request hard copies.) Additional paperwork may be sent home via the Green Folder each week where children are expected to be responsible in taking these papers home. Grades for first through eighth grade students are posted on PowerSchool. Contact the school office for help setting up your PowerSchool account. Parent/teacher conferences are held in the fall. Parents are welcome in the school at all times; notes, phone calls, visits, email messages, and volunteer work is encouraged. However, we do ask you to make an appointment when an additional conference with a teacher is needed. To contact a teacher, please call the school office anytime during school hours. If the teacher cannot come to the phone at the time you call, he/she will return your call as soon as possible. Teacher emails are also posted on PowerSchool.

REPORT CARDS

Children receive report cards every nine weeks. Children in grades 1-8 are graded with the traditional A, B, C, D, F and/or percentages.

94% - 100%	A
86% - 93%	B
78% - 85%	C
70% - 77%	D
0% - 69%	F

A general average is figured for students in grades 6-8. This is a two-step process. First, the music, art, PE, health, and practical art (where applicable) grades are averaged. This score will then be included with the grades from the other subject to determine a general average. Kindergarten students receive progress reports every nine weeks.

HONOR ROLL/GRADE RECOGNITION

Students in grades 6-8 can achieve a special recognition for good grades. A student with 92-95% average and no D's will receive honor recognition. A student with 96-100% average and no grade lower than a B will receive high honor recognition. An Honor Roll student must have a satisfactory conduct grade. Potential unsatisfactory conduct will be communicated to midterm. They cannot have an F or a U on their report card.

PROMOTION POLICY AND RETENTION POLICY

Advancement to the next grade in Resurrection School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or extra practice during the summer as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be transferred to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Resurrection School.

PROBLEM SOLVING PROCEDURE

1. When a problem arises between a teacher and student, the problem is to be discussed between the parents and the teacher.
2. If a satisfactory solution is not reached, the principal is to be informed of the problem by the parents. A parent, teacher, and principal conference may be held.
3. If the problem is not resolved after following steps one and two, the Education Commission can be contacted.

As a final resort, after following steps one, two, and three; the situation may be taken to the pastor.

YOUTH PROTECTION

Diocesan Policy: Report and Inform

The Diocese of Evansville has in place a policy that requires that any allegation of child abuse must be reported to civil authorities. If an allegation involves the sexual abuse of a minor by diocesan personnel, the Victims Assistance Coordinator must also be informed. Sexual misconduct violates human dignity and the mission of the church. The spiritual well-being of all victims, their families, and others in the community is of particular concern to the church.

Report child abuse

Every allegation of child abuse must be reported to Child Protection Services, an agency of Indiana state government.

CPS Toll-free	(800) 800-5556
Local Law Enforcement	9-1-1

Report and Inform

In the event of an allegation of sexual abuse of a minor (a person under 18) by diocesan personnel, report the allegation to authorities, and inform the Victims Assistance Coordinator for the diocese:

Toll-free	(866) 200-3004
Local	(812) 490-9565

Anyone who works in the school as a volunteer or paid employee must go through an initial Youth Protection training and have a background check. Please call the church office and ask for the Youth Protection Coordinator at 812-963-3121 for more information.

SECLUSION AND RESTRAINT

Resurrection Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

DISCIPLINE

Attending Resurrection School is a privilege. We expect all students to follow rules and to behave appropriately. Unfortunately, students do not always choose to do so. When students choose inappropriate behavior, we believe that they also choose the consequences that go with the behavior.

All generally accepted forms of discipline can be expected, namely oral reprimands, deprivation of pupil privileges, constructive written assignments, violation slips, detentions, parental consultation, suspension, and in extreme cases expulsion. It is the responsibility of the parents not only to be acquainted with the discipline policy and support it, but to encourage their children to conform to acceptable behavior patterns.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

DISCIPLINE POLICY GRADES K-4

Resurrection K-4 will be using a various means to monitor student behavior and classroom choices. The teachers will communicate to their homerooms the means in which they will use in the classroom to communicate classroom behaviors.

For severe offenses, violations and/or detentions may be issued

DISCIPLINE AND HOMEWORK POLICY – GRADES 5, 6, 7, AND 8

- A. Each teacher has the right to determine the regulations (consistent with school policy) to be followed in his/her classroom.
- B. The staff has the right to pass over one punishment for a more severe one if needed.
- C. A detention is a communication to parents that a student has behaved inappropriately. The detention must be signed by the student and parent(s) and returned to school the day after the notice is issued.

VIOLATIONS AND DETENTIONS

The principal, teacher or any staff member may write a violation or detention to any student during school or during any school function. The principal, teacher, and staff member decides if an infraction warrants a violation or detention slip. The violation slip must be signed by parent and returned in two (2) school days.

- 1. After four (4) violations have been written, a detention will be issued and served at the next scheduled detention session OR if an infraction is serious, a detention will be issued immediately without four (4) violations.
- 2. Detentions will be served from 2:25 – 3:25 on the assigned day.
- 3. If detention is not served on assigned date without notifying the principal/principal designee and receiving an extension, the detention time will be doubled. After two (2) regular detentions are served, if violations still continue, a Saturday detention will be served. Saturday detention is from 7:00 am – 10:00 am. If a Saturday School is assigned to a student, it will be the family's responsibility to pay a \$75 cash fee for the supervision of Saturday School.

Failure to comply with any of the above rules will result in another detention.

A disciplinary board consisting of teachers and principal and/or principal designee have been formed to review homework and behavior violations. After this review, the student may be required to meet with the disciplinary board. If necessary, a conference with board, student and parents will be held.

SUSPENSION AND EXPULSION

Decisions concerning suspension and expulsion will be made through a consultation of teachers and the principal. The following types of student behavior MAY constitute grounds for IMMEDIATE suspension or expulsion:

1. Using violence, force, coercion, threats, intimidation or other similar conduct and thereby interfering with school purposes. (The school liaison officer may be called if a student threatens anyone, even if the student says he/she is kidding.)
2. Doing or threatening physical harm to any person in authority or a fellow student.
3. Knowingly possessing, using, transmitting or being under the influence of mind-altering drugs and/or tobacco products.
4. Knowingly possessing, handling or transmitting any weapon or object that can be considered dangerous or harmful to another. (Indiana law makes it illegal for students to possess alcohol, tobacco, and handguns. We need to do everything we can to make sure our young people make the right decisions so they do not limit their futures.)
5. Engaging in any unlawful activity (e.g., stealing, defacing property, gang activity)
6. Defying or repeatedly disobeying anyone in authority.
7. Insubordinate conduct.
8. Sexual harassment

The principal makes the final decision in all serious disciplinary situations. Such decisions will be made in accordance with due process procedures.

PROCEDURAL GUIDELINES GOVERNING OUT-OF-SCHOOL SUSPENSION/EXPULSION – DIOCESE OF EVANSVILLE

A complete listing of procedural guidelines governing out-of-school suspension/expulsion is available in the principal's office.

EXPULSION – DIOCESE OF EVANSVILLE

Expulsion is the permanent dismissal of a student from school for disciplinary reasons. It is intended that all students be given fair and just treatment in matters of school discipline. In providing a student such treatment, local school officials should provide certain minimum due process, including:

1. Notifying the student and the student's parents of disciplinary charges;
2. Providing the student an opportunity to respond to such charges; and
3. Granting a hearing to the student upon request.

HOMEWORK

Homework is important, because it is a valuable aid in helping students make the most of their experience in school. It is given to children because it not only reinforces what has been learned in class, but it also prepares students for upcoming lessons; teaches responsibility; and helps to develop positive study habits. Students are expected to do their very best on homework. The handwriting and layout of the paper is to be neat. Students are expected to do their work on their own and to ask for help only after they have given it their best try.

Cheating is not permitted. A student will receive a zero grade and must have a parent sign the paper. A detention may be given for cheating on a test, quiz, project, or homework.

Teachers will explain their criteria for determining students' grades at the beginning of the year. It will be explained how tests, quizzes, homework, effort, participation, and attitude will be used to determine their report card grades.

Homework assignment books will be given to each student. These books must be used on a regular basis and brought to each class. Homework books may be checked by the homeroom teacher. A student will earn a violation, if they do not bring materials for class, or do not have completed homework.

STUDENT RULES

I. Playground – Lunch time

- a. All children should play outside unless a note of excusal has been written by the parent or teacher requests the student to stay in.
- b. Use all equipment properly. Swings are to be swung back and forth. No standing on, twisting chains, jumping out of swings. Jump ropes are to be used as a rope to jump. The rope should not be wrapped around anyone or anything. Slides are to go down on only. No walking or running up the slides. No standing on the top, throwing the ball from the top, or playing tag on the new playground structure.

The jungle gym and monkey bars near the swings are off limits to grades 6-8.

- c. The following are prohibited:
 - i. Tackling, fighting, or any kind of rough play
 - ii. Throwing of stones, sticks, snowballs, or pinecones
 - iii. Sliding on ice or snow
- d. Children are to stay in the designated play areas. All children should be respectful to the teachers. If a ball goes on off-limit areas, one student should get it after receiving permission.
- e. Children should line up quickly, quietly, and immediately when the bell rings.

II. Bus

- a. Before the bus comes, children should wait at the designated bus stop areas and refrain from any fighting, shoving, or other activities that provoke an accident or damage property.
- b. On the bus, all children should be seated, two in a seat, three whenever necessary.
- c. Children should not extend arms, head, etc. out the bus windows.
- d. Talking should be in moderate tones. Any behavior that is disturbing to the bus driver is prohibited.
- e. Children should leave the bus in an orderly manner and quickly board the next bus. No loitering at Cynthia Heights.
- f. On the bus, children should obey and respect the bus driver at all times.
- g. Students may not ride an unassigned shuttle to Cynthia Heights without permission from the principal.

III. CAFETERIA

- a. After arriving at the table, children are to remain seated until they are directed to dispose of trash. They will exit the cafeteria safely.
- b. Good table manners are required at all times.
- c. Talking should be in moderate tones.
- d. Tables should be left clean.
- e. Children may not use the lavatories on the ground floor, enter the kitchen area, or return upstairs during lunch time without permission.
- f. No one may sit on the cafeteria tables at any time.

IV. FIRE AND TORNADO SAFETY

- a. When the signal is given, proceed to the assigned area quickly and in silence. Running and talking is prohibited before, after, and during the drill.
- b. During fire drills, doors should be closed; windows may stay as they are. During tornado drills, the windows and door should be left open.
- c. Remain in position until the signal is given to proceed back to the classroom.

V. BASIC RULES OF GOOD CONDUCT

- a. The following are not permitted during school hours or at extended care:
 - i. Running inside the school building or out to the bus at dismissal
 - ii. Chewing gum on school property
 - iii. Disrespect of school personnel, volunteers, cooks, bus drivers, etc.
 - iv. Foul or obscene language or signs (spoken or written)
 - v. Disruptive behavior

- vi. Defacement or destruction of school property, equipment, or books
 - vii. Cheating
 - viii. Possessing dangerous weapons or bringing toy guns or knives to school
 - ix. Threatening or intimidating any person
 - x. Suckers at lunch, recess, or extended care
 - xi. Leaving school property without proper permission
 - xii. Pictures, photos or tape in lockers
- b. Purses need to be kept in lockers, except during locker breaks or given permission by the teacher.
 - c. Talking is not permitted in the hallways when classes are in session
 - d. Children may not go into the faculty lounge without permission.
 - e. Toys, balls, I-pods, and other electronic devices etc. should not be brought to school. Mitts and bats to use for P.E. class are an exception.

VI. CHURCH BEHAVIOR

- a. Respect and reverence is important at all times.
- b. Everyone should genuflect and enter and leave church in a quiet, orderly fashion.
- c. Students should have songbook open to the appropriate song. Students should hold the book used for the opening song until we sit down for the first reading.
- d. At the end of Mass, children should remain standing until the priest has entered the sacristy.
- e. Students are to remain silent in church while they are waiting to leave to return to their classroom.

BULLYING

The Catholic Diocese of Evansville and the Catholic Schools Office (CSO) believe that each school in the Catholic Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying, as defined by the CSO, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the school principal. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.

VISITORS

In order to protect the children, it is important that all visitors buzz into the main entrance and report to the office upon entering the building, sign in, and obtain a visitor’s pass. All entrances are locked. Parents are welcomed and encouraged to visit the classrooms or to come have lunch with their children. Please make reservations for lunch through the school office or by calling the kitchen. Adult lunches cost \$4.60. **Lunch visitors may not bring fast food into the school building** due to the Wellness Policy guidelines, with the only exception being Grandparents Day.

BIRTHDAYS

Birthdays are recognized for each student on the morning announcements, a special bulletin board display, and the Parent Bulletin. Many teachers also do displays in the individual homerooms. **Birthdays will not be celebrated with treats in the classroom** due to the Wellness Policy guidelines. Usually the third Friday of each month will be designated as the birthday celebration for that month. Students having a birthday that month will have FREE DRESS and a treat at lunch on that designated Friday. June and July birthdays will be celebrated also. Watch the Resurrection Connection for the dates.

WELLNESS POLICY

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools, including private schools, which participate in the National School Lunch Act or the Child Nutrition Act, develop a School Wellness Plan in 2007. Copies of the plan can be requested in the school offices.

Changes in response to the Wellness Policy include:

No carry in fast food (with the exception of Grandparents Day).

No birthday treat brought from home for the class.

No soda in lunches packed at home. (Only water, milk, juice for drinks, please.)

No treat bags at classroom parties.

LUNCH PROGRAM

Resurrection School operates the National School Lunch Program in conjunction with the Department of Education. Hot lunches (milk included) are served daily to student at the cost of \$3.15. Also, an extra entrée may be purchased at the cost of \$1.00-\$2.00. Extra entrees are available to students in 4th, 5th, 6th, 7th, and 8th grades. Younger students wanting extra entrees need to bring a note from home stating they have their parents' permission to buy an extra entrée. Students bringing their lunch from home may buy milk or juice for \$.50. **Soft drinks/sodas are not allowed in lunch boxes** due to the Wellness Policy guidelines. Please send water, milk, or juice in lunch boxes, or allow your child to purchase a healthy drink from the cafeteria. Adults may eat the school lunches for \$4.60. **Lunch visitors may not bring fast food in to the school building** due to the Wellness Policy guidelines, with the only exception being Grandparents Day. Our Wellness Policy is in place and helps us to ensure that healthy food is served at lunch time. The lunch menu will be published monthly and posted on PowerSchool.

The school lunch will include one meat/meat alternative, one vegetable, one fruit, bread, milk and/or juice. Our method is *offer vs. serve* which means that student is required to take only three of the five food groups offered and still meet state requirements. The purpose of this is to keep food costs down and to cut down on food waste by the students.

Reduced and free lunches are available through the School Nutrition Program and are kept confidential. Families who qualify are encouraged to apply at the beginning of the school year or anytime during the year. The Federal Program pays for all or a portion of these lunches and does not come from school funds, so please use this program if you think you may qualify. The information and application are handed out at the time of registration. Lunch money is to be turned in on Monday morning. The money must be in a sealed envelope with the student's name, grade, homeroom, and the amount of money you are depositing into their account. You need not tell us what or when he/she is eating because a count is taken each morning in the classroom. Each student has his or her own account and will be given a plastic card with a bar code for identification. The student's card will be scanned for increased speed and efficiency. Lunches, milks, juices and extra entrees may be paid for by the week, month, or even the year. Our computerized program will keep track of when and what they are eating, as well as, the money balance in their account. A student may run a negative balance, but when notices are sent home via PowerSchool on Thursday's immediate payment is required. Families whose lunch bills reach an outstanding balance of an agreed upon amount will begin receiving a substitute meal.

The School Lunch Program is here for the nutritional benefit of the children. We work hard to make it the best it can be for them. If there are any questions or problems, please feel free to contact the cafeteria staff at 812-963-5556.

PROCEDURE FOR STUDENT LUNCH/MEAL ACCOUNTS

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Resurrection School will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Our software program is a “Debit System”. Each individual will have his/her own account. Money is deposited into each person’s account and as they purchase food items the cost of those items is deducted from their account balance. During mealtime, at the point of sale, the students’ lunch card will be swiped for rapid identification and 100% accuracy. Our computer program will keep track of when they are eating, as well as, the money balance in their account. Account balances can be accessed through Titan.
- A student may charge up to 20 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$25.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If a school family’s purchases of meals goes over an agreed amount, the child(ren) will receive a substitute meal.
- The school lunch system, Titan, will notify parents every weekly (on Thursdays) of any outstanding negative balance in the student’s lunch/meal account. There is a \$30.00 service charge for any check that is returned for non-sufficient funds.
- All accounts must be settled before June 1st of the end of the school year.

ATTENDANCE

Students may attend before school care from 6:30 a.m. – 7:00 a.m. in the cafeteria. There is a \$2 fee/day/student for this service. Before school care is also open beginning at 6:30 a.m. on weather delay days. There is a \$5/student fee for this service on these days. By the 7:25 a.m. bell, students are expected to be seated in homeroom and ready for school to start. Anyone not in homeroom by 7:25 a.m. will be counted tardy. Dismissal time is 2:25 p.m.

ABSENCE PROCEDURES

1. Students who arrive after the tardy bell should report to the office to sign-in and receive a tardy slip. A detention will be issued after the 5th tardy and again, after the 10th tardy and all other subsequent tardies per quarter. Additionally, upon receipt of the 15th tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18th tardy, the Associate Superintendent will be notified and an *Attendance Truancy and Violation Notification Hearing* will be held in accordance with Indiana Compulsory Attendance 20-20-8-8.
2. If a student is not in attendance, a parent/guardian must call the school office by 9:00 a.m. each day the student is absent. Students must be fever free and non-contagious for 24 hours before returning to school.
3. If a student signs in after 9:30 a.m. or signs out on or before 12:30 p.m., the student will be considered absent for one-half day.
4. In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. Homework should be picked up in the school office by the parent between 2:30 p.m. – 6:00 p.m., unless other arrangements have been made.
5. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.

6. An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work and homework.
7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.
8. The parents must sign out students leaving school during the day (appointment, illness, etc.) in the office. If they return during the school day, they must sign back in at the office.

VACATION POLICY

Resurrection School strongly encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered **UNEXCUSED** according to state law.

If a child is absent for an extended period of time, the child is expected to have class work to make up within 5 days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

ATTENDANCE DEFINITION OF EXCUSED ABSENCES

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Child sent home from school due to illness
- Absence related a family funeral
- Absence related to deployment and return for military connected families
- Absence related Court Orders

ATTENDANCE DEFINITION OF UNEXCUSED ABSENCES

An unexcused absence is defined as any absence not covered under the definition of excused absences.

ATTENDANCE DEFINITION OF CHRONIC ABSENTEEISM

A student is considered to have Chronic Absenteeism when he/she has been absent from school for 10% or more of a school year **for any reason**. A school year consists of 180 days, thus 10% is 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent/guardian is required to be in attendance at the hearing.
- A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

ATTENDANCE DEFINITION OF HABITUAL TRUANCY

A student is considered a Habitual Truant when he/she has been absent from school 10 days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student considered habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

ATTENDANCE DEFINITION OF CHRONIC TARDINESS

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for 10% or more of a school year for any reason. A school year consists of 180 days, thus 10% is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent/guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

Attendance Policy 6.5.17

<h3>CLOSING AND DELAYED SCHEDULE</h3>

When the school day is cancelled by the Evansville Vanderburgh School Corporation (EVSC), Resurrection School will be closed as well. Parents will receive notice via the School Messenger Parent Communication System if school is cancelled, delayed, or dismissed early.

When a delay is announced by EVSC, the school day at Resurrection will be delayed. For example, if there is a one hour delay, school begins at 8:25 a.m.; two hour delay, school begins at 9:25 a.m.; etc. If school is delayed, **extended care will be open at 6:30 a.m.** However, there will be a \$2.00 charge for each hour/student until school starts.

When there is an early dismissal by EVSC for snow, floods, etc., Resurrection will also close school at the time announced by EVSC. After-school care will be provided on these days. **Please have an emergency plan in place so students do not have to call home in case of any early dismissal.**

DISMISSAL

1. All students riding a bus will be dismissed at 2:20 p.m. Students who ride in cars will be dismissed at 2:25 p.m.
2. If your child needs to be dismissed early for some particular reason, please send a note to this effect to the homeroom teacher. When you arrive at school to pick up your child, please call the office to let the secretary know you are here. Please pull up along the sidewalk by the main entrance and we will walk your child out the front door to you.
3. If your child has permission to do something different after school, e.g., go home with a friend or walk instead of riding a bus, or if your child is going to be taken home by someone other than the ordinary persons, please send a note concerning this to the teacher or notify the office. Our bus drivers also require a note from the parent if a student rides a bus home that he/she would not normally ride. Please talk to your child about what to do in the case of an unexpected early dismissal.
4. When picking up students at the 2:25 p.m. dismissal time, all cars should park in the lot by the church. Please follow diagram for parking is available in the Back to School folders and in the school office. All vehicles need to wait until the signal is given to leave. Do not leave the parking lot until this signal has been given. This is for your child's safety. Parking under the church canopy area is reserved for late arrivals – those who arrive after the lot becomes full but before cars are dismissed. If you arrive after cars are already being dismissed, please enter parking lot SLOWLY and take an immediate right. Take the next open parking spot. After all cars have been dismissed, you may proceed to the school. NO PARKING on the south ramp leading to the lower parking lot. This is a bus route and cannot be blocked.
5. Any child that is not picked up by 2:35 will be sent to extended care. A \$6.00 charge will be assessed.
6. **Please inform everyone permitted to pick up your child of the above rules.**

DRILLS

Fire, lockdown, and disaster drills are conducted during the school year. The teachers and students are trained to know what must be done in the event of a particular type of drill or disaster. All in the building, students and adults, are expected to follow the procedures for the particular type of drill or disaster.

MEDICATION

Any student needing to take any type of medication (including cough drops, lip balm, etc.) must present the medication at the school office in the original pharmacy container with a medication permission form from the parent stating the following:

- a. Type of medication
- b. Dosage
- c. Time to be administered
- d. Any possible side effects
- e. Signature of the parent

No medication of any sort, prescription or non-prescription, will be given to a student without consent of a parent or guardian. A medication permission form (two are included at the end of this handbook with more available from the office) must be filled out in advance of a student receiving medications from the office. Medication found in the possession of a child will be confiscated and parents will be contacted. The school does not have a registered nurse on staff. Neither Resurrection, nor the Catholic Diocese of Evansville, is the insurer of the student's health and safety while the student is at school or engaged in school supervised activities, including sports.

PARTIES/GIFTS/INVITATIONS

All grades have a Christmas party and games. The room parents sponsor this party. This party is planned for the last day of school before the Christmas recess. We ask for no treats bags be distributed at these parties due to the Wellness Policy. Please see the Wellness Policy listed in this handbook for guidelines.

The Kindergarten class also has a Halloween party. No other classes have a Halloween party.

Children in grades K-5 may exchange Valentines. Classes do not have Valentines parties.

Students should not exchange gifts for individuals at school. This gesture only creates hurt feelings.

Invitations for slumber parties or birthday parties should be sent via the U.S. mail unless an invitation is being given to every student in the class.

TELEPHONE

Using the office phone to call home is discouraged. This helps develop responsibility and organization. Children may use it with the permission of the homeroom teacher and secretary. Students may not use cell phones in school. Please see Cell Phone Policy below.

Children may not use the phone to ask for forgotten homework, gym clothes, lunch, items they forgot to check on the night before, or to make arrangements to other students' homes, etc.

CELL PHONE POLICY

Students may not use cell phones during the school day. If a student brings a cell phone to school, it must be turned off and stored in the student's homeroom in a place designated by the teacher. At the end of the day, students may pick up their cell phones from homeroom and take them home. Cell phones may not be kept at school overnight. Cell phones found anywhere else during the school day will be confiscated, and parents must pick up the phone from the principal's office. On the second offense of a student having the cell phone anywhere else during the school day will result in the cell phone remaining in the principal's office for five school days and parents must pick up the phone from the principal's office after the five school days. On the third offense of a student having a cell phone anywhere else during the school day other than the designated place in his/her homeroom, the cell phone will remain in the principal's office until the end of the school year and will be returned when the parent picks the phone upon the last day of the school year. The administration reserves the right to search the contents of a confiscated cell phone.

**This policy also includes smart watches or Fit Bit type of items that can receive a text message notification. They are to be stored in student's homeroom just like a cell phone.

TRANSPORTATION

Students may ride Vanderburgh County busses home if they reside in the Cynthia Heights School District. A shuttle bus takes our students to Helfrich Park Middle School. For further information, please call 435-8263.

If your child rides home on either R82, R94, R87, R85, R84, 208, or R77, they will ride shuttle bus R77 to Helfrich Park. If your child rides home on either 51, R81, R75, R86, R76, C70, or R78, he/she will ride shuttle bus R78 to Helfrich Park. If your child rides home on either 94, R79, 2, R83, R80, or 43, he/she will ride shuttle bus 43 to Helfrich Park. Students may not ride an unassigned shuttle to Helfrich Park without permission from the principal.

TESTING

Students will be given a standardized achievement and ability test according to the diocesan guidelines and state requirements.

TAKE YOUR SON/DAUGHTER TO WORK DAY

Many area businesses offer parents the opportunity to take their son/daughter to work for career education activities. This activity is limited to students in grades 5-8. The student will not be counted absent for this day if the following conditions are met:

1. The employer or official at the work place provides an agenda or work sheet at least one week in advance.
2. The length of the "Take Your Son/Daughter to Work Day" will be at least as long as the normal school day.
3. A summary of the day's activities will be provided by the student to the school principal/designee. This is due three (3) days after the event.

LIBRARY

The use of each individual teacher's library is a privilege granted to Resurrection School students.

When a student checks out a book, the student automatically assumes responsibility for the book. Books should be cared for and returned in the same condition in which they were issued. If books are not cared for and are returned in poor condition, the student will be asked to pay to replace the book.

COMPUTERS AND INTERNET

Computers are located throughout the school building. Students use computers to learn and practice skills, to write papers, and take Accelerated Reader tests. Students are to work only at the computer that has been designated for their use unless the teacher indicates otherwise. Students may not touch any keys or any other part of any computer that is designated for another person's use. Failure to follow these procedures will result in a violation or detention.

Changing computer settings or deliberately causing damage to any computer or computer equipment will be considered vandalism. Any student who chooses to do this will receive a suspension or other appropriate discipline and be held responsible for repairs.

Internet services provide access to electronic mail (e-mail), public shareware of all types, and massive databases at universities, government agencies and private industries. Internet access promotes education excellence through resource sharing, innovation, and communication.

The Internet also contains material that is objectionable. Faculty members at Resurrection School in the Catholic Diocese of Evansville understand this and have taken precautions to control student access to objectionable material by instructing and supervising students in the proper use of the Internet and electronic mail. Still, on a global network, it is impossible to control all materials that are objectionable or inappropriate. An industrious user may gain access to sites that are supposed to be filtered. Families should be aware that some material accessible via the Internet may be illegal, defamatory, inaccurate, sexually explicit, or otherwise offensive to some people. In addition, it is possible to purchase goods and service via the Internet which could result in unwanted financial obligations for a student's parents or guardians.

The faculty and staff at Resurrection School believe that the advantages Internet access holds for students exceed its disadvantages. However, parents and guardians are primarily responsible for setting and conveying the standards their children should follow when using the Internet or any information source. These standards should conform to the Christian principles of the school, as set forth in the student handbook and as instructed by school faculty and administration. These standards also apply with respect to student-created materials placed on the Internet and other electronic media whether the materials were created at or sent from the school, home, or elsewhere, AND ESPECIALLY to the extent that they include displays of harassment, threats, or disrespect (as discussed below) or endanger students or school personnel in any manner. Students are required to conform their behavior to the Christian principles of the school at all times, whether on or off campus. Failure to do so may result in disciplinary action. While on-line, students are to use the same good behavior that is expected of them in the classroom.

CATHOLIC DIOCESE OF EVANSVILLE INTERNET USE POLICY AND AGREEMENT

We are pleased to bring Internet access to Resurrection School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teacher and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by mobile devices of any kind (including but not limited to cellular telephones, BlackBerry's, Pocket PCs, Sidekicks, pagers and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

STUDENT AGREEMENT

1. **Personal Responsibility:** I will accept personal responsibility for my misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.
2. **Acceptable Use:** My use of the Internet and e-mail will be in support of educational research and the education goals and missions of Resurrection School as defined by the teacher in charge. I understand that "surfing" the Internet can result in congestion of the school network slowing it down for others.
3. **Network Etiquette:** I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.
4. **Privacy:** I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.
5. **Electronic Mail ("e-mail"):** I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.
6. **Security:** Under no circumstances will I order any material over the Internet. I will not download and/or attach file from any user or users I am not familiar with.
7. **Copyright:** I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my Internet use or access privileges may be revoked and school disciplinary action may be taken.

Parent Agreement

As the parent/guardian of a Resurrection student, I have read and discussed the above listed Internet Use Policy and Agreement with my child. I understand that Internet access is provided by the school for education purposes only. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or faculty responsible for materials acquired from the Internet. I give my permission for my child to access the Internet pursuant to the attached Agreement while supervised at school.

ELECTRONIC READING DEVICES

Students are allowed to have electronic reading devices at school that are used exclusively for reading such as a Kindle or Nook as long as it is being used for educational purposes only, the classroom teacher allows the device and it is not causing a disruption to the learning environment. Students who choose to bring and/or use personal reading devices to school, do so at their own risk; Resurrection School will not assume any responsibility if these items are lost, stolen, damaged or corrupted. In no situation are students required to bring personal technology devices to school. Please be sure to label your child's name on the device.

FEEDER SCHOOL DANCES

The seventh and eighth graders are invited to attend dances sponsored by Resurrection School and the other West Deanery schools of the diocese. These dances are for students attending a Catholic school in the Diocese of Evansville or attending Religious Education classes at the sponsoring school. A Diocese of Evansville picture identification card is required for admittance. While attending these dances, the seventh and eighth graders are representing Resurrection School. If a student chooses to act inappropriately, disrespectfully, etc., while attending, disciplinary actions by the school may be necessary.

SPELLING BEE

Resurrection School participates in the county spelling bee each year. To prepare for this, a school spelling bee is held in December/January. Contestants for the school bee are chosen from the results of several classroom bees. A spelling bee will be held in each grade 2-8.

BOOKS/SCHOOL PROPERTY

Textbooks must be properly cared for and covered. Lost books or completely ruined books will be paid for by the student. Student and parent will be required to pay for any damage to other school property such as defacing desks, breaking windows, or damaging computers.

SERVICES

- A. Evaluation services (psychological testing) are available upon request.
- B. Children in grades K, 1, 2 and any other students requested by other teachers or parents are screened for speech and language problems by a speech pathologist. Children who need help in this area receive lessons as scheduled by the speech pathologist.
- C. A nurse visits the school occasionally and will come upon request. Many health services are provided by trained volunteers. A volunteer parent assumes the duty of health chairperson.
 - 1. All children are weighed and measured twice a year.
 - 2. Hearing tests are given to children in grades 1, 4, 7, new students, and special requests.
 - 3. Children in grades 5-8 are checked for scoliosis.
 - 4. Vision tests are given to children in grades 1,3,5,8 and any special requests.
- D. Counseling is available through Catholic Charities and Youth First. Parental consent must be given before counseling sessions.
- E. If a student meets qualifications, Learning Disabilities and Physical Therapy services are available through Evansville Vanderburgh School Corporation.

IMMUNIZATION RECORDS

Resurrection School must report all immunization records for all students to the Indiana Health Department. Resurrection students' immunization information will also be entered into the Children and Hoosier Immunization Registry Program (CHRIP). It allows for the sharing of immunization information among authorized health care providers, schools, and licensed childcare centers to assure adequate immunizations, avoid unnecessary immunizations, meet immunization requirements, and to control disease outbreaks. Immunization records for all new students (kindergarten and transferring) are due in the office fourteen days after the first day of school. Physicals and updated immunization records for 6th graders are due in the office fourteen days after the first day of school or before the first practice session of a sport.

EXTENDED CARE PROGRAM

This program provides care, supervision, and recreation. It serves families whose children are enrolled in Resurrection School. The program is extended to student in grade K-8. Resurrection offers both morning and after school care. Morning care is offered from 6:30 a.m. until 7:00 a.m. for a cost of \$3.00 per day. After school care is offered from 2:25 pm. – 6:00 pm. The after school care program is ran by the Y. Information is provided at the beginning of the school year regarding enrollment in this program.

Appropriate behavior is expected at daycare. Appropriate behavior is outline under the “Basic Rules of Good Conduct” in the Student Rules section of this handbook. A pattern of inappropriate behavior in daycare may result in extra-curricular probation and a suspension from daycare for a period of time.

If school starting time is delayed, the extended care will open at 6:30 a.m. However, there will be a \$3.00 per each hour per child until school starts. If school is cancelled, parents will need to return to school to pick up their child(ren) one hour after notification.

EDUCATION COMMISSION

The Education Commission meets on a regular basis. Check the church bulletin and the parish calendar for dates and times. These are open meetings. If you have items for the agenda, please call the principal or Education Commission president one week prior to the meeting.

SPORTS: RESURRECTION ROADRUNNERS

The sports program at Resurrection is supported by the Resurrection Parish Club and by volunteer coaches. Sports are under the direction of the Athletic Director, who is responsible to the Education Commission. Offers for coaching volunteers as well as questions or concerns about the sports should be directed to the Athletic Director. Resurrection has been proud of its athletic program for a long time and acknowledge the parents as the most loyal and supportive fans.

Sports teams will be formed according to league rules. If league rules are not set to determine team formation, Resurrection teams will follow these guidelines: 3rd – 4th basketball and soccer and 5th-6th grade volleyball will be instruction teams, since these are entry level. All other teams will be formed to make varsity and reserve teams.

There is a sports fee of \$40.00 per child per sport. This fee will be assessed to the family's FACTS account.

SEASON	SPORT	CHILDREN ELIGIBLE
Fall-Winter	Cheerleading	Girls in grades 5-8
Fall	Soccer	Girls in grades 3-6
Fall	Volleyball	Girls in grades 5-8
Fall-Winter	Basketball	Boys in grades 3-8, Girls in grades 3-8
Winter	Wrestling	Boys in grades K-8
Spring	Track	Boys and girls in grades 4-8
Fall-Winter	Archery	Boys and girls in grades 4-8

Students are issued a uniform at the beginning of the season. The uniform should be well-cared for and returned at the end of the season to the child's coach. If the uniform is not returned or is returned in poor condition, a pro-rated fee will be assessed.

EXTRA-CURRICULAR ACTIVITIES

Students in grades 3-8 have the opportunity to participate in a variety of after-school activities besides sports. The coaches are teachers and volunteers.

SEASON	ACTIVITY	CHILDREN ELIGIBLE
Entire school year	Choir	Boys and girls in grades 3-8
Fall	Speech	Boys and girls in grades 6-8
Spring	Math Bowl	Boys and girls in grades 5-6
Spring	Academic Bowl	Boys and girls in grades 7-8

REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Being involved in extra-curricular activities (cheerleading, choir, speech, and sports) is a privilege, not a right. These can help develop the whole child and be a valuable part of the total curriculum. The purpose of this policy is to motivate the students to do their best in both their schoolwork and the extra-curricular activities. It is to encourage the student to be the best they can be.

1. ACADEMIC:

All of the diocesan schools have adopted the following athletic eligibility policy:

The athlete must not be failing any classes. Grades will be reviewed as report cards are issued, whether that is on a 6 or 9 week cycle. Upon release of a report card not meeting minimum standards, the student will be suspended from play for 15 school days from the day report cards go home (student may practice with the team). On the 15th school day, the grade situation will be reviewed by the school administrator. At that time, the student will be reinstated to the team if the grade problem is corrected. If grades are not up to standard, the student will continue play suspension and the right to practice will also be suspended for three more weeks. After the second fifteen school day play and practice suspension, the grades will be reviewed again. If grades are up to minimum, the student will be returned to eligibility. If the grades are still inadequate, the student will be removed from school team and denied practice and play until the student receives a report card that is up to minimum standards.

Students ineligible at the end of a school year will be able to participate on sports teams but closely monitored at the beginning of the next school year.

Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. It is expected that any exception will be documented for future reference.

Students may be disqualified from participation in sports activities based on behavioral reasons established by individual schools.

Students' grades and conduct will be checked twice during each grading period: Early in the 5th week (midterm), if there are signs of a student not meeting eligibility guidelines, parents will receive notification, so the grade can be brought up by the end of the 9th week (report card). This midterm check simply serves as a warning for those who need to show grade improvement before report cards are issued. At the end of the grading period, the principal will notify the coach and parents when a student must be placed on probation and when the probation begins and when it will be completed.

2. CONDUCT/CITIZENSHIP

The student must show respect and display cooperation during school time with teachers and other students and during practices and game times with coaches, officials, and other team members. If a student has served an in-school or out-of-school suspension, he/she is ineligible to participate for 2 weeks. The coach can excuse any player from the team for inappropriate behavior.

Student athletes must wear appropriate clothing to practice. Halter tops or sports bras worn as outerwear or t-shirts with inappropriate words or logos are not permitted.

Some items to consider are: foul language, back talking, name calling, fighting, poor sportsmanship, refusing to follow directions, willful destruction of property, etc.

3. SCHOOL ATTENDANCE

Attendance at school is vital to education. Student athletes are expected to attend all classes. Athletes and other extra-curricular participants absent from classes will not be allowed to participate in practice, contest or meeting the day of the absence. Students arriving after 9:00 a.m. on any given school day will not be eligible to participate in extra-curricular events after school that day. An exception to this rule would be a medical appointment. Other exceptions to the rule must be approved by the principal.

4. PERMISSION

Any student wanting to participate in a sport must submit a signed permission form and \$25.00 sports fee to the coach.

5. ATTENDING AN EXTRA-CURRICULAR ACTIVITY

All participants and spectators are representing Resurrection School when attending an extra-curricular event. Good sportsmanship, conduct, and respect for facilities should also be followed. If a participant or spectator chooses not to conduct themselves in the appropriate manner while attending an activity, disciplinary action may be necessary.

RESURRECTION HOUSE COUNCIL

The House Council is a service organization. Its purposes are many:

1. Working in a cooperative manner with faculty and students
2. Promoting leadership skills for the students
3. Encouraging good citizenship behaviors
4. Organizing worthwhile and fun activities for the school
5. Assisting the faculty in positive school spirit
6. Fostering community involvement

House Council Selection

To become a member of the House Council you must be elected. Elections for House Council are conducted as follows:

1. Students wishing to run must write a paragraph of over 100 words explaining why they want to be on the House Council and what they hope to accomplish if elected. The paragraph must be approved by a teacher sponsor. Students will also write a speech or slogan to present to the student body. All paragraphs, speeches, slogans, and permission slips are due no later than the assigned date.

2. Officers will consist of President, Vice-President, and Secretary. Only eighth grade students may run for President. Seventh and eighth grade students may run for Vice-President and Secretary. Officer elections will be held on during an upper grade school assembly. Officers will be announced on upon completion of tallying the votes.
3. Those who did not get elected to an officer position may still run for class representative on the assigned date. The elections will be held in 5th through 8th grade homerooms. Four students from each grade level will be elected by their peers, their teachers, House Council sponsors, and the principal. Those speeches and or slogans are also due by an announced date. Each student will read his/her speech/slogan to the class and ballots will be cast on that day.
4. Once elected to the House Council, student must demonstrate responsibility and always represent the school to the best of their ability. They must have a grade point average of a C each grading period. They must have no F's on their report cards and earn no behavior detentions. Failure to meet these requirements will result in probation from the Council.
5. Members must be punctual for meetings which will be held monthly. Meetings will begin at 2:25 pm If a member is unable to attend a meeting, he/she must give a written note to a sponsor at least oneday in advance except in the case of illness. Two unexcused absences are reason for dismissal from the Council.
6. All House Council meetings are open meetings. Any 5th, 6th, 7th, or 8th grade student may attend. Students planning to attend should submit their names to the homeroom representative by the Monday before the scheduled meeting.

STUDENT RECORDS

According to the Buckley Amendment of 1975, parents have the right of access to student official records. Parents are requested to make such a request in writing giving 24 hours notice to the school.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

DRESS CODE AND DRESS CODE PHILOSOPHY– REVISED JANUARY 2023

The purpose of the school dress code is to promote neatness, discipline, a sense of school identity, and to provide an atmosphere of learning free of emphasis on clothing.

The enforcement of the dress code is a joint responsibility of the parents, students, teacher, and administrator. Parents must see that their children leave the house properly attired. Teachers and administrator are to see that the students follow the dress code. Appropriateness of dress and make-up is left to the discretion of teachers and administrator.

Grades K-8

**ALL CLOTHING SHOULD BE NEAT, CLEAN, AND IN GOOD CONDITION.
PANTS MUST BE PROPERLY HEMMED WITH NO FRAYS.**

PLEASE PUT NAMES IN ALL CLOTHING, ESPECIALLY UNIFORM FLEECE ITEMS.

PANTS

Navy or tan khaki, uniform type pants or dress shorts. Pants must have belt loops, and a belt must be worn with all shorts and pants. No outside pockets. Flaps must be secured with a button or sewn down. No jean-style pants, cargo, carpenter, Lycra, or capris. No oversize pockets or slits at the hem. Pants may be worn at the waist or just below the waist, as long as the shirt can still remain tucked in.

FOR GIRLS IN GRADES K – 4: SKORTS/JUMPERS

Navy or khaki skorts/jumpers for girls, plain, uniform style only. No jean-style skorts. Flaps must be secured with a button or sewn down. Skorts/jumpers must be no shorter than four (4) inches above the knee. Also if the item has a slit, the slit must be not shorter than four (4) inches above the knee. Red or navy polo style dresses are acceptable for girls in grades K – 4.

SWEATER/SWEATSHIRTS/FLEECE

Plain cardigans, pullovers, or vests with no hoods in RED, NAVY, BLACK or WHITE. No extra ribbons, fringe, fur, etc... Sweaters may have a zipper.

Dress code sweatshirt/fleece –Navy blue with school name or navy fleece with school logo. Dress code shirt must be worn under sweatshirt or fleece.

SHIRTS

Shirts must be solid RED, WHITE, NAVY, DARK GREEN or BLACK with no logos or emblems, with the exception of Resurrection School emblem. Style of shirts must be polo style, (collar and buttons) uniform shirt. Shirts must be tucked in and buttoned at least to the second from top. If a t-shirt is worn under the polo, it must be white with no lettering. No long-sleeved shirts under short-sleeved shirts.

SOCKS

Socks must be worn. Girls may wear solid colored (RED, NAVY, BLACK, TAN KHAKI, or WHITE) tights under their dress code skorts/jumpers.

BELTS

Traditional style belts must be worn with all pants and shorts.

SHOES

Shoes may be casual or athletic. Sandals, flip flops, clogs, backless shoes, heels, boots, or shoes with wheels are not permitted.

HAIR

Hats, bandanas, or kerchief-type scarves are not to be worn in the school building. Hair should be kept clean and properly styled. Hairstyles bordering on the extreme will not be permitted. Drastic hair color changes are not permitted. Subtle highlights or lowlights that complement the natural hair color are allowed. No streaking or coloring of hair with a color that is drastically different than the natural color. Administration reserves the right to determine what is extreme in nature. Boy's hair must not touch shirt collar when student is seated. It should be no longer than bottom of ear opening. Bangs must hang above eyebrows. Girls should keep long bangs pulled back and out of the face.

JEWELRY

Jewelry should be minimal and never call attention to the wearer. Girls may not wear more than two sets of earrings in lower ear lobe only. For safety reasons, no dangle or hoop earrings may be worn. Boys are not allowed to wear earrings to school.

MAKE-UP

Girls in grades 6-8 may wear moderate make-up. No eyeliner. Length of fingernails should not be distracting. No tattoos, permanent or other.

P.E. UNIFORMS

Students in grades 5-8 must wear the Resurrection School gym shirt and shorts during P.E. class. Socks and athletic shoes that tie must also be worn as part of the uniform. Uniforms may be purchased online at any time during the school year. (<https://carolinathreadz.com/collections/resurrection>)

FREE DRESS

The first Fridays of the month are designated as free dress days. On a free dress day, the students may wear whatever they choose with these restrictions: students should not wear torn clothing, tank or halter tops, muscle shirts, biker shorts, yoga pants, flannel lounge or pajama pants, words on the seat of pants, concert t-shirts, clothing that has inappropriate language, clothing that promotes drinking, drugs, violence or smoking or etc. Leggings are acceptable only if worn as tights under a skirt or tunic-style shirt or long sweater. Tops and skirts covering leggings need to be no shorter than 4 inches from the knee. If skirt has slit, the top of slit can't be higher than 4 inches from the knee. Hats, bandanas, or kerchief-style scarves may not be worn inside the school building. No tattoos, permanent or other are permitted. Since the children play outdoors and participate in gym classes, flip flops are not allowed on free dress days or regular dress days. Flip flops are sandals that have strap between the big toe and second toe and a strap on either side of the foot.

ALTERNATE DRESS DAYS

Several days throughout the school year are designated as theme days. The students are asked to dress according to the theme or to wear their uniforms. For example, the theme day may be a favorite sweatshirt day. If the student doesn't want to wear a favorite sweatshirt, they should dress in regular dress code.

The school dress code is designed to promote neatness, modesty, discipline, and to provide an atmosphere conducive to an effective Christian Learning Environment. Students are expected to dress appropriately for each occasion. Parents are expected to ensure their child is dressed according to the dress code, with the exception of special dress days as approved by the administration. The school reserves the right to call or send home any student whose dress is deemed inappropriate for school. The school also reserves the right to determine if an aspect of a student's dress is distracting to the learning environment, thereby inappropriate for school.

STUDENT AND LOCKER SEARCHES

The principal and teachers may search students and personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

FIELD TRIP GUIDELINES

A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.

Students must be averaging 95% attendance to be eligible to attend field trips.

Younger siblings of students may not attend field trips.

Teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Students must ride the bus to and from the field trip. Riding in a car with a parent is not permitted.

Students must wear dress code on field trips, with a camping trip being an exception. The principal may make exceptions as necessary.

Catholic Diocese of Evansville
Code of Christian Conduct Covering Students and Parents/Guardians
Resurrection School

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

CRISIS/CONFRONTATION POLICY

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

- A. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;

- B. A student has engaged in or threatened, attempted or make plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
- C. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;
- D. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- E. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- F. A student knows, but fails to disclose to school authorities, that another student either:
 - a. Has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - b. Has possessed, handled, concealed, or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his/her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions, and/or restrictions shall be grounds for the immediate expulsion of the student.

ASBESTOS

Resurrection School has complied with the Federal Asbestos Hazard Emergency Act (AHERA) by completing the following requirements:

1. All facilities were inspected for both friable and non-friable asbestos-containing building materials
2. Samples were taken during the inspections of all materials suspected of containing asbestos, and the samples were analyzed at an EPA accredited laboratory.
3. A management plan was written, based upon the inspection report and laboratory findings outlining the administration's intent in controlling and abating any asbestos building materials.

No asbestos-containing materials were found in the school facility. The management plan is available for review in the school office or in the Office of Education for the Diocese of Evansville.

SCHOOL PEST CONTROL POLICY – updated 7/2012

All applications of pesticides will be made in strict compliance with label instructions and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods, and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than 48 hours before the application. No notice will be given if the application is made when students are not present. In the case of emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

HEAD LICE POLICY – CDC - updated 7/2017

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as 'casings'.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

Water Bottle Policy

Water fountains are open. Students may bring filled water bottles to school each morning in a clear water bottle with a closeable straw. Metal water bottles or disposable water bottles are not acceptable.

Resurrection Catholic School
MEDICATION ADMINISTRATION

Indiana State Law requires that schools observe certain regulations when administering medication to students. The following procedures must be followed:

1. Any medication including over-the-counter medication (Tylenol, cough drops, ibuprofen) **requires written permission from the parent or guardian, stating the name of medication, amount of medication, the hours for administration, and the period of time medication is to be continued.** It **must be** provided by the parent and sent in the original container labeled with the student's name. Permission slip must contain parent's/legal guardian's signature.
2. Prescription medications **must be** in the original container. The label will meet the requirement for physician's written order; however, the parent must either complete and sign the Student Medication Permission Slip or send in a permission note with parent's/legal guardian's signature. We recommend a one month's supply of the medication be sent in at a time.
3. **The parent/guardian shall accept the legal responsibility for the safe arrival of his/her child's medication to and from the child's school.**
4. Whenever possible, medication should be administered at home rather than school hours. No medication will be administered without the medication being provided and this permission slip.

STUDENT MEDICATION PERMISSION SLIP

I hereby authorize school personnel to administer medication as indicated to:

Name: _____ Grade: _____ Teacher: _____

Rx Number: _____ Medication Name: _____

Directions _____

Doctor: _____ Phone: _____ Pharmacy: _____

Time medication is given at home: _____ at school: _____

I understand that my signature relieves the school personnel of any and all liability related to the administration of the prescribed medication.

Signature of Parent/Guardian

Date

Phone Number Where You May
Be Reached During School Hours

*Form only needs to be returned if medication is being sent in.

Resurrection Catholic School
MEDICATION ADMINISTRATION

Indiana State Law requires that schools observe certain regulations when administering medication to students. The following procedures must be followed:

1. Any medication including over-the-counter medication (Tylenol, cough drops, ibuprofen) **requires written permission from the parent or guardian, stating the name of medication, amount of medication, the hours for administration, and the period of time medication is to be continued.** It **must be** provided by the parent and sent in the original container labeled with the student's name. Permission slip must contain parent's/legal guardian's signature.
2. Prescription medications **must be** in the original container. The label will meet the requirement for physician's written order; however, the parent must either complete and sign the Student Medication Permission Slip or send in a permission note with parent's/legal guardian's signature. We recommend a one month's supply of the medication be sent in at a time.
3. **The parent/guardian shall accept the legal responsibility for the safe arrival of his/her child's medication to and from the child's school.**
4. Whenever possible, medication should be administered at home rather than school hours. No medication will be administered without the medication being provided and this permission slip.

STUDENT MEDICATION PERMISSION SLIP

I hereby authorize school personnel to administer medication as indicated to:

Name: _____ Grade: _____ Teacher: _____

Rx Number: _____ Medication Name: _____

Directions _____

Doctor: _____ Phone: _____ Pharmacy: _____

Time medication is given at home: _____ at school: _____

I understand that my signature relieves the school personnel of any and all liability related to the administration of the prescribed medication.

Signature of Parent/Guardian

Date

Phone Number Where You May
Be Reached During School Hours

*Form only needs to be returned if medication is being sent in.