



RESURRECTION
CATHOLIC SCHOOL

PARENT STUDENT HANDBOOK 2016 - 2017

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“Every child deserves a champion – an adult who will never give up on them, who understands the power of connections, and insists that they become the best that they can possibly be”.

-Rita Pierson



RESURRECTION

CATHOLIC SCHOOL

Dear Parents and Students,

Welcome to Resurrection Catholic School! In choosing Resurrection Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Resurrection Catholic School for the 2016-2017 school year. Please read this document carefully, sign the attached acknowledgement form and return it to your child's teacher. This agreement states that you intend to fully abide by the policies of Resurrection Catholic School during the 2016-2017 school year.

On behalf of our pastor and the faculty and staff of Resurrection Catholic School we look forward to working with you to promote the spiritual development and academic excellence of all students rooted in the teachings of the Catholic Church.

As we thank God for the beginning of another school year, let us pray for the success of all of our students and for all of the members of the Resurrection learning community.

In His service,

Felicia K. Nichols, M.Ed.
Principal

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NON-DISCRIMINATION POLICY

Resurrection Catholic School complies with all Catholic schools of the Galveston-Houston Archdiocese regulations by assuring that no person shall be excluded from consideration for privileges, scholarship, student aid, athletics, admissions policies, education policies or participation in any program or activity which it operates on the grounds of race, religion, color, nationality, or ethnic origin.

AMENDMENT STATEMENT

The Principal of Resurrection Catholic School reserves the right to amend this handbook at any time during the school year. Notice of amendments will be sent to parents via the school or e-mail communication.

ABOUT RESURRECTION CATHOLIC SCHOOL

Resurrection Catholic School serves students in grades Pre-Kindergarten through grade 8 (Catholic Elementary and Middle School) under the Archdiocese of Galveston-Houston Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used to ensure that our theology complies with the Catholic Bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Resurrection Catholic School, we are attempting to "teach as Jesus did."

The Archdiocesan curriculum guidelines, consistent with the State of Texas guidelines and Common Core Standards, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. Emphasis is placed on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program, which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

Resurrection Catholic School is fully accredited through the Texas Catholic Conference Education Department (TCCED).

HISTORY

The original building of Resurrection Catholic School was completed in the summer of 1937. Before the end of July of the same summer, Father Henry Parmentier obtained four Sisters of St. Mary from Fort Worth to staff the school. The school was blessed and dedicated by Bishop C.E. Byrne, Bishop of Galveston, on Sunday, September 12, 1937. Registration and the opening for full day sessions began the following day. The school was prepared to receive seventy pupils but within the first week the number rose to ninety-five. By 1947 enrollment had passed the two hundred mark and by 1952 it had risen to over three hundred. According to the school records, 1959 was a peak year with four hundred eighty-one students. Plans were made and a new building was finished and dedicated in 1962 with eight classrooms, restroom facilities, a library, and a teacher's lounge. In 2007, Father Abelardo Cobos was assigned Pastor of Resurrection Catholic Community and the school was at risk of closing. After seeing the need and the impact that this school had on the community, Fr. Cobos, by the guidance of the Holy Spirit and with the help of Principal Mr. Danny Brogee, together worked diligently to save Resurrection School from closing its doors. Today, Fr. Christopher Plant and staff at Resurrection continues to strive in bringing enrollment back to full capacity and to provide students with a 21st-century education.

We are very grateful to the Sisters of St. Mary Namur for helping establish Resurrection and help us become what we are today! As our sister parish, Prince of Peace contributes to our school. Not only do they provide financial assistance, but they also provide volunteers who help us throughout the school year. The Marian Servants of the Incarnate Wisdom®. The Marian Servants were

invited by Fr. Cobos to enrich the already solid religious foundation of provided by the school. They provide praise and worship services, retreats for both students and staff, mentoring to “at risk” students throughout the school year, and financial support with tuition assistance.

MISSION STATEMENT CATHOLIC SCHOOLS OF TEXAS

The ministry of Catholic education in general is the fulfillment of the education mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic School is its ability to respond to the needs of the whole person, the Church in a time of transition, and the world with a global perspective for a peaceful and sustainable future.

The Catholic School is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be encouraged to appreciate and understand the living organism called Earth, the peoples and cultures that inhabit it, and to develop global perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its students to the conviction that people are more important than material gain that justice is more important than success that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

MISSION STATEMENT

As a faith community, the mission of Resurrection Catholic School is to educate and care for children as they grow in wisdom, age, and faith. Catholic Schools of Texas call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ. In collaboration with families, Catholic schools teach the values of our faith and tradition, foster experiences of community and service, and provide educational excellence. Catholic schools in the Archdiocese of Galveston-Houston are committed to the evangelizing mission of the church to educate and form the whole person in mind, heart and spirit.

PHILOSOPHY

Empowered by the Risen Lord, the entire Resurrection Community will be committed to developing mind, heart, and spirit, through a quality academic program permeated by a Catholic environment.

ACCREDITATION

Resurrection Catholic School is accredited through the Texas Catholic Conference Education Department (TCCED). The TCCED is recognized by the Texas Education Agency (TEA).

GOALS OF OUR SCHOOL

Resurrection Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Archdiocese of Galveston-Houston.

Objectives

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living;
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life;
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation;
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

2016-17 FACULTY AND STAFF

Administration

Pastor
Father Oscar Dubon

Principal
Felicia K. Nichols

Designated Person(s) (If Principal is Off Campus): Miguel Sanchez, Claudia Muro

Support Services

Melony Candler - Counselor
Vanessa Lopez – School Nurse
Liz Carbonneau – Instructional Coach

Early Childhood

Krystalena Hernandez – Pre-K (3)
Flora Sanchez – Pre-K (4)
Shenika Hines – Pre-K (4)
Debra Londow - Kindergarten

Elementary School

Sandra Romero – Grade 1
Miguel Sanchez – Grade 2
Maria Perales – Grade 3
Claudia Muro – Grade 4
Jeffrey Tzetzso – Grade 5

Middle School

Patricia Guerra – Religion & Social Studies
Patrick Sequiera – English & Reading
Jason Choi – Math & Science

Ancillary

Art
Library
Nicholas McCoy – P.E.
Harold Richard - Media
Claudia Dempsey – Music

Custodian

Birginia Riveras

Director of Athletics - Patrick Sequiera
Director of Academic Competitions – Jason Choi

STAKEHOLDERS' RESPONSIBILITIES

PASTOR'S RESPONSIBILITIES

I. Administrative Responsibilities

- Has veto power over all school decisions
- Is consulted in all serious disciplinary matters and should be present at conferences with parents if serious disciplinary problems are being considered
- Is an ex officio member of the School Board and its finance committee
- Has the right to approve the School Board meeting agenda
- Has the right to approve appointment of School Board members and officers
- Has the right to dismiss School Board members
- Is consulted in all serious financial matters and has the final decision after consultation with the principal

II. Personnel Responsibilities

- Employs the principal, in consultation with the Catholic Schools Office, using the principal search committee
- Has the right of consultation regarding the change, employment or termination of the faculty

III. Spiritual Responsibilities

- Establishes and maintains the Catholic Identity of the school with the cooperation of the principal and faculty
- Provides for the liturgical and sacramental life of the school

PRINCIPAL'S RESPONSIBILITIES

- Serve as a Christian role model for students.
- Provide support for teachers.
- Promote effective discipline of all students.
- Encourage parent communication with the school.
- Responsible for instructional leadership.
- Facilitate cooperative working relationships among staff and students.
- Manage all aspects of the school's administration.
- Maintain effective communication and working relationship with the Pastor, Archdiocesan School Office and the Archdiocese.

SCHOOL BOARD – ROLE & RESPONSIBILITIES

The school board is advisory to the Principal and Pastor of the Parish school. The board assists the Principal and Pastor in Parish to identify and articulate the educational needs and aspirations of the school and school community and engage in long-range strategic planning. These goals

become the basis for program objectives, policies, and action plans for the educational program.

Persons in the following categories may NOT be considered as candidates for the Board

- Employees of the Parish and school, whether teaching or non-teaching personnel
- Spouses, children or siblings of employees of the Parish/school
- More than one member of an immediate family at a time
- Board members or professional educators of another school or school system

TEACHER'S RESPONSIBILITIES

- Serve as Christian role models for their students.
- Comply with school policies, rules, regulations, and directives.
- Maintain an orderly classroom atmosphere conducive to learning.
- Teach according to the standards of performance required by the Archdiocese.
- Establish rapport and an effective working relationship with parents, students, and other staff members.
- Encourage good work habits that will lead to the accomplishment of personal goals.
- Use discipline management techniques developed in the Student Code of Conduct for all school and extra-curricular activities.
- Attend all after school activities that concern parent/teacher collaboration.
- Maintain a current homework on-line site for students in their care.

PARENT RESPONSIBILITIES

As partners in the educational process at Resurrection Catholic School, we ask parents to:

Set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time
- Is dressed according to the school dress code
- Completes assignments on time; and
- Has lunch money or nutritious sack lunch every day;
- Encourage child to be attentive to instruction and to obey all rules;
- Follow required school and academic policies of the schools;
- Actively participate in school activities such as Parent-Teacher Conferences
- See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- Notify the school with a written note when the student has been absent or tardy;
- Notify the school office of any changes of address or important phone numbers.
- Meet all financial obligations to the school. Report cards will not be released until all financial obligations have been met.
- Perform twenty (20) hours of volunteer service (per family) are during the school year.

- A volunteer sign in book will be in the school's Front Office. It is the parent's responsibility to make sure they are signed in so that they may be credited. There is a \$25.00 fee per hour not served.
- Inform the school of any special situation regarding the student's academic, safety, and medical well-being;
- To complete and return to school any requested information promptly;
- Read school notes and newsletters and to show interest in the student's total education;
- Support the religious and educational goals of the school;
- Attend Mass and teach the Catholic faith by word and example;
- Support and cooperate with the discipline policy of the school;
- Treat teachers with respect and courtesy in discussing student problems;
- Participate in school related organizations, i.e. PTO, Cougar Sports Booster Club, Enrollment Management Team.

STUDENT RESPONSIBILITIES

- Respect the authority of the pastor, principal, deans, teachers, parent volunteers, other school staff, and fellow students.
- Attend all classes daily and be on time.
- Be prepared for each class with appropriate materials and assignments.
- Follow the School Dress Code.
- Follow the Student Code of Conduct.
- Assist the school staff in maintaining a safe environment
- Perform required Patrol Duty. Students in 8th Grade and 7th Grade (April and May only) are assigned patrol duty on a monthly rotating basis. Teachers will assign students to specific areas in the morning and afternoon. Teachers are responsible for making sure that students are on time and in place. Patrol hours are 7:30-7:50am and 3:15-3:30pm.
- Record homework and project assignments in a planner on a daily basis.
- Attend Progress Report Conferences.

PARENTAL ROLE IN EDUCATION

We, at Resurrection Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Resurrection Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Resurrection Catholic School, we

trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

I. SCHOOL OPERATIONS

School Hours

Grades Pre-K3 through 8th: 7:50AM – 3:15 PM.

Students not sitting with their class in the gymnasium at 8:00 AM are considered tardy.

At Resurrection Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:15 AM for breakfast and 7:30 for all other students. Prayer and afternoon announcements begin at 3:00 PM each day. Dismissal immediately follows.

Resurrection Catholic School's afterschool care is provided by Camp Innovation. All fees are handled by Camp Innovation. All parents are to be registered with Camp Innovation so that in cases in which the parent is unable to pick the student(s) up by 3:30, the student will be supervised in a safe environment.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

Students not picked up by the end of carpool (3:30 PM) will be sent immediately to the Camp Innovation program and fees will be charged by Camp Innovation.

Parents of students who arrive prior to 7:15 AM or who are not picked up by 3:30 PM and are not registered with the afterschool care provider, Camp Innovation, will receive:

1. a phone call reminding you to not drop off your child early or to pick up your students on time
2. a registered letter reminding you that dropping your child off at school prior to 7:15 AM or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.

Repeated early drop off or failure to pick up your child from on time will result in expulsion from the school.

Returning to School After Hours

Students are not permitted to return to the school building after the 3:15 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:15 PM without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

School Office Hours

The school office is open on all school days from 8:00 AM – 4:00 PM. The school office is closed between 7:30am and 8:00am, and between 3:00pm and 3:30pm during dismissal for the safety of all students.

Visitors

All school visitors (volunteers, parents, etc.) must check in through the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors will be asked to show identification in the form of a driver's license or other government issued identification. Volunteer hours must be scheduled for specific purposes.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop by a classroom to see their child during the day. This is an interruption to the teacher and to the educational process. For the safety of all students, the Morning Prayer/Program is closed to visitors.

Arrival and Dismissal

Morning Drop-Off Procedures:

USE OF CELL PHONES IS NOT PERMITTED DURING MORNING DROP-OFF TIME.

Vehicles must enter the front parking lot on Market St. and drop off students on the side of the gym. Doors open at 7:15AM. Students who are not in the gym (seated) by 8:00am are considered tardy. For safety reasons, parents and members of the community are not allowed into the gym during morning drop-off/morning assembly.

Dismissal Procedures:

Elementary students (Pre-K3 – 2nd grade) and students who have siblings in PreK3- 2nd grade):

Students will be seated and ready for dismissal by 3:15pm; supervised by faculty/staff in attendance. Students will be dismissed from the back of the elementary building. Start going SOUTH on Majestic St. make a RIGHT on Arapahoe St. and then a RIGHT on Zoe St. Teachers will be assigned to outside duty to help maintain safety and order of traffic. Please do not leave your vehicle at any time.

Each student has been provided with a car tag number which must be visible from the front window of the vehicle.

Middle School Students and Students in Grades 3-5:

Students will be seated and ready for dismissal by 3:15pm; supervised by faculty/staff in attendance. Students will be dismissed from the gym. The car line must start outside of the parking lot of Market St. Vehicles, should be facing EAST on Market St. and should begin to go into the parking lot at 3:15pm. Please do not enter parking lot earlier as we cannot block traffic that may be coming into the parish. Teachers will be assigned to outside duty to help maintain safety and order of traffic. Please do not leave your vehicle at any time.

Each student has been provided with a car tag number which must be visible from the front window of the vehicle.

Students are not allowed to go back to the school building while dismissal is underway. Any school business must be taken care of before or after dismissal. At 3:30pm, all remaining students, with the exception of those remaining for a structured school activity, will be taken to Camp Innovation for which a fee will be charged to the parent.

Students who walk home will be dismissed from the front gym door (facing Market Street) if they are on the official list of “walkers”. Parent is to notify the school staff and fill out the appropriate documentation if their child will be a walker.

Inclement Weather

Inclement Weather Drop-Off and Pick-up Procedure

To drop off, carpool drivers will enter from the side entrance on Market Street, drive alongside the gym and drop off under the awning. Parents will exit onto Majestic. For faster drop-off, students should be seated on the behind the driver's seat.

During inclement weather pick-up, parents are to drive alongside Zoe Street, make a right on Market Street and enter the school gate from Market Street. Parents who park on Market Street will be directed to proceed around to the pick-up line which ends on Zoe Street in order to be considered part of the car pick-up line. Each student has been provided with a car tag number which must be visible from the front window of the vehicle.

Walkers will only be released from the front entrance of the gym if the student is on the official "walker" list.

Nutrition Policy

Parent-Student Lunches

Lunches are provided by the Archdiocese of Galveston-Houston Food Service Department. (Eligibility Forms will be sent home annually to determine eligibility for reduced pricing) Parents are welcome to eat lunch with their child; however, **fast food lunches may not be brought in to the school at any time.**

Lunch Visitation Policy

Parents are encouraged to have lunch on occasion with their children and should register as a visitor with the school office upon entering campus. Parents shall not leave campus with their child to have lunch. No outside fast food shall be provided to students during this visit as our school participates in a federal school lunch program with strict guidelines. Birthdays celebrations will not be held during lunch time based on the USDA guidelines and the Resurrection Catholic School policy.

All lunches must meet the Texas Department of Agriculture Nutritional Guidelines and the federal requirements. The requirements for the lunch program are available on the school website. Students who forget their lunch will be provided with a hot school meal and the parent will be billed. **DUE TO LIMITED STAFF, THE SCHOOL WILL NOT DELIVER LUNCHES DROPPED OFF BY PARENTS DURING THE SCHOOL DAY.** On inclement weather days, students will eat lunch in the classrooms and those students who regularly eat lunch through the lunch program will have lunch delivered to the classroom.

MEAL SERVICE HOURS

Breakfast Service: 7:20 am - 7:50 am

Lunch – 10:45am – 12:20pm (depending on the class)

MEAL PRICING

Full Price Breakfast:	\$2.00	Reduced Price:	.30 cents
Full Price Lunch	\$3.00	Reduced Price:	.40 cents

National School Lunch Program (NSLP) applications for free and reduced lunch are available in the office, and all parents are encouraged to apply, regardless of income status.

MEAL PAYMENT PROCEDURES

It is encouraged that parents and guardians use www.parentonline.net to maintain payment and regulation of their student(s)'s accounts meal accounts.

Students may pay by cash or check at the cafeteria line when making a meal purchase.

If payments are not made online, nor made at the time of meal purchase, then an envelope with the correct amount should be submitted in an envelope, student name, and grade written on the outside of the envelope. Money will not be accepted by the office unless in an envelope. The office gives no receipts.

Parents may request one transaction record per month, showing all meal charges and payment balances.

After a debt of three meals has accumulated, then an Alternative Lunch and a charge of \$1.00 will be made to a student's account.

Birthdays

Birthdays will be recognized during morning opening prayers in the gym. In addition, parents may deliver store-bought cupcakes/or cookies to the office with their child's name and grade. The treats will be sent to the teacher to distribute at his/her discretion in the afternoon after lunches have been served. Treats may not be served during lunch as we are participating in a federal lunch program. Toys, treat bags, balloons, etc. are not permitted in class. Birthday parties will not be held on the school campus as we will be maximizing our instructional day.

Parties at School

A party is permitted each year at Christmas. The GIFT EXCHANGE for all grades will be a BOOK.

Children are also allowed to exchange valentines on St. Valentine's Day. Room parents will coordinate Christmas party with the teacher. **Room parents will NOT collect donations for a**

teacher gift. Students may provide small gifts to teachers but it is NOT required. All children in grades PK-3-8 may dress up for the All Saint's Day Parade.

Party Invitations:

To ensure that the process of inviting students to private birthday parties/events, party invitations may be sent to the teacher to distribute to the classroom. Only if every child in the class is to receive an invitation will the teacher distribute the invitations at school. If any students are excluded from participation, arrangements must be made outside of school by the parent to distribute the invitations.

Liturgical Celebrations

Students in grades Kindergarten – 8th participate in the celebration of the Eucharist every Tuesday morning. Students in Pre-K 3 & 4 begin participating at the beginning of the second semester. Official dress uniforms for all students must be worn for school Masses. The entire school celebrates Holy Days, special feast days and commemorations of special events. Daily prayers in the classroom are a part of the religion program and daily announcements. Prayer services are conducted in the classroom regularly. All parents are welcome and encouraged to attend Mass with the school community.

School Calendar

The Resurrection Catholic School calendar can be found on the campus website. Parents should refer to the campus calendar to stay informed of upcoming school events.

II. ADMISSIONS POLICY

Resurrection Catholic School is an equal opportunity, fully accredited school offering grades Pre-Kindergarten through Eighth Grade. Resurrection Catholic School admits all students to the rights, privileges, programs, and activities made available to the student body. We do not discriminate on the basis of race, color, age, or national origin in the administration of our admission, scholarship, or any of our other programs. The school adheres to the policies stipulated by the Archdiocese of Galveston-Houston. The following guidelines are used in student admissions:

- Priority may be given to presently enrolled students receiving an invitation to re-register as a result of meeting the behavioral and academic standards of Resurrection Catholic School. Parents and guardians also must conform their conduct to reasonable standards of cooperation and support consistent with the school's mission. Tuition and fee payments must be up to date at the time of registration for the coming school year.
- Among the factors considered in the admission of new students are siblings in the school, members of a Catholic parish, children of alumni, and academic and behavioral qualifications. Parents/guardians will be asked to sign a Request for Release of Transcript, which will be forwarded to the student's former school; records will be sent to Resurrection Catholic School. A

transcript will include current report card, achievement test results and health records. New students may be tested before being accepted. The school also requires the completion of a teacher and principal recommendation form.

- All required forms must be returned and fees paid during the registration period before placement is assured.
- If the school cannot meet the needs of the student, the right to request withdrawal of the student (if currently enrolled) or refuse admittance for the coming year may be made at the discretion of the Principal and in consultation with the Pastor.
- The school reserves the right to refuse admission to and call for the immediate withdrawal of any student whose presence is considered detrimental to the school's best interest.
- The following age guidelines are required for Pre-Kindergarten through First Grade:
 - Pre-K students must be 3 years old on or before September 1
 - Pre-K students must be 4 years old on or before September 1
 - Kindergarten students must be 5 years old on or before September 1
 - First Grade students must be 6 years old on or before September 1.

Students must be completely potty-trained before entering Pre-K or Kindergarten. The school reserves the right to place the student in the grade or class group which it feels will be the most beneficial to the student and the school.

- All students are admitted on a probationary basis.
- Every student enrolled shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

Financial Policy

The average cost to educate ONE CHILD at Resurrection Catholic School is \$6,000.00. We know that parents cannot afford to pay that amount for each child, therefore we do require participation in fundraising activities and annual events to offset the deficit for each child. Tuition covers the salary, benefits for teachers and staff. It also pays electricity, water, gas and all supplies. All families, including staff/teachers are required to complete a PSAS application to receive discounted tuition rates.

Tuition is to be paid PROMPTLY EVERY MONTH FROM AUGUST to JUNE through FACTS. Failure to pay student tuition will result in withdrawal from Resurrection Catholic School.

Tuition that is delinquent more than one month will result in a student being withdrawn from Resurrection Catholic School.

FACTS Tuition Payment Program:



To help us manage our tuition payment program we have partnered with FACTS Management Company. You can choose the days to make your payment and they can be bi-monthly or monthly. Click on the FACTS icon at www.rcchouston.org to find the link. All families are required to be enrolled in the FACTS payment program.

Fundraising Requirements

All families with children attending Resurrection Catholic School must participate in all fundraising activities. TOTAL FUNDRAISING COMMITMENT FOR EACH FAMILY IS \$400.00 ANNUALLY. A minimum of \$100.00 must be for BAZAAR ticket sales. Any family that does not meet their fundraising commitment will be:

- Billed for the delinquent amount
- Placed on waiting list for next year

Health Policy

For the protection of all students, the following rules have been set-up and will be followed at all times. A child having one or more of the following symptoms will be sent home:

- Fever 99.6 degrees or higher.
- Suspected contagious diseases.
- Vomiting
- Diarrhea
- Repeated complaints of feeling bad (aches, pains, etc.) which affect the student's ability to remain in school

STUDENT ILLNESS

Our goal at Resurrection is to have a safe and healthy environment for our teachers and students. Do not send your child to school if they have been sick, had a fever, or vomited the night before. They must be fever free, and feeling well for 24 hours before they can come back to school. Sending a sick child to school jeopardizes the health of everyone at the school including teachers and students.

Your child may not return to school until he/she has been fever-free for at least twenty-four hours. You or the person you name on the registration form will be notified if your child must be sent home. It will be your responsibility to get medical attention, unless the emergency is so great that your child must be taken immediately from school, and then you will be notified as soon as possible. The emergency room will not give emergency care without the parent/guardian's permission and presence. If your child has any of the above symptoms in the morning before coming to school, please keep him/her at home. A child with a serious cold or with a rash should be kept at home for observation. A child will not be sent home to be left alone unless your permission is given.

PLEASE CALL THE SCHOOL OFFICE THE FIRST DAY YOUR CHILD IS ABSENT TO REPORT THE NATURE OF HIS/HER ILLNESS.

School Nurse:

The school has a nurse provided by the CHRISTUS FOUNDATION. The nurse is on campus to treat students in the clinic. The nurse is on campus Monday, 1/2 day Wednesday and on Friday. On the days in which a nurse is not present to medically assess students, if a student complains of an illness the parent will be contacted to pick the student up. Every effort will be made to keep students at school all day, however this may not be possible in all cases.

Student Medications:

Student medications are kept in the Nurses Office and must be in the original bottle accompanied with a permission slip to administer the medication. (Students may keep their inhalers with them or in the classroom as required by law). Teachers are provided with classroom first aid kits for minor cuts and scratches.

REQUEST TO ADMINISTER MEDICATIONS:

A request to administer medications must be submitted to the school in order for the principal to designate a person to administer the medication. A "Medication Permission Form" is available, or parents may submit a signed letter with the information dictated below.

1. Scheduled (Daily) or Short-term Medication. Prescribed or over-the counter medication may be administered to students only upon written request by the parent/guardian and physician. The request must state the student's name, name of the medication, prescribed dosage of the medication, route, time/s of administration of the medication, beginning and ending dates the medication is to be given, liability release, and the signature of the parent/guardian and physician. Use the "Medication Permission Form" or a written note with signatures containing the same information.

2. "As Needed" (PRN). Prescribed or over-the-counter medication given on an "as-needed" basis or "PRN" may be administered to students only upon written request. The request must include all information from #1, as well as the circumstances and condition warranting administration of the medication, detailed information on administering the medication, direction concerning dosage, route, frequency between medication doses, the maximum number of doses a day, and when to notify parents. Use the "Medication Permission Form" or a written note with signatures containing the same information.

3. Emergency Medications. Use the same procedure as #2, "As needed or PRN" medications. If students must carry and/or self-administer medications or treatments, physician orders are needed. Use the "Medication Permission Form" or a written note with signatures containing the same information.

4. Treatment. Use the same procedure as #1, "Daily or Short-term Medication." Any treatment or monitoring request must be ordered and signed by a physician and the parent. Treatments such as blood sugar monitoring for diabetes are to provide the same information including details on how to perform the treatment. Use the "Medication Permission Form" or a written note with signatures

containing the same information.

PHYSICIAN

Only a physician, dentist, podiatrist, and under a physician, a certified nurse practitioner, and physician assistant licensed in the State of Texas may prescribe medication. When referring to “physician,” the reference will include all of the above.

PARENTS/GUARDIANS

Parents/Guardians are encouraged to schedule the administration of a student's medication in such a manner that medication brought to school will be kept to a minimum. The physician may be able to prescribe the medication to be taken before or after school hours.

Only antibiotics prescribed to be taken four times a day can be given during school hours and should be administered at noon.

Consideration needs to be given for medication administration if the child is in extended day and/or attending school-related events.

Written documentation must be obtained from a parent/guardian stating that the parent/guardian understands that a non-licensed person may give medication.

It is the responsibility of the parent/guardian to bring to the school all medications, permission written and signed by a physician, and any equipment needed.

Parents are to bring and pick up medication to and from the clinic. At the end of the year the parent is to pick up any unused medication. Medication that is not picked up will be destroyed.

Parents and guardians are instructed to keep their child home if there is reasonable belief that the child may have a communicable disease. A physician’s note is required to make the absence excused.

STUDENT RESPONSIBILITY

The student is responsible for reporting to the designated area to take his/her medication. The age of the student will be taken into account. Appropriate measures to help the student may be taken to ensure the medication is given.

SCHOOL PERSONNEL

The school nurse or principal designee has a responsibility to question the medication order, discrepancies in the order, or incompleteness of the order. Steps should be taken to correct the issue. School personnel may refuse to give medication because of perceived risk. If so, parents/guardians are to be notified and the refusal reason and steps taken must be documented.

The following medications will not be administered under any circumstance:

Sedatives

Experimental drugs or dosages

Herbal, dietary supplements, or other medication not approved by the FDA

Stock medication will not be given to students

Narcotic analgesics

Medication will not be given if expired. Medication is to be checked every 2 months.

III. ACADEMIC POLICY

Curriculum

The Curriculum of the Catholic Schools within the Archdiocese of Galveston/Houston focuses on a total, Christ-centered environment. Archdiocesan schools plan according to archdiocesan curriculum guides and the Texas Essential Knowledge and Skills (TEKS), which serve as the core curriculum objectives in academic subjects. The objectives for Religion are from the Archdiocese of Galveston/Houston. All textbooks are selected from the approved textbook list developed by the State of Texas and the Archdiocese of Galveston/Houston. Supplementary material is used to enrich and expand the curriculum. A set of curriculum guides for SMMCS is maintained in the office if parents wish to view them.

Resurrection Catholic School provides a strong Catholic liberal arts education. Special education classes, Gifted and Talented classes, ESL/Bilingual instruction, or basic pace classes and behavior control classes are not available at Resurrection Catholic School. Resurrection Catholic School reserves the right to ask a student to leave the school at any time due to the inability of the School to meet the academic/behavioral needs of the student. Resurrection Catholic School has a structured behavior program with rules and expectations clearly identified for all parents and students.

Faith Formation

Sacramental preparation is provided and required by the Parish, but the School curriculum reinforces and teaches to these sacraments. Sacramental preparation is a parish event. Parents are required to participate in a program of preparation along with their child. Details of the program and meeting dates may be obtained from the Parish Faith Formation Office. Students who are baptized Catholic and are in grade two or above may enroll in the parish Sacramental Preparation program to prepare for the Sacrament of Reconciliation and the Sacrament of the Eucharist. A series of meetings for parents and students will take place for First Reconciliation and First Eucharist. Preparation for First Reconciliation is required before preparation for First Eucharist may begin. The school children will be prepared along with the CCE children. Parents of school children preparing for these sacraments will attend the parent sessions at the same time their children are in sacrament class.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Suggested times are given below.

Homework may be assigned to students Monday through Thursday. Homework may be assigned

to students on Friday. No tests or quizzes will be given on Friday or the first day of a school week.

Students enrolled in Pre-Algebra or Algebra I may expect weekend homework.

Teachers of Grades 1st – 8th will notify parents of homework via the communication folder. Students in Grades 6th - 8th are responsible for writing homework assignments in their planner on a daily basis.

HOMEWORK TIME ALLOTMENT

Teachers will assign homework for the purpose of reinforcing skills previously taught, foster habits of independent study and meet growth needs of individual student. Teachers should develop a consistent manner in which homework will be communicated to parents (ie. assignment notebook, daily folder, etc).

Homework Time Allotment:

Pre-K – Kinder	15 minutes	and 20 minutes of READING LOG
Grades 1 – 2	30 minutes	and 20 minutes of READING LOG
Grades 3 - 4	45 minutes	and 20 minutes of READING LOG
Grades 5 - 8	60 minutes	and 30 minutes of READING LOG

Reading Homework

EVERY STUDENT IN GRADES PK3 through 8 will complete a DAILY READING LOG AT HOME. Students will either be READ TO or READ ALOUD in grades PK3-2. Students in grade 3-5 will either read aloud or read silently. Student in grade 6-8 will read silently. Please sign the elementary reading log and return it daily and the middle school log and return it weekly.

Late Work/Make-up Work Guidelines

Resurrection Catholic School affirms its stand on academic emphasis in its grading policy. A zero is recorded for cheating or failure to turn in work. The actual grade earned shall be recorded for record keeping and conferencing purposes, but not for averaging.

For grades 4 – 8, late classwork/homework will be subject to a 10-point deduction from the grade earned for each day the assignment is turned in late. A grade of zero will be recorded if the completed assignment has not been turned in by the end of the fourth day. A ZERO notice will be completed by the teacher and student and sent home. Homework or late work that has been faxed to the campus will not be accepted.

This same policy will be followed by the 3rd grade at the beginning of the second semester in order to allow for a transitional period.

For students in grades Kindergarten, 1st and 2nd, alternate strategies will be used to develop good

study habits and task completion. Developmental levels will be considered in the strategies used. They may include but are not limited to: rewards/praise for on-task behaviors and task completion, parent conference, denial of free time and individual study plans. The weekly take home folders provide a meaningful way for parents to assist and reinforce this policy.

When an absence occurs or if a student leaves campus early, it is the student's responsibility to inquire about, complete and return all required assignments. Late work guidelines also apply for make-up work.

HOMEWORK POLICY REGARDING ILLNESS

When a student is absent, the parent must call the school office before 9:30 AM to report the absence and arrange for homework assignments. Homework assignments may be picked up at the school office between 3:30 p.m. - 4:00 pm. If the teacher is unable to send homework to the office on the day of the absence, the parent must make alternate arrangements to obtain the homework from the teacher.

For short absences, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence. A student out for 3 days or more must provide a doctor's excuse and written permission from doctor to return to school illness free.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also Homework due to vacations/planned absences.)

In the case of an excused absence, the student will have an equal number of days to make up classwork. For example, if a student was absent for three days, the student will be granted three days to make up classwork. It is the parent's responsibility to communicate with the teacher in the event that a student needs to make up a test or project grade. Tests must be made up within one week of the original test date.

Homework due to Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips, family outings and other events that may cause the student to miss class or leave school early during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations/personal events. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception regarding the provision of homework in advance of an absence.

Grading Policy

Grades are based upon class performance, tests, projects, homework and class work. Numerical and letter grade explanations are printed on the report cards.

- It is the student's responsibility to make up work missed when absent.
- Late work will be penalized.
- Students receive E, S, N, and U conduct grades.

Report Cards

Report cards are issued to students four times each academic year. Resurrection Catholic School uses the Archdiocesan grading scale:

Outstanding	A+	99 – 100	E - Excellent
	A	95 - 98	
	A-	93 - 94	
Above Average	B+	91 - 92	S - Satisfactory
	B	88 - 90	
	A-	86 - 87	
Average	C+	84 - 85	N - Needs Improvement
	C	80 - 83	
	C-	78 - 79	
Below Average	D+	76 - 77	U - Unsatisfactory
	D	72 - 75	
	D-	70 - 71	
Failure	F	0 - 69	

The dates of report card and progress report distribution are marked on the school's monthly calendar for parent notification. Non-custodial parents will be sent a copy of academic records (report cards) if a written request is on file and confirmed.

Report cards and progress reports are withheld when financial responsibilities to the school have not been met. These include tuition, fees, library fines or payments for lost or damaged books.

Any request of a grade change will only be taken into consideration by the principal in consultation with the teacher of record.

Promotion/Retention

Students shall be promoted or retained after evaluation of the student's academic performance.

To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects (English, math, reading/literature, religion, social studies, and science). Teachers will make regular contact with parents regarding the academic performance of the student. If a student's final average is below 70 in any of the core subjects, it is at the sole discretion of the Principal as to the student's retention. Effort on the part of the student and parent will be considered when making this determination. A student who fails two or more core subject areas (English, Math, Science, Social Studies) will experience an automatic retention. No meetings or conferences will be held to appeal this decision.

When the possibility of retention exists, the parent(s) or guardian(s) shall be notified by the end of the first semester and the student will be placed on academic probation. Confirmation of retention shall be communicated in writing to parents.

SPECIAL NEEDS LEARNERS AND REFERRALS

Introductory Statement

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, Resurrection Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for Resurrection Catholic Schools, the local district is Pearland ISD). This "Child Find" process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called "Section 504"), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, Resurrection Catholic School and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

Records for Special Needs Learners

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to Resurrection Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years

after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Intervention Specialist, the Counselor, and any other appropriate staff member working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs

In making a determination regarding the admittance of a particular student, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student's demonstrated ability to meet grade level requirements;
- Record of student's ability to follow school rules and regulations; and
- Student's ability to meet the physical requirements of attendance.

Resurrection Catholic School's Services for Special Needs Learners

New Students – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principal and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal and Intervention Specialist will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

Currently Enrolled Students – If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the Principal, and then meet the Intervention Specialist as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The principal or Intervention Specialist will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*. Accommodations for a child will be noted on the report card and in the child's permanent folder.

Student Success Expectations for Special Needs Learners

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the Intervention Specialist after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the Intervention Specialist, tutor, principal, and classroom teacher after all available information has been reviewed.

Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the Intervention Specialist. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

National Junior Honor Society

Resurrection Catholic School maintains a chapter of the NJHS. The qualities that are considered in potential candidates are scholarship, leadership, character, citizenship and service. Students in the 6th, 7th or 8th grade who have earned a grade point average of 92% or better in the core subjects will be considered for admission to the NJHS. Selection letters are generally sent out at the start of the second semester. Incoming 6th graders will not be considered until the grades for the first semester are released. After meeting the scholarship goals of a GPA of 92% or better, students are then evaluated on leadership traits (holding an office in a school club, school society, Boy Scouts, Girl Scouts, or Church or Youth Groups), character traits (an evaluation form is sent to the candidate's core subject teachers), citizenship (the candidate's absence and attendance

record is examined, as well as responses from the evaluation form), and service.

Candidates are expected to have at least 5 hours of community service before the second semester. The Fall Festival is an excellent way to obtain service hours. Other service hours can come from Scouting, DECATS, helping teachers or administrators at Resurrection Catholic School, or volunteering time in our Parish. Generally, “chore type” service hours are not considered (i.e. babysitting for the neighbor). Forms can be obtained from the Chapter Advisor. If a student wishes to be inducted into the NJHS, it is advisable to begin to gain leadership experience and service hours in the beginning of the school year. Students who wait until they have been selected often find they do not have enough time or opportunities to gain the leadership or service components of the selection process and are disappointed when they are not selected due to lack of qualifications.

Athletic Eligibility

Students receiving **one** grade of **69** or below on either a Report Card or a Progress Report will be ineligible for **3 weeks**. Any student receiving a conduct grade of “**U**” will be ineligible for **3 weeks**. If an athlete is suspended, s/he may not attend practice or games. This suspension time is meant to prioritize coursework and improve grades. Attending practice and games does not allow the student appropriate time or focus on coursework. If a student becomes ineligible, a notification form will be sent home to verify the length and reason for suspension. Form must be returned to the Athletic Director on the following school day. Suspensions will begin immediately. The student will remain suspended from all team activities until the form is returned. The Athletic Director and the Principal will have the final word on this issue.

Attendance

In compliance with the Texas Catholic Conference Education Department (TCCED), Resurrection Catholic School follows compulsory attendance laws. There are at least 180 days of instruction per school year.

School hours are from 7:50 am to 3:15 pm Monday-Friday. There are no early release days on Fridays. Unless attending the breakfast program at 7:15 a.m., the school offers supervision for students from 7:30 am to 8:00 am in the Gym, as well as from 3:15pm to 3:30 p.m. Parents/guardians are expected to honor the calendar established by the school.

Students are not to be on campus at other times unless they are part of an organized activity. Students who are on campus outside of school hours must be directly supervised (visually supervised) by a parent. Students who remain on campus after pickup time will be sent to Camp Innovation, and all fees will apply. Camp Innovation is available only on days of instruction as denoted in the annual calendar. Each child enrolled at Resurrection is automatically registered for Camp Innovation for the convenience of the parents.

Daily school attendance is the only effective way to assure continued academic progress. **Students absent for more than 18 days of the school year for any reason may be retained and/or withdrawn at the sole discretion of the Principal.** A Principal/Parent/Teacher Conference may be scheduled to inform the parent of the Principal’s decision. School absence is

categorized in the following manner:

- **Absence Due to Illness:** If a student is unable to come to school because of illness, the parent/guardian is expected to notify the school office by calling and sending the reason for the absence in writing upon the student's return. Students are responsible for makeup work and tests. These students have an equal amount of days to complete the work in order to receive a grade and not a zero. Absence of more than 3 days in a row is serious and requires a doctor's note for returning to school.
- **Family Emergency,** such as death in the immediate family and serious or prolonged illness, is always handled on an individual basis. Special care and consideration for the student and his/her family will dictate the procedure that the school will follow in such circumstances.
- **Absence for Other Reason:** When a student is absent from school for any reason other than illness or family emergency, the student will not be given make-up work in advance. The school is not obligated to provide special services when a parent chooses to schedule activities that cause student absence on compulsory attendance days. It is the parent/student's responsibility to make sure that missed work is completed upon returning to school.
- **Tardiness:** Tardiness disrupts the learning environment for all students. Students who are not with their classes at 8:00 a.m. are tardy and must report to the school office accompanied by their parent/guardian, and the student will receive a tardy slip. Be on time to school each day at 7:50 in the gym to begin the day. Excused tardies are those with a note from a professional office (Dr., Dentist, etc). Unexcused tardies are parent/family related excuses. School administration may offer extra time to class in the case of citywide traffic or weather issues. Students arriving after 8 am should be escorted to the school office by a parent. Students with more than 5 tardies in a grading period will be placed on a formal probation. Chronic tardiness will result in withdrawal from Resurrection Catholic School.
- **Early Dismissal:** A written note by the parent/guardian is required if a student is to leave campus before regular dismissal time. The student is sent to the office at the designated time and is to be signed out by the parent/guardian. A student returning to school is to report to the school office before being admitted to class. Parents picking children up early should report to the School Office, not the classroom. The student will not be released early until the parent has arrived.
- **A note explaining student absence is to be sent to the school office upon the student's return to school.**

Student Withdrawal Policy

- Families must notify the school in writing if a student is withdrawing from the school.

- The school will not forward records or release the report card for students who withdraw with an outstanding balance on any of the following obligations:
 - Tuition is paid (current).
 - Cafeteria Fees are paid
 - Library books are returned
 - Textbooks are returned
 - Athletic equipment returned
 - Extended Day Fees are paid
 - Fundraising/Volunteer commitment completed

Student Records

Student records are kept in the school office. Parents may make an appointment to review the records and standardized test scores. Records will be held until financial obligations are met. Non-custodial parents will be sent a copy of academic records (report cards) as requested.

Non-Custodial parent/Parent Custody Rights

Non-custodial parents will be provided records of their student's progress if they request a copy in writing. This information will be shared after the custody agreement with judge's signature is presented to the principal. A fee may be charged to non-custodial parents for shipment and handling of records.

Middle School Lockers

Middle school students are privileged to have lockers in which they may store their personal belongings. This privilege may be revoked or revised at any time if abuse of guidelines occurs. Students are required to maintain a clean and orderly locker, which will include weekly locker checks. No permanent marking, stickers or tape is allowed on the locker. Locker shelves and magnets may be used.

In order to prevent tardiness to class, students are advised to visit the lockers before school, after lunch and after school. A 6th or 7th grade student may only occupy ONE locker, which will be assigned to the student. Students who participate in extracurricular activities may be assigned two lockers. Students may not share a locker with another student.

Standardized Testing

The IOWA Test will be administered to grades 1st – 7th each year during a designated testing window. These tests will help determine the needs of each child in the classroom so that teachers can differentiate curriculum according to the strengths and weaknesses as determined by the scores. Parents are informed of the results of the test during the month of May.

Use of Technology and Social Media

Acceptable Use Policy for the Use of Computers and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/institution community. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of the school community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the school computer services are and remain property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- * Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- * E-mail capabilities may be used to facilitate distance learning projects.
- * List serves and newsgroups may be used to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

*Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school/institution E-mail or other network resources in violation of U.S. copyright law is prohibited.

As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission or messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to use computers for the transmission of illegal material.

* The use of personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited. Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempt to breach security codes and/or passwords will also be considered a form of vandalism.

* The creation, propagation, and/or use of computer viruses are prohibited.

* The forgery, reading, deleting, copying, or modifying files and/or data belonging to other users is prohibited.

* Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.

* Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school/institution

operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

Access to the school's E-mail and similar electronic, communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

* Unauthorized attempt to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

* All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.

* The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

* Any information contained on a school computer's hard drive or computer disks which are purchased by the school are considered the property of the school.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of Resurrection Catholic School regarding inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

IV. COMMUNICATION

School Calendar

The Resurrection Catholic School calendar can be found on the campus website. Parents should refer to the campus calendar to stay informed of upcoming school events. The Principal and Registrar will communicate with parents primarily via electronic communications in order to conserve resources. "Remind" will be utilized to send text messages and emails to parents. Emails will also be sent via the "Gradelink" system. Emergency messages will be sent via the "IRIS" system and/or "Remind". Parents are expected to check emails and text messages regularly in order to stay informed of school information and/or changes.

Parent/Teacher Conferences

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, daily folders (Pre-K-5th), written notes or letters, e-mails, and on-site meetings. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other personnel should schedule the meeting in advance by scheduling an appointment via phone call or email to the teacher. Parent communications/messages will be returned within 24 business hours.

Folders will be sent home every week with graded papers and other school information for students in grades 6th-8th.

Communication between parents and teachers is essential to a strong educational program. There are Parent/Teacher conferences in the Fall and Spring. Parents who wish additional conferences should schedule an appointment with the teacher during his/her conference period. It is not appropriate to expect a conference at a time when a teacher is responsible for supervision of students, including in the morning assembly or in the afternoon pick up line. Parents are requested to call teachers during school hours only. Teacher email and voicemail is available for communications with all staff. Teachers are not required and should not be expected to discuss student academics, behavior, etc. with parents outside of a formal school conference (ie. outside school activity or in a public place).

Teacher and Administration/Parent Conference

Under certain circumstances, the Teacher or Principal may request a conference. It is imperative that you answer this request. If a parent does not make an effort to confirm or reschedule a meeting and does not attend the meeting, the student may be withdrawn from the school at the discretion of the Principal and in consultation with the Superintendent. This will also be taken into consideration when determining promotion/retention.

Classroom Observations

Parents may schedule classroom observations with the teacher. An Observation Request Form must be submitted to the Principal at least seventy-two hours (three days) in advance. Classroom visits will not exceed 30 minutes or more than one classroom per day. Siblings and younger children are not permitted in the classroom during a visit. Parents are reminded that, during observations, there should be no contact between the parent and the teacher and/or students. No observations will be scheduled during the month of August, during standardized testing, or in the month of May.

If a parent/guardian needs to talk to a teacher, a conference should be scheduled before or after school, or during the teacher's scheduled conference period.

Non-use of Electronic Devices, including Cell Phones

Cell Phones

1. No student cell phones are to be visible while the student is on campus. Emergency calls can be placed from the school office. Cell phones and personal electronics that are being used will be confiscated and returned to parents at a conference. Students involved in possession or transmission of inappropriate photos on their cell phone or other electronic devices face suspension and/or expulsion.
2. Students are forbidden to use cell phones during school hours. Students may bring cell phones to be used for after school events, but the phones must remain in their backpacks, in the

off or silent setting and out of sight. Any cell phone or electronic device, seen in the open, or heard during the school day will be confiscated and held in the office. Parents may retrieve the cell phone or electronic device, but will be assessed a \$25 fee. Other electronic communication devices are not allowed on campus.

3. In order to protect all students from cyber bullying, unwanted videography and photography, lewd internet sites, and disruptive or inappropriate messages and calls, student possession of electronic pagers, beepers, video games, iPods, MP# players, camera or other personal electronic devices on school property or at school related functions is prohibited. Use of these devices during the school day is strictly prohibited. We understand the need for students to have access to a cell phone; therefore, if you would like for you student to bring their cell phone to school, the phone must be **KEPT IN THEIR BACKPACKS AND TURNED OFF**. Parents may call the school office to leave an urgent message for the student or in case of an emergency during school hours; however, please have dismissal plans arranged before dropping off the student. School phones are for emergencies.

Dress Code Policy

All students who are enrolled in Resurrection Catholic School are required to wear the school uniform. Resurrection is proud of its tradition our uniform is an outward symbol of our legacy which allows us to stand out from other public and private schools. It is a representation of what we stand for as a Catholic institution of learning.

All students must be in uniform every day. There will be out-of-uniform days or “free dress” day which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot, for some legitimate reason be worn, a note from the parent/guardian must be written to the principal.

Hair should be neat with bangs above the eyebrows. Boy’s hair should be above the shirt collar and not touching the collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, ponytail holders, etc. must be in the hair, not worn on wrists and must be green, white, black or a combination of these colors. Extreme hair coloring and bleaching is not permitted. No beads or scarves should be worn in the hair.

No cosmetics, lip gloss, colored Chap Stick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses. No body piercing except pierced ears. Girls may wear one pair of earrings not larger than a nickel and without hoops. Boys may not wear earrings of any type. Jewelry should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.

Good grooming is an important part of the training and responsibility of young men at Resurrection Catholic School. **ALL SHORTS AND PANTS WITH LOOPS** are to be worn with a belt, (black or brown) and with shirts tucked into their pants. All pants and shorts must fit the student properly. No sagging shorts or pant are permitted.

Watches with a beeping device/timer/or alarm should be disconnected during the school day.

Watches that beep will be taken away and may be claimed on the last day of the school year.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist. Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be brown or black.

Scout Uniforms – Students may wear the scout uniforms on meeting days. Sports uniforms may be worn on Spirit days.

Any student who repeatedly violates the uniform policy will be denied participation in the next out-of-uniform day or will serve a detention. See the student code of conduct.

DAILY SCHOOL UNIFORM

Girls: Pre-Kindergarten – 3rd Grade:

Parker Uniform Company green plaid jumper or skirt
Parker Uniform green plaid or khaki walking shorts or khaki pants (Only on non-Mass days)
Parker Uniform white oxford shirt and bow tie
Parker Uniform rounded collar white blouse
Parker Uniform green embroidered polo shirt
Solid hunter green cardigan or vest
White knee high socks or white ankle socks with plaid trim/lace, solid white tights
Black dress shoes (flat/no heel) or Sperry boat shoe (black) – Mass days
Dark-colored athletic shoes; No neon or print; black shoe strings (Not permitted at Mass)
(PK-K VELCRO PREFERRED)

Girls: Grades: 4 – 8 grade:

Parker Uniform Company green plaid skirt
Parker Uniform khaki walking shorts or khaki pants (Only on non-Mass days)
Parker Uniform khaki slacks
Parker Uniform white oxford shirt and tie
Parker Uniform green embroidered polo shirt
Solid hunter green cardigan or vest
White knee high socks or solid white tights
White ankle socks may be worn with slacks and walking shorts
Black, brown dress shoes or dark colored athletic shoes only
(Black shoes only for Mass days)

Boys: Grades Pre-Kindergarten – 8th grade:

Parker Uniform Company white oxford shirt and tie
Khaki slacks
Khaki walking shorts (Only on non-Mass days)
Black socks

Black or brown dress shoes
(Black dress shoes only for mass days)

Athletic shoes (Not permitted at Mass) (PK-K VELCRO PREFERRED)

Polo Shirt Option

On non-Mass/Church days, students may wear the CURRENT Parker Uniform green embroidered polo shirt Mass days and all other from occasions require the white shirts and ties.

Restrictions

No makeup, one set of earrings only, no large hoops for safety reasons, and only 1 ring at a time is to be worn. No high lights or hair coloring, hair should be neat and clean. No false nails nail tips. Nail polish may be clear or pastel pink only. Boy's hair should be neatly trimmed at all times. Boy's length should be shorter than the collar of the shirt and a tradition cut.

Athletic Attire Grades 4-8

Students are not required to dress out for P.E. A limited number of athletic t-shirts and shorts are available for purchase from the school. Students may change into athletic shoes prior to P.E. class.

Spirit Days

School Spirit Shirt and jeans may be worn on Sprit Days. Jeans must be solid dark blue or black. Torn, tight-fitting and low-rise jeans are not permitted. Sprit Days are also fundraising events for the school. A fee of \$1 will be charged beginning in September for Spirit days. If the student does not bring \$1, but wears the Spirit Day attire, the student's school account will be billed \$1. This should rarely take place as students are to come to school with \$1 if they are in Spirit Day attire.

MASS/CHURCH DAYATTIRE

*Shoes worn on mass days must be black for all students. Athletic shoes are not appropriate for mass.

Girls

Girls in Pre-K through Grade 3 MUST wear the plaid jumper and white blouse (rounded collar) with bow tie on Church/Mass days.

Grade 4 - 8 girls MUST wear the plaid skirt and the white Oxford shirt and bow tie on Church/Mass days.

Girls in Pre-K – Grade 8 may wear the solid green or navy school uniform cardigan to Mass. Black dress shoes (Velcro preferred for Pre-K) must be worn for all grades on Mass days. (A

change of shoes may be brought to change into AFTER Mass.) Shoes must be flat and closed-toe. Socks must be white knee length or may wear white tights. The uniform white ankle socks or white ankle socks (no lace), white ankle socks with plaid trim may be worn. Sweatshirts/hoodies and walking shorts are NOT acceptable for Mass/church.

Boys

Boys in grades PK3 -8th grade Khaki slacks & white Oxford button down collar shirt with school logo and black DRESS SHOES with black socks. Green cardigan with school logo may be worn. School green/navy plaid tie (adjustable tie for PreK/Kinder) is required. Sweatshirts are not permitted on Mass days. (A change of shoes may be brought to change into AFTER Mass.)

Grades 4th – 8th boys must wear Khaki slacks & white oxford button down collar shirt with school logo, black DRESS SHOES and the school uniform green/navy tie. (A change of shoes may be brought to change into AFTER Mass.)

Sweatshirts and non-uniform cardigans will NOT be permitted at Mass/church.

Walking shorts and athletic shoes are NOT acceptable for Mass days.

FREE DRESS DAY UNIFORM GUIDELINES

Students may not wear:

- *flip-flop sandals
- *no open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats

Uniform Violation Consequences

An initial warning will be given which may include a phone call home and/or documentation in the daily conduct folder. After three violations of the uniform policy recess will be restricted in grades PreK – 2. After three violations of the uniform policy in grades 3 – 8 demerits will be given. Detention will be assigned once a student reaches three demerits as noted in the conduct policy. Further violations will result in a parent/principal conference. Additional consequences may include, but are not limited to, withholding of privileges such as free dress days and field trips. Persistent violations of the uniform policy will result in the student being placed on probation. Parents are expected to contact the school office with notifications regarding special circumstances prior to the beginning of the school day.

GOOD RULE: If you wonder if you should wear it, you should NOT wear it.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

School Pictures and Yearbook

Individual school pictures and class pictures will be taken in the fall. Full dress uniforms are required.

All students are photographed for the yearbook. Parents will be notified in advance of Picture Day and will have the option of purchasing pictures. Uniforms for spring pictures are not required however Easter attire is suggested.

V. STUDENT SAFETY

Emergency Preparedness

EMERGENCY DRILLS

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

CRISIS PLAN

Resurrection Catholic School has implemented a “crisis plan” in case of a lockdown or lockout emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency requiring evacuation, circumstances permitting, the building will be evacuated and students will be moved to a secure designated location.

Asbestos Information

In accordance with AHERA:

Resurrection Catholic School along with other schools in the Archdiocese of Galveston-Houston has completed an asbestos management plan that has been submitted to the Texas Department of Health. A copy of this management plan is available for public review (with at least 5 days

written notice) at the parish office during business hours, 8:00 a.m. - 4:00 p.m., Monday through Friday. Under this management plan, the following activities have been accomplished: The establishment of an operations and maintenance plan, the training of custodial and maintenance personnel, for asbestos containing materials.

If you have any further question, please contact:

Resurrection Catholic School
916 Majestic Street
Houston, Texas 77020
713-674-5545

Office of Risk Management
Archdiocese of Galveston-Houston
1700 San Jacinto
Houston, Texas 77002 713-659-5461

Inclement Weather/Emergency Dismissal

In the event of emergency dismissal or unscheduled holidays, the Archdiocesan policy is for Catholic Schools to follow HISD's decision about closing school in inclement weather. Should an emergency situation involve only Resurrection Catholic School, room representatives/Principal will contact parents. An Emergency Contact System (IRIS) will notify families through cell phone, home phone and by email. We must have the most current email addresses and cell phone numbers for your family on file.

Parents/guardians are cautioned to exercise their judgment in situations, which may only affect their local neighborhoods (such as flooding). In such instances, children may be released early to parents/guardians to insure their safe arrival home. In the event the school is forced to close for an emergency or weather event, the day(s) missed will be made up during the school year at the discretion of the Pastor and the Superintendent.

Child Abuse Laws

Resurrection Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

VI. DISCIPLINE CODE

All students and parents are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to withdraw a student based on parental behavior that is inappropriate. Inappropriate behaviors include, but are not limited to:

- Verbal or physical threats or acts of aggression toward any member of the school community
- Disruptive behavior that interferes with the operation of the school
- Use of profanity on the school campus
- Refusal to abide by the school's policies and procedures.

- Law enforcement will be contacted if the behavior warrants such action.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

School Rules

Students are taught procedures for all locations in the school: cafeteria, library, gym, church, hallway, classroom, and even the restroom. It is our belief that the teaching and practicing appropriate procedures and behavioral expectations creates a calm, safe, and secure learning environment for everyone. In the early years, students are just beginning to learn these behaviors. We encourage you to positively reinforce these behaviors but not to expect perfection. In the upper years, we expect our students to serve as mentors and models for the younger students. All students are expected to follow the following school wide rules in addition to the rules within each classroom:

1. Students will keep hands, feet, and objects to themselves.
2. Students will engage in interactions that reflect courtesy and respect for all.
3. Students will do their BEST in all endeavors
4. Students will help to keep the school safe and clean.

REWARD SYSTEM

Students who consistently adhere to the school wide and classroom expectations will be rewarded. Teachers will reward students with “Mustang Bucks” to deserving students. Tickets can be redeemed for prizes on Fridays during lunch. A “No Tardy Party” will be held quarterly for students who have been on time for Morning Prayer each day. Students will also be recognized for academic excellence and good citizenship each quarter. Teachers will have classroom reward system and incentives to reward students as well.

DEMERIT SYSTEM

Demerits are infractions given to students for breaking rules, including uniform guidelines. A demerit may be given to any student, at any time and by any member of the school staff as all staff members are responsible for all students at all times.

For example, a class is asked to wait silently but a student continues to talk – a demerit would be

given.

Demerits are meant to serve as a tangible consequence to breaking rules.

Demerits will be given after warning(s) or for more serious infraction.

Students will be made aware that they have been given a demerit.

Teachers will note the time, date, and reason for demerit and notify administration of the demerit by the end of the day.

There may be instances which warrant immediate detention without the demerit warning system. These include but are not limited to chewing gum, using inappropriate language, bullying, blatant disrespect to an adult, etc.

Students who receive three demerits in one week will receive a detention. The demerits will be reset each week.

Detention will occur on Wednesdays/Thursday from 3:15-4:15 pm for students who receive a detention the previous week. Parents will be charged \$15 per detention served.

Parents will receive notice the previous Friday (or earlier when possible) if a student has 3 demerits.

Students must be picked up promptly at 4:15pm or will be sent to extended day for which the parent will be charged.

Students will sit use this time to write an essay related to making appropriate choices during the duration of the detention.

Students who misbehave during detention or have an unexcused absence will receive an additional detention or further consequences which could lead to withdrawal from Resurrection Catholic School.

Discipline Consequences

Since our school is a PK-8 campus, consequences will be administered with respect to the age and maturity level of the student.

Disciplinary options of which one or more may be used:

- Verbal reprimand;
- Seat assignment change;
- Extra assignments to be done at home;
- Teacher/Student conference;
- Parents/Guardians contact via phone call, note or conference;
- Conference with intervention team assigned to the individual grade level i.e., (administrator, teacher, student, parent(s) and any other appropriate personnel);
- Behavior contract;
- Supervised campus or community service assignment while serving detention;
- Time-out in another classroom until the completion of the assignment or time limit;
- Confiscation of a prohibited nuisance item;
- Morning detention;
- Lunch detention;
- After-school detention;
- Saturday school
- In-class disciplinary action;

- Exclusion from extra-curricular activity;
- Grade penalty for copying, plagiarism and/or cheating;
- In-school or Out- of-school suspension;
- Exclusion from Field Trip;
- Involvement of law enforcement;
- Restoration or restitution; (as applicable)
- Removal of student from classroom;
- Withdrawal of various student privileges;
- Other appropriate disciplinary options as deemed necessary by the administration;
- Service projects;
- Expulsion;

*Law enforcement will be contacted if the behavior warrants such action.

Disciplinary Probation

A student's continuous misbehavior may result in being placed on disciplinary probation by the principal. The principal will determine the length of the probation and notify the teacher, student and parents of the reasons for the terms of probation. Probation may occur in class or in a setting of in-school suspension. During the probation and at the end of the probation, the parents will be informed of the student's progress. At the conclusion of the probation, the principal, in consultation with the student's teachers, will determine whether sufficient improvement in behavior has occurred. If insufficient progress is noted, the principal may consider other actions.

If a problem persists, the child may be removed from classes until parents attend a conference with the teachers and/or the principal.

Suspensions and Expulsions

The following offenses committed by students are potential reasons for suspension or expulsion, pending a Principal's conference with the parent(s) and/or guardian(s). Suspensions over five (5) days and expulsions shall require the approval of the Superintendent. Parent will incur a charge of \$80 for the cost of the substitute if the student is assigned in school suspension.

It is impossible to list all of the behaviors of parents and students which may be deemed unacceptable; however, the following are major offenses that will not be tolerated at Resurrection Catholic School and will result in an office referral and may lead to suspension or expulsion:

- Use, sale, distribution, or possession of real or fake: tobacco, alcohol, weapons, drugs, or other illegal/controlled substances and other items
- Defiance of authority in word or deed by students or parents
- Defiance of authority and/or passive refusal, by parents or students, to follow the rules or policies of the school
- Destruction or vandalism of school property (In each instance, restitution will be paid to the school to repair or replace the property)
- Serious theft or dishonesty
- Use of crude, sexual, or offensive language or possession of such materials
- Serious or continuous disruptive behavior by parent or student
- Acts or threats of aggression or violence or any instance of bullying or harassment

- Acts of sexual harassment
- Violation of internet code of ethics or the acceptable use policy
- Photographing or video-recording students or school personnel without permission
- Habitual unauthorized absences or tardiness
- Failure to follow the Honor Code
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.

Grievance Procedure – Complaint/Appeal

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent meeting with the immediate authoritative person (teacher) to discuss the matter. If, however, the matter is not settled to the parent's satisfaction, the parent may send a formal letter of complaint to the principal within five (5) working days following the occurrence of the event on which the complaint is based. Please contact the principal for a copy of the Archdiocese's current appeals process/complaint procedure for further details.

Bullying/Harassment/Cyber-bullying

Resurrection Catholic School believes that as Catholic Christians everyone has the right to be treated with respect. School administration and staff work to prevent harassment in all forms, including bullying and cyber-bullying. Bullying is often hard to identify. Victims do not want to cause more trouble nor do they want to admit that they are bullied and the bully hides their actions or defends it as play or normal "joking". Bullying is defined by a power imbalance between a bully and their target. This power can be derived from physical size, strength, popularity, gender or verbal skill. Bullying can happen physically, emotionally, socially or via technology called cyber-bullying. Bullying involves repeated acts of physical, emotional or social behavior that are intentional, controlling and hurtful. Bullying persists even when the target has asked for it to stop. Bullying is a learned behavior that is either direct or indirect. Direct bullying is usually seen and felt readily; examples might be: shoving, kicking, intentionally scaring or physically intimidating someone. Indirect bullying is also called relational aggression. It is difficult to identify and more difficult to remedy. Examples of relational aggression include: spreading rumors, teasing, exclusion and name calling. Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

Resurrection Catholic School will not tolerate any form of bullying. Students are encouraged to report any incident of harassment to their teacher, counselor, principal, or any school staff. At Resurrection Catholic School we use a three - tiered process to combat the destructiveness of bullying and to promote kindness and good social skills.

The three tiers are as follows:

Level One Intervention

If a child is accused of bullying the accusation will be addressed by the classroom teacher and an educational remedy is put into place. Most of the time, students do not know that their behavior is

hurtful to others. Society has evolved into a much more verbally critical and sarcastic environment and sometimes educating children to appropriate and loving interactions with one another is all that is needed.

Level Two Intervention

If a child is accused of bullying a second time the school counselor will be invited to assess the situation with the teacher. Sometimes this means having individual counseling and/or a classroom guidance lesson on what bullying is and how to interact in a kind and assertive manner.

Level Three Intervention

If a child is accused of bullying a third time a referral is made to the Principal to begin the discipline process. The parents will work with the school to develop a plan of action to help the student develop their social skills and to eliminate all bullying activity. The Principal reserves the right to develop any individualized behavior plan that is seen as necessary to ensure the physical and emotional safety for all the students. Continued bullying may result in further disciplinary action, up to and including expulsion.

Harassment

Harassment, as defined for Resurrection Catholic School, is that which is sufficiently severe, persistent, or pervasive, adversely affecting a student's education or that which creates a hostile or abusive educational environment. The act of harassment is a direct violation of the Christian behaviors and values upheld in the school. Harassment involving students, school and parish faculty, parents and visitors will be investigated and necessary action taken immediately. Depending on the nature of the harassment, each incident will be reviewed independently and action taken may range from a disciplinary report to expulsion from the school and in some cases, legal action. Should anyone become a victim of or witness harassment, the following steps should be taken:

- 1) Immediately notify someone in authority, such as teacher, principal, or priest.
- 2) After reporting the harassment, keep the information confidential.
- 3) If necessary, write an account of what happened for future reference.

Resurrection Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, online, at school or even after school hours) face detention, suspension and/or expulsion.

Harassment - Sexual

Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic School. It subverts the mission of Catholic Education and threatens the careers, educational experience and well-being of all affected persons. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the Church/School community as a whole. Sexual harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances or imitations.
- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, studies, or play.

- Retaliation for having reported or threatened to report sexual harassment.
- Obscene comments of a sexual nature can be deemed as sexual harassment.

Blogs/Social Networking

Engagement in online blogs and social media sites may result in disciplinary actions if the content of the parent/student's blog or social media includes defamatory comments regarding the school, the faculty, other students or the parish.

VII. EXTRACURRICULAR ACTIVITIES POLICY

Extra-curricular activities may include but are not limited to athletics, clubs and academic competitions. Extra-curricular activities are the responsibility of the principal and are considered a privilege not a requirement. Therefore, students are held to a higher standard to be eligible for extra-curricular activities and may be denied participation in activities due to poor grades and/or conduct. All extra-curricular activities associated with the school will be conducted in accordance with Christian principles. Flagrant disregard for Christian principles or un-sportsmanlike conduct should be called to the attention of the principal and dealt with accordingly.

Students receiving **one** grade of **69** or below on either a Report Card or a Progress Report will be ineligible for **3 weeks**. Any student receiving a conduct grade of "U" will be ineligible for **3 weeks**. If an athlete is suspended, s/he may not attend practice or games. This suspension time is meant to prioritize coursework and improve grades. Attending practice and games does not allow the student appropriate time or focus on coursework. If a student becomes ineligible, a notification form will be sent home to verify the length and reason for suspension. Form must be returned to the Athletic Director on the following school day. Suspensions will begin immediately. The student will remain suspended from all team activities until the form is returned. The Athletic Director and the Principal will have the final word on this issue. Teachers will email the Athletic Director each week if a student is failing or is not in good standing in terms of behavior.

VIII. FIELD TRIP POLICY

Field trips serve the instructional program by utilizing the educational resources of the community that supplement classroom work. A field trip is a privilege, not a right. To keep with the class's instructional objectives, teachers plan the field trips. Some field trips are held here on campus. Participation in field trips is a privilege and can be denied to students who fail to meet behavioral requirements. Students may be denied attendance if parents fail to follow the campus policy. Parents or guardians are required to sign a permission and liability release form in order for the student to participate. Students are not allowed to attend a field trip without this written permission from their parents or guardians. A note or phone call cannot be substituted for this form.

Teachers verify and set the number of parents or guardians needed to chaperone during field trips. Parent chaperones are to take an active role in supervising designated students, knowing that the

students are ultimately under the jurisdiction of a teacher. Parents are to follow guidelines set forth by the teacher in terms of student supervision, lunch procedures, etc. Parents are not to purchase special lunches, souvenirs, etc. for their child other than what is permitted by the teacher to ensure fairness to all students.

Parents who transport students in their vehicle must have a copy of their valid drivers' license, Texas State Driving Record, and proof of insurance on file in the school office, as well as a seat belt for each student transported. Parents must also meet additional requirements and be cleared by the VIRTUS system as well as the Safe Environment office in order to transport students. Siblings of students participating in class field trips may not attend the outing. Students may only be transported to the designations indicated on the field trip permission forms. All adults interacting or responsible for chaperoning students must be VIRTUS trained.

Any parent who fails to comply with this policy will not be cleared to attend future field trips with Resurrection Catholic School.

IX. PARENT SERVICE REQUIREMENTS

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Archdiocesan mandated background check and attend VIRTUS training. You may sign up for training at www.virtus.org.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. Volunteers are expected to maintain the confidentiality of student information, incidents, etc. Volunteers are not to investigate any concerns/situations on the school campus and must refrain from discussing any school and/or student related information with other parents or members of the community.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards, etc. Volunteer hours must be scheduled and time spent on the school campus must be for the purpose of completing specific tasks.

Failure to comply with this policy will result in serious consequences such as revocation of the right to volunteer at Resurrection Catholic School.

Service Hours

All Resurrection Catholic School families are expected to complete 20 volunteer hours toward the child's education. There are many ways to volunteer and earn hours. In order to correctly log his/hers hours, every volunteer should sign in and out every time they volunteer in our Family Volunteer Book located at the front desk to log their hours. These hours are not counted as Sports Club hours. Each hour not completed will be charged a \$25.00 fee. The fee will be applied to the tuition account by May 1st of the current school year.

Unlicensed Drivers

Unlicensed drivers are not permitted to drive on the property or campus of Resurrection Catholic School or Parish.

Service Requirements

All Resurrection Catholic School families are expected to complete a minimum of 20 volunteer hours toward the child's education. There are many ways to volunteer and earn hours. In order to correctly log his or her hours, every volunteer must sign in and out every time they volunteer in our Family Volunteer Book located at the front desk. These hours are not counted as Sports Club hours. Each hour not completed will be charged a \$25.00 fee. The fee will be applied to the tuition account by May 1st of the current school year.

The Role of School Organizations

School associations and organizations are under the direction and leadership of the school principal. To provide sound structure by-laws should be established for associations and organizations. All organization funds belong to the school and are managed by the principal through the school account number. No separate account numbers are allowed. The principal must approve all fund disbursements. Formation of these organizations, as well as the continuance of them, is solely at the discretion of the principal.

- ***Parent/Teacher Organization:*** Parent Teacher and/or Home School Organizations under the leadership of the principal provide parents and educators a vehicle to foster collaboration in educational and social endeavors. The principal must approve all fund disbursements.
- ***Booster Club Organizations:*** Booster Club Organizations under the leadership of the principal assist schools in providing appropriate athletic competition for students. The principal must approve all fund disbursements.

Use of School Grounds and Facilities

Outside of school hours, all use of the school's grounds and facilities is at the discretion of the Pastor.

X. Forms

Resurrection Catholic School

**PARENT-STUDENT HANDBOOK
ACKNOWLEDGMENT FORM 2016-2017**

Dear Parent/Guardian:

Please sign, date and return this acknowledgment form to your oldest child's teacher. Your signature (and that of your child/children) indicates that you have read this handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this handbook.

Thank you for your cooperation.

Our family has discussed the Resurrection Catholic School Parent-Student Handbook. We agree to follow the school procedures, regulations and policies covered in this Handbook for the School Year 2016-17.

Print Family Last Name

Parent Signature Date

Parent Signature Date

Student Signature Grade Date

Student Signature Grade Date

Student Signature

Grade

Date

Resurrection Catholic School
MEDIA RELEASE FORM 2016-2017

I hereby grant permission to Resurrection Catholic School to allow my child/children, to be photographed, videotaped, interviewed, or posted through images on the parish/school website and other printed material such as newsletters and yearbooks.

It is my understanding that this photograph/interview or portions thereof will be used for public view and for teacher training purposes. Images will not be bought or sold.

I agree to participate without financial remuneration, and I understand that this releases Resurrection Catholic School, and the Archdiocese of Galveston-Houston from any future claims as well as from any liability arising from the use of said photograph/interview.

Print Family Last Name _____

Name of Child _____ Grade: _____

Name of Child _____ Grade: _____

Name of Child _____ Grade: _____

Signature of Parent/Guardian: _____

Date: _____