

1. School Mission, Philosophy, and Goals

CATHOLIC SCHOOL'S MISSION STATEMENT

Diocese of San Bernardino/Riverside

"The education mission of the Church is to teach the Good News and to create community while providing service to the entire human family. The Catholic school teaches this message, fosters community, and models service. Our schools have a clear focus as it centers where the Church evangelizes, educates and contributes to the formation of a healthy and morally sound lifestyle. In doing this the Catholic school fosters each individual's growth in personal holiness and his/her relationship to Christ. "

The Catholic school is dedicated to academic excellence, reinforcing a sense of social concern, and encouraging a life balanced by social and physical activities. The Catholic school also recognizes parents as the first and primary educators in a child's life. School works with the parents and encourages them to participate in the decision making processes affecting their children.

The Catholic school challenges clergy, parents, teachers, students and parish communities to work together in mutual trust, support and dedication to the common goal of providing quality, religious and academic education for our children.

(Revised and approved, March 1996)

RESURRECTION ACADEMY'S MISSION STATEMENT

"TO PROVIDE A CATHOLIC ACADEMIC PROGRAM FOR STUDENTS IN A GOSPEL-CENTERED ATMOSPHERE WHICH IS CARING, RESPECTFUL, COMPASSIONATE, AND LIFE-GIVING."

PHILOSOPHY OF EDUCATION

We at Resurrection Academy are a community of dedicated Catholic- Christian educators whose goal is to provide a Christ-centered environment, wherein our students may discover a respect for self and others and develop their God-given potential for service and peace.

We believe in the personal dignity and worth of every individual and strive to encourage and develop a sincere spirit of caring, concern, and a sense of civic duty and pride throughout the student body, faculty, and families.

Our goal is to provide a multi-faceted curriculum that promotes spiritual, academic, social, emotional and physical growth. We are committed to fostering a positive self-image and desire to be life-long learners in our children by developing their sense of personal growth, challenging their limitations, and building on their strengths. We stress the value of self-discipline in order to attain individual, as well as, community goals.

We believe that parents are the primary educators of their children and instill the values of Catholic schools with their support and commitment. To this end, we strive to build bridges of communication that will enable us to work in partnership with them to improve our students' potential for excellence.

Finally, our school is blessed with students from various racial, cultural, religious, social, and economic backgrounds. We strive to recognize, utilize, and celebrate these differences as gifts that enrich our Catholic Christian community.

SPIRITUAL GOALS:

To teach our children the basic principles and practices of Catholic/Christian Doctrine.

To provide opportunities for the students to share faith with others by serving the needy and less fortunate in the community.

To build a faith community which values the gift and uniqueness of each person.

To help students be aware of their responsibility to be involved in the Church community.

To provide students with a solid moral foundation to enable them to make good moral decisions in their lives.

To provide students with a respect for life and the wonder of creation.

ACADEMIC GOALS:

To provide a classroom environment which allows each student to learn.

To develop a well-balanced curriculum which includes creative learning experiences and an appreciation of spiritual, cultural, intellectual, and environmental values.

To instill in our students an appreciation for acquiring knowledge as life long learners.

To encourage a responsible attitude in the daily activities of our students.

To promote good study skills and work habits in order to prepare the students for a productive future.

To expect high standards that will enable the students to work to their fullest potential.

To promote the ability to think creatively, to use and apply critical thinking and problem solving skills.

To promote the use of effective communication skills both written and verbal.

SOCIAL GOALS:

To encourage our students to consistently demonstrate Christian manners and behavior.

To develop students' awareness of and respect for the rights and properties of others.

To help students learn to appreciate and welcome individual diversities among themselves.

To enhance students' conscious awareness of the needs of the world, be concerned, and actively promote peace and social justice.

To help students exemplify, model, and become the giving and the forgiving members of the community.

To guide students in distinguishing between positive and negative peer pressure and make conscious moral decisions according to the Christian doctrine.

EMOTIONAL GOALS:

To develop in each student a positive self-image.

To instill in every student a respect for each individual wants, needs, and feelings.

To instill in each student the importance of self-discipline in one's life.

To promote the development of a Christian attitude in living out one's faith. To help students realize their fullest potential.

To strengthen self-acceptance and self-respect in an environment of care and unity.

PHYSICAL GOALS:

To encourage that each student acquires and practices good health and hygiene habits.

To educate the student in the basics of good nutrition and the importance of a proper diet. To help each student develop physical skills.

To teach the importance of basic safety skills.

Student Learning Expectations

Graduates of Resurrection Academy are students who are:

1. Lifelong learners who:

- a. demonstrate a strong interest in expanding their Christian faith.
- b. strive to understand differing religious, cultural, and socio-economic views.
- c. can work cooperatively and independently.
- d. are internally motivated to enhance intellectual growth.
- e. utilize and expand their knowledge of technology.

2. Effective communicators who:

- a. utilize verbal and written forms of communication effectively and appropriately.
- b. understand and utilize mathematical forms of communication.
- c. apply technology to assist in research and presentation for oral and written expression.
- d. express themselves through kinetic and artistic means.
- e. apply vocational jargon when communicating with appropriate audiences.
- f. demonstrate active listening skills.

3. Creative critical thinkers who:

- a. can critically analyze and synthesize spoken and written word.
- b. are able to adapt in multi-faceted ways within an ever-changing environment.
- c. can analyze and integrate the information and resources around them to form their own Christian based opinions.

4. Moral decision makers who:

- a. cognitively and rationally distinguish between moral and immoral choices.
- b. regard life's decisions based on formal and informal education.
- c. use the Gospel values and teachings of the Church as well as personal family belief systems when deciding appropriate courses of actions.

5. Problem solvers who:

- a. recognize and evaluate existing solutions.
- b. search for alternative solutions.
- c. use logic and reasoning to make responsible decisions.
- d. use creativity to discover ways to overcome challenges.
- e. adapt to rapidly changing conditions.

6. Responsible Christian citizens who:

- a. are active, positive participants in their communities.
- b. demonstrate the ability to resolve conflicts peacefully.
- c. appreciate and respect self, others, authority, community, and environment.
- d. take responsibility for their actions.
- e. are knowledgeable of global issues.

- f. model Christ-centered behavior.
- g. actively participate in church.
- h. foster Christian values such as compassion, tolerance, and respect for the dignity of life.

Student Learning Expectations Children-Friendly Version

1. Life Long Learners who:

- a. want to learn more about Jesus and how to follow him.
- b. Want to know more about where people who are different from them come from, what their families are like, and to what types of churches they attend.
- c. can work by themselves and with other people.
- d. Learn because they want to not because they have to.
- e. Use and want to learn more about computers, calculators and other high tech stuff.

2. Effective Communicators who:

- a. can talk and write clearly so others can understand them.
- b. use and understand Math.
- c. use high tech stuff like computers to help them find out about all sorts of things.
- d. know how to use words that people use in different jobs.
- e. know special words for different occupations and how to use them.
- f. pay attention and are quiet and polite when other people speak.

3. Creative Critical Thinkers who:

- a. understand what people are talking about and can tell if what they are saying is true.
- b. can make changes when they are needed.
- c. can think about things they are taught and see around them, then make up their own minds about what God would want them to think and do.

4. Moral Decision Makers who:

- a. can figure out the difference between right and wrong.
- b. use things they were taught and things they figured out on their own to make good choices.
- c. think about what they've learned in church, from the Bible, and their family when deciding what to do about things.

5. Problem Solvers who:

- a. decide if answers to questions are right or wrong or something in between.
- b. look for lots of right answers to the same questions.
- c. think about things carefully and a lot before they make choices.
- d. are able to do things that they think are not easy.
- e. can go with the flow and make changes.

6. Responsible Christian Citizens who:

- a. help in their homes, neighborhoods, school, and church.
- b. can talk through their problems without getting mean.
- c. like and take care of themselves, others, their, neighbors, and the Earth.
- d. admit to things they've done and try to make things right.
- e. know about how people live and the problems they have all over the world.
- f. try to do what Jesus would want them to do.

- g. go to church and pray, sing, listen, and learn.
- h. are nice to other people.

2. Administration

NON-DISCRIMINATION POLICY

The schools of the Diocese of San Bernardino admit students of any sex, race, color, national and ethnic origin, to all the rights, privileges, programs and activities, generally accorded or made available to students at the respective schools. These schools do not discriminate on the basis of sex, race, color, national and ethnic origin in administration of their educational policies, admission policies, scholarships and loan programs, athletics or other school administered programs.
(5010 of the Diocesan Handbook)

3. Admission Procedures

- Priority 1: Families currently enrolled at Resurrection Academy.
- Priority 2: Families who are registered parishioners at Blessed John XXIII.
- Priority 3: Families outside of the parish.
- Priority 4: If room is available, other students who, by their behavior and achievement, are willing to accept our school philosophy.

ALL NEW STUDENTS will be placed on academic and conduct probation for at least one trimester (60 academic days). If during the sixty-days of probationary period there are academic problems or behavioral problems, a decision will be made as to whether the child will continue or not to continue at the school.

ADMISSION TO KINDERGARTEN: will be determined by the following:

- The applicant must be five (5) years of age by September 1st of the academic year that they are seeking admission for.
- The applicant must demonstrate age-appropriate development maturity.

NOTE: It is of utmost importance that parents constantly seek to remind themselves that their support operates as a prerequisite to re-registration and condition for continued presence in school.

TUITION / FEE POLICY Every parent or guardian who enrolls a student in Resurrection must sign a Tuition Contract to pay specified tuition and fees for the school year. The following fee must be paid for all students in Preschool to 8th grade at the time of registration. This fee is non- refundable:

Registration Fee: Pre-school:	\$175.00
Kindergarten:	\$330.00 + \$35 for Graduation
Grades 1-7:	\$330.00
Grade 8:	\$330.00 + \$85 for Graduation

Each family will choose a tuition schedule convenient to their own needs. All families must give at least two weeks notice when removing children from Resurrection Academy. Total months tuition will be charged for enrollment past the 15th of the month and/or if two weeks notice is not given. Parents/Guardians NOT involved in the Parent Involvement Program (P.I.P.) must pay an additional \$30.00 per hour not worked. The P.I.P. points can be paid in full at time of registration.

NO SCHOOL DOCUMENTS WILL BE DISTRIBUTED IF ACCOUNTS ARE DELINQUENT.

Should your account become delinquent past 30 days your child (children) will not be permitted in class.

No families will be allowed to re-register, and will not be considered re-registered, if any tuition or fees are unpaid and delinquent on the last day of school. This means that the delinquent family would lose their preferred position on the school list and a newly registered family could replace them.

No kindergarten student or eighth grade student will be allowed to participate in any promotion activities or ceremonies if tuition and fees are not paid in full.

SCHOOL WITHDRAWAL

A student that is clearly unable to profit from school work by reason of inability or emotional instability will be dismissed. A **TWO-WEEK NOTIFICATION IS REQUIRED** when a student is withdrawn from the school. Total months tuition will be charged for enrollment past the 15th of the month and/or if two weeks notice is not given. The registration fee is non-refundable. Official transcripts should be mailed to the receiving school or delivered by a school official. They are never to be given to a parent or student for delivery to a school. Records **WILL NOT** be sent to a new school if tuition is still unpaid.

CHILD ABUSE REPORTING

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non medical practitioner, or employee of a child protective agency, who had knowledge of, or observes a child in his/her professional capacity or within the scope of his/her employment, whom he/she knows or reasonably suspects has been the victim of a child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible, by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

"Child care custodian" includes teachers, administrative officers, supervisors of child welfare and attendance, or certified pupil personnel employees of any public/private schools or day camp, licensed day care workers, administrators of community care facilities licensed to care for children, head start teachers, licensing workers or licensing evaluators, public assistance workers, employees of a child care institution including, but not limited to foster parents, group home personnel, and personnel of residential care facilities, and social workers or probation workers.

"Medical practitioners" includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, or any other person who is licensed under Division 2 (commencing with Section 500) of the business and professions code.

"Non medical practitioners" include state or county public health employees who treat minors for venereal disease or any other condition, coroners, paramedics, marriage, family or child counselors and religious practitioners who diagnose, examine or treat children.

ANY SCHOOL EMPLOYEE WHO SUSPECTS THAT A STUDENTS PHYSICAL, MENTAL OR SEXUAL HEALTH OR WELFARE IS BEING ADVERSELY AFFECTED BY ABUSE SHALL REPORT TO THE PRINCIPAL AND CHILD PROTECTION SERVICES WILL BE CONTACTED.

It is not the responsibility of the school employee to prove that the student has been abused or neglected. Neither shall the school employee contact the student's family to determine the cause of the suspected abuse or neglect.

Failure to report to the proper authorities may result in a misdemeanor charge punishable by fine or imprisonment (California Penal Code). Such report is made without incurring civil or criminal liability unless the person making the report "knew the report was false."

4. Academic Policies

SCHOOL HOURS:

The hours for the school year will be as follows:

6:30-7:30	Morning Day Care
7:30-8:00	Children arrive at school
7:50	First Bell
8:00	School Begins
10:00-10:30	Kindergarten recess
10:00-10:15	Grades 1,2,3, and 4 recess
10:15-10:30	Grades 5,6,7, and 8 recess
11:30-12:00	Lunch for Kindergarten through Grade 4
12:00-12:30	Lunch for Grades 5-8
2:45	Dismissal for Kindergarten through Grade 8
3:00-6:00	Extended Care

For safety and insurance reasons we ask that no students arrive at school before 6:30 A.M. There is no supervision before 6:30 A.M. The children are dismissed at 2:45 P.M. for Preschool through Grade 8. Students walking and / or riding bicycles are to go home immediately. The school office must have on file a letter giving parental permission for any student who will be walking and/or riding bicycles home. We urge all parents of children who are picked up to be as prompt as possible. The only children who are allowed to stay after 3:00 PM are those participating in the Resurrection Sports Program, the Extended Care Program, Study Hall, or tutoring. The school does not accept liability for providing supervision after 3:00 P.M. for students not enrolled in one of the above named programs.

CURRICULUM

Kindergarten: Religion
Reading/Story Time
Language Arts
Spelling
Mathematics
Social Studies
Physical Education
Music/Dance
Art
Handwriting
Computers

Grade 1- 8: Religion
Mathematics
Social Studies
Reading
Science
English
Spelling
Handwriting
Physical Education
Computers
Art
Music

Homework

Homework is given daily and a homework grade is given on the report card. Homework is often given on Fridays as well. Incomplete/late homework will affect the academic standing of your child. It is the responsibility of parents to see to it that homework is done daily. **NO ACADEMIC AWARDS WILL BE GIVEN IF YOUR CHILD HAS INCOMPLETE, LATE OR NO HOMEWORK.**

Homework is given to supplement and reinforce class work. A lot of good can be accomplished if parents will help foster good study habits in their children at home.

PLEASE CONSIDER THE FOLLOWING:

1. Adequate study space and lighting in the home.
2. Proper environment; free from distractions, e.g. radio or T.V.
3. Set up a definite time and place for daily independent study.
4. A homework assignment notebook which is reviewed and discussed regularly.
5. Parents are encouraged to supervise student's study time and homework.
6. If your child says he/she doesn't have any homework frequently, please check with the teacher. Also, check if your child consistently has an over-abundance of homework.
7. Contact your child's teacher if you are concerned with the amount of time your child is spending on homework.

Most children are able to finish the assignment with the time allotment.

TIME ALLOTMENTS FOR DAILY HOMEWORK: (Diocesan Handbook Policy 6316.1)

Grades K, 1, 2	Approximately 45 minutes
Grades 3, 4, 5 minutes	Approximately One (1) hour to One (1) hour fifty
Grades 6, 7, 8	Approximately Two (2) hours

Students who are absent from school are responsible for obtaining their missed assignments from their teacher. Students in grade 6 through grade 8 who request their homework while they are out sick must turn in their homework on the day they return from their absence. Students who request the work when they return from their absence will have double the days they were absent to complete their work. Students in K-2 through grade 4 must request their homework when they return from an absence. The teacher will give ample time for the assignments to be completed.

Beginning in the 2007-2008 school year we will be utilizing the Gradelink program. This program will allow parents to be informed of their child's progress regarding assignments, homework, and grades on a continued basis. Test and project grades will be input within 3-4 days of the test or project due date.

The Administration and Faculty are seeking to measure total student performance in class work, homework, evaluative testing performance, class participation and where appropriate, work on special projects. We want our students to do their best, insofar as they are able. We encourage frequent parent contact with the teacher first, and with the Principal second, if necessary. It is our desire that parents and teachers recognize the necessity of proper communication. **ANY MATTER INVOLVING A STUDENT'S WORK OR BEHAVIOR MUST BE TAKEN UP WITH THE TEACHER FIRST!!!!**

GRADES AND GRADING

A student earns an "A" or "O" when he/she:

Indicates an exceedingly high quality of work.
(Master all assigned work, completes work independently, shows originality and initiative, does more than required consistently, makes quality contributions in class almost daily, etc.)

A student earns a "B" or "V/VG" when he/she:

Indicates good progress above the average.
(Masters major portion of work, works with little assistance from others, is alert and shows interest in work, completes work on time, makes good responses in class, etc.)

A student earns a "C" or "S" when he/she:

Indicates a quality of work acceptable for this grade level.
(Satisfactorily completes most assigned work, works under normal conditions and directions, shows interest in work, completes work on time, etc.)

A student earns a "D" or "NI" when he/she:

Indicates a need for effort to meet requirements of this grade satisfactorily.
(Achieves below grade standard, completes a minimum of assigned work, seldom responds in class, etc.)

A student earns an "F" when he/she:

Indicates failure to produce an acceptable quality of work.
(Achieves far below grade level, makes little progress in school work, has a poor attitude toward school work, etc.)

CP - Continued Progress (Student has a written special plan. This shows ongoing and consistent progress but the student may not be on grade level.)

NA - Not Applicable (Indicates that the area is not currently taught or expected)

NE - Not Evaluated (Indicates that this area is not evaluated at this time)

PLEASE NOTE: No academic awards will be issued if conduct is lower than a B-/ G or if there is any grade below a C+ or S+.

Subjects that are used to determine awards:

Religion Science Reading English Mathematics
Spelling Social Studies

A STUDENT MUST REACH A CUMULATIVE GRADE POINT AVERAGE (GPA) OF 2.00 TO BE PROMOTED TO ANOTHER GRADE OR TO GRADUATE FROM RESURRECTION ACADEMY.

Effort Award: These students have, in the teacher's eyes, continually exerted effort and showed improvement from the previous trimester. School work and homework must be turned in completely and on time.

Student of the Month: Good example to others and a high Conduct grade (A, A-). A student will receive a high conduct grade if he/she evidences whole-hearted cooperation in school and class activities, observes school regulations, is punctual and demonstrates Christian behavior.

Christian Values Award: The Christian Values Award rewards students who exhibit integrity and good moral values. Students who earn this award follow school and classroom rules. These students show respect to adults and students, reach out to others, and are a continuous example of our school's philosophy both inside and outside the classroom.

Grading

Students are graded by percents as follows:

Grades 3 - 8			Grades Kindergarten - 2	
A	100-97	4.0	O	Outstanding
A-	96-93	3.6	VG	Very Good
B+	92-90	3.3	G	Good
B	89-87	3.0	S	Satisfactory
B-	86-84	2.6	NI	Needs Improvement
C+	83-81	2.3	CP	Continued Progress
C	80-78	2.0	NA	Not Applicable
C-	77-75	1.6	NE	Not Evaluated
D	74-69	1.0	+	Mastery
F	68 and under	0.0	-	Area of Concern
CP	Continued Progress			
NA	Not Applicable			
NE	Not Evaluated			
+	Mastery			
-	Area of Concern			

Averaging Grades

A	4.00-3.80
A-	3.79-3.45
B+	3.44-3.15
B	3.14-2.80
B-	2.79-2.45
C+	2.44-2.15
C	2.14-1.80
C-	1.79-1.45
D	1.44-0.80
F	0.79 and below

Academic Awards

Principal's Award	4.00-3.94
High Honors	3.93-3.60
Honors	3.59-3.00
Merit	2.99-2.60

Absenteeism

PLEASE NOTIFY THE SCHOOL OFFICE BY 8:30 AM IF YOUR CHILD WILL BE ABSENT!!! YOUR HOME OR WORK WILL BE CALLED BY 9:30 AM IF YOUR CHILD IS ABSENT AND YOU HAVE NOT CONTACTED THE SCHOOL!!!!

When a child has been absent, a written excuse on appropriate stationary, stating the reason for absence, the date, and the parent/guardian's signature is required. This excuse must be presented to the classroom teacher on the day the student returns to school. THIS IS MANDATORY. If a student is absent for thirteen (13) days during a report card period, the grade may be withheld. (Elementary school students who are absent more than 13 days per tri-semester without a doctor's excuse or other comparable professional excuse, may be asked to withdraw from the school or be retained Diocesan Policy Handbook #5113.2) THIRTY-NINE DAYS OF ABSENTEEISM during the school year constitutes reasonable cause for retention.

Kindly notify the school office if your child has a contagious disease (e.g. Chicken Pox, Measles, Strep, Scarlet Fever, Pink Eye, etc...) [except AIDS per State Confidentiality Act.] so that precautions can be taken to prevent the spread of the disease and the Health Department can be notified. If a child has had any contagious or communicable disease, he/she must present a release from the doctor or Health Department before being readmitted to class. At no time during the daily session are students allowed to leave the school grounds, even during recess/lunch period, except by previous arrangement. If arrangements have been made, the parent/guardian must present himself/herself to the office (NOT THE CLASSROOM) before the child is released. The child is then signed out and released. If someone other than the parent/guardian is picking up the child, he/she must present a signed note from the parent/guardian before the child will be released. The school assumes no liability in cases where students leave the school premises in violation of the above policy.

Note: Any homework or class work which students in grades K-2 through 5 have missed due to absence will be given to them upon their return to school. Teachers will give students ample time to complete their homework.

Students in grades 6 through 8 may request their homework assignments to complete during their absence. If homework is requested it is due upon the students return to school. If homework has not been requested during student's absence their assignments will be given to them upon their return to school, and they will be given double their days absent to complete their work.

TARDINESS

It is the parent's responsibility to see that the students arrive by 7:50 a.m. Persistent tardiness will result in detention if tardy three or more times in a week. A student is considered tardy at the 8:00 AM bell. Classroom doors are shut after the 8:00 AM bell. Any student that arrives after 8:00 AM MUST check in at the office. No student will be allowed in the classroom without a tardy pass.

APPOINTMENTS/EARLY DISMISSAL

Medical and/or dental appointments during school hours are discouraged!!!

A child must bring a written note signed by the parent/guardian giving permission for a student to leave school during school hours. Students are dismissed through the school office only during school hours. Parents/guardians are to sign children out in the office. **PLEASE DO NOT GO INTO THE CLASSROOM!!!** An absence during school hours will be marked as an "Excused Absence" only if a dated note is brought from the medical office.

PROMOTION AND RETENTION

Only those students who complete the work of a particular grade in the basic skill areas shall be promoted to the next grade. Credit for courses shall not be given solely on the basis of "seat time" alone.

Students who have not met the requirements for promotion to the next grade level, but who are showing progress while working toward special IEP plans and/or Student Success Team plans based on the particular needs of that individual student, *may* be placed into the next grade level upon the consent of the principal.

ACCESS TO STUDENT RECORDS (Diocesan Handbook 5126)

Student Records are kept in the office. These records contain academic transcripts, academic testing, health records, and emergency information.

Teachers, because of their "legitimate educational interest", are granted access to students' records. Designated clerical staff may have access to student records for purpose of marking entries or maintaining records. Parents have a right of access to all student records, which the school is required to keep, related to their children.

HEALTH AND MEDICAL RECORDS

Each student must have on file a health record card. This card is treated with professional care and should have on it any information necessary for the welfare of the student. It is a STATE LAW that all students have the poliomyelitis, mumps, measles, and Hepatitis B immunizations. Kindergartners, First and Fourth Graders, and new students are required to have a complete physical examination. Seventh graders are to have the Hepatitis B vaccination. The medical forms are given at registration and must be returned to school no later than September 30.

Students who attend Resurrection Academy need to have their cards kept current. If the student has received any immunization during the summer, or there is any additional information that should be listed on the Health card, please bring dates and/or information with you when you register your child(ren) or visit the school.

There is a State regulation which requires that each Kindergarten student and any new student have a California immunization record on file. In some cases, the information required on this form may seem repetitive to that of the School Health Records, but is necessary to complete

both. Failure to provide the requested verification of immunization will result in suspension from school.

TESTING

1. Psychological Testing is available through the Public School District for assessment of students who appear to have behavior or learning disabilities.
2. A Placement Test is given each year for new students to assess academic growth.
3. The Cognitive Ability Test is given in grades 4 and 7.
4. Chapter 1: Special assistance is available as a remedial resource, for students in Math, Language Arts, and Reading when Title 1 criteria are met. A meeting of parents of such children will be held at the beginning of the school year.
5. American Catholic Religious Education (ACRE) test is given in grades 5 and 8.

5. Communication

GUIDELINES TO COMMUNICATION

Parents are asked to follow the proper lines of communication in dealing with any problems that may arise during the school year. Always begin at the source of the problem because only then can a solution be reached. The lines of communication are as follows:

1. Teacher
2. Principal
3. Pastor
4. Superintendent of Schools
5. Diocesan School Board

TEACHER AIDES ARE NEVER TO BE CONSULTED REGARDING STUDENT PERFORMANCE WITHIN THE CLASSROOM.

REPORT CARDS & PROGRESS REPORTS

Report cards are distributed approximately every thirteen weeks (60 academic days). This report will include information on the student's academic achievements, attitude, behavior and attendance. Report cards are an indicator of your child's progress. If he/she is failing or is barely passing, you must check into the matter to see why this is so, and what can be done to help.

Progress reports are sent home at the midpoint of each tri-semester as an indication of the student's progress. Notices of unsatisfactory academic performance will be sent at the discretion of the teacher.

All report cards and progress reports are sent in duplicates. Parents must sign duplicates and send one copy back to school.

Beginning in the 2007-2008 school year we will be utilizing the Gradelink program. This program will allow parents to be informed of their child's progress regarding assignments,

homework, and grades on a continued basis. Test and project grades will be input within 3-4 days of the test or project due date.

PARENT-TEACHER CONFERENCES

Parents have the right to expect the school to confer with them concerning the progress of their children. A formal Parent-Teacher Conference time is set aside at the end of the first academic trimester, for parents to see the progress of their child. In addition to this conference time, parents are encouraged to check with the teacher periodically during the school year. Parents **MUST** set up a conference time through the school office. Office hours are: Monday through Friday between the hours of 7:30 am and 3:00 pm.

Should trimester failure seem likely, parents will be notified in advance of the probable failure by the teacher.

Teacher Aides are **NEVER** to be consulted by parents regarding student's performance or progress. We welcome constructive criticism and it is needed in order for growth to take place. Please give the administration and staff your trust and respect by bringing your concerns directly to them.

Parents are encouraged to contact teachers regarding a child's spiritual, academic, disciplinary or social progress at times other than the annual conference. Appointments may be set up by calling the school office or through a written note to the teacher. **THE PRINCIPAL SHOULD NOT BE CONTACTED ABOUT A TEACHER/PROBLEM UNTIL THE PARENT HAS FIRST CONFERRED WITH THE TEACHER.** The principal will be happy to sit in on any conference with parent/teacher/student.

SCHOOL CALENDAR/FAMILY ENVELOPES

School Calendar

A school calendar for the year is sent home to each family in August. This calendar has all the important dates for the upcoming school year.

Family Envelope

Each family will receive the Family Envelope every Wednesday, sent home through the oldest child in the school. The envelope contains pertinent information from the school and the lunch menu for the following week. Parents should read the contents, complete any papers which need to be returned, complete the menu and include appropriate payment for lunch, and return it to school the next day. There will be a \$5.00 replacement fee for lost/damaged envelopes.

If you prefer to receive you weekly bulletins and lunch menus via email submit your email address to the school office.

6. Confidentiality

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

7. Counseling Opportunities and Expectations

Counseling will be on referral basis. Caritas Counseling of the Catholic Charities will be our counseling service. They will be visiting classes to discuss self-esteem, violence prevention, grief and conflict management, peer harassment issues, character education, violence prevention, Christian values, etc... Please contact the school office for further information.

8. Crisis Plans

EMERGENCY INFORMATION

Emergency cards are mailed home prior to the opening of school and should be sent back with your child on the first day of school. Please fill out the card **COMPLETELY** on both sides. Be sure your signature is on the card. Two people should be named to be contacted in the event of an emergency, if the parents cannot be reached.

Be sure to write in your work and cell phone numbers.

Please notify the school immediately if there is a change of address or telephone number at work or at home. In case of illness or accident, the school will contact the home by phone and follow the request of the parent.

EMERGENCY PROCEDURES (Fire, Earthquake, Disaster)

In the event of a natural disaster, the staff at Resurrection Academy is prepared to care for the students. Members of Resurrection Academy, as well as Blessed John XXIII, have been trained by the American Red Cross in Disaster Services. During a disaster period all children will remain at the school under the teacher's guidance until their parents, guardians, or authorized person from the emergency card personally arrives to care for their own children. The staff of Resurrection Academy is trained by, the American Red Cross, in CPR and First Aid. They are all aware of their duties and responsibilities in times of crisis.

CANCELLATION OF SCHOOL

Cancellation of school will take place only during crisis circumstances such as extreme weather, equipment failure, or a public crisis. The administrator is very aware of the hardships caused by an abrupt cancellation. Therefore, this will not take place unless a significant safety risk has been created by unusual circumstances.

RADIO STATIONS

RADIO STATION DISASTER INFORMATION

KQLM95.1 FM

KOLA99.9 FM

KFXM 590 AM

KDIG 1240 AM

9. Custody

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

10. Discipline Code

The purpose of discipline is to promote genuine student development, to increase respect for duly constituted authority, to assist in the growth of a positive self-discipline, and to provide a classroom environment conducive to learning.

The administration is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at their discretion.

Students will be reminded that any teacher, teacher assistant or other adults in charge have the right to correct individuals displaying unacceptable behavior.

It is the responsibility of the teacher for the discipline and climate of his/her classroom. If a student refuses to accept the stated expectations of the school or teacher, the following consequences are to be followed:

- A private conference between the teacher and student.
- A conference with the teacher, student, and parent.
- The possibility of the student being removed from the classroom for a designated period of time.
- Detention. Students may be detained after school for the following reasons:
 - a. Disobedience to school/class rules.
 - b. Disrespect to teachers, adults, or other students.
 - c. Foul language.
 - d. Excessive tardiness without good cause.
 - e. Failure to do assigned work.
 - f. Failure to comply to class/school regulations.
 - g. Disruptive/Inappropriate church behavior
 - h. Destroying school property
 - i. Failure to follow proper dress code
- A conference with the teacher, student, vice-principal, principal, and parent.

Suspension. (In-school/Out-of- school suspension)

Expulsion for Disciplinary Reasons- A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension or for a repetition of conduct for which the student has been suspended one or more times. Expulsion" the permanent termination of a student's enrollment" is a sanction that would be invoked rarely, as a last resort for clear and serious cause.

Resurrection Academy believes that all persons have a right to be treated with dignity. All language and behavior that the administration deems demeaning, offensive, and inappropriate are prohibited. All allegations of harassment will be taken seriously and promptly investigated. The school has a "Zero Tolerance" on any violence, threatened or acted, and such behavior may result in dismissal from the school. The safety of everyone in the school is our primary consideration.

Harassment includes but is not limited to:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments.
2. Visual content such as derogatory and / or sexually oriented posters, photography, cartoons, drawings, gestures, or written language.
3. Any physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study, or play.
4. Bullying, threatening, intimidating demands towards fellow students, staff, or volunteers.
5. Retaliation for having reported or threatening to report any harassment.

The student is a Resurrection Academy student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school personnel.

SPECIFIC STUDENT RULES

1. Gum chewing and/or sunflower seeds are not acceptable in the classroom or on the school grounds at anytime.
2. Students may not leave the school grounds at any time during the school day without clearance from the office.
3. Students are not allowed in the classroom at any time without adult supervision.
4. All students will be responsible for the protection and preservation of school and personal property.
5. Make-up, such as blush, lipstick, etc., is not to be worn on campus or during school functions. Clear nail polish is acceptable. Additionally, students are not allowed to have make-up in their possession on school grounds.
6. The length of hair for boys is to be at the collar not below. Styles should be in good taste. NO outlandish styles are permitted.
7. Hair is not to be tinted, colored, dyed, or spiked.
8. **FIGHTING IS SUBJECT TO OUT OF SCHOOL SUSPENSION. PLAY FIGHTING IS SUBJECT TO IN/OUT OF SCHOOL SUSPENSION OR SATURDAY DETENTION.**
9. Students are expected to use only acceptable language; no profanity or obscenity. **GANG TALK, GANG WRITING, GANG GESTURES ARE NOT ALLOWED AND SUBJECT TO OUT OF SCHOOL SUSPENSION.**
10. Students are not to ride bicycles, skates or skateboards on school ground at any time.
11. Tackle football is never allowed on the school field. The use of hard balls is prohibited.

12. All students, regardless of their grade must assist in keeping the grounds and facilities free of papers and other trash.
13. Drinking fountain, play equipment, and lavatories are to be used with safety and cleanliness in mind.
14. Students are provided book covers. It is expected that books are to be kept covered at all times. A fee of \$1.00 is charged per uncovered book per day. Students will be charged full cost of book if appearance of book is deteriorated.
15. Misbehavior/disrespect in church is not acceptable at any time.
16. During Lunch, no food fights allowed. Students must clean up their own space and throw their trash in trash containers.
17. It is not tolerated and not allowed for students to engage in a public display of affection while on school grounds or during school events. Parents will be informed of inappropriate behavior.
18. Any weapons, such as knives, guns, laser pens etc... are not allowed on the school grounds. **THIS IS A SERIOUS VIOLATION SUBJECT TO EXPULSION.**
19. Threats of ANY violent type will be investigated and such students will be reported to the Fontana Police for further action.
20. Cheating in class. See "G" below (Cheating)
21. Tobacco, narcotics, alcohol, or other hallucinogenic drugs or substances are not permitted on school grounds. Fontana Police Dept. will be notified immediately if any of these items are found on campus.
22. Students are not allowed to have cell phones in their possession on school grounds. If a student is caught with a cell phone it will be confiscated and will not be returned.
23. Students are not allowed to have Ipods, walkmans, or recording devices in their possession. If a student is caught with one of these items it will be confiscated and will not be returned.
24. Students attending or participating in school sporting events must exhibit appropriate behavior following school rules.

SUSPENSION & EXPULSION

A) General Guidelines

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense committed. When a student is suspended, the parents will be notified of the suspension and given the reason for this disciplinary measure.

Resurrection Academy will follow these criteria:

Willful disobedience, habitual profanity or vulgarity, open and persistent defiance of authority or school personnel, or assault and battery upon a student, upon school premises or while under the authority of school personnel, or any threat of force or violation directed toward school personnel, at any time or place, shall constitute good cause for suspension or expulsion from school. Smoking or having tobacco on school premises constitutes good cause for suspension of a student.

The school may suspend or expel pupils who have, on school premises or at school related activities, used, sold, or been in the possession of narcotics or other hallucinogenic drugs or substances.

The school may suspend or expel pupils for misconduct when other means of correction fail to bring back proper conduct.

Any student who willfully cuts, defaces, or otherwise injures in any way, property, real or personal, belonging to the school, is liable for all damages so caused by the student. Depending on the severity of the offense, Fontana Police may be called.

B) Suspension (specific guidelines)

A student may be placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct. Receiving three conduct referrals or detentions notices for the same offense within a tri-semester will warrant suspension at teacher's discretion. Official suspension may assume various forms depending on the circumstances. The student may attend class, but lose the right to participate in any school activity on or off campus. The student may be suspended from a particular class and be required to report to a specific place during that time. Students may also be required to report for a maintenance work responsibility. The student may be sent home for the entire period of suspension, provided that he/she be assigned academic work to make up for the loss of class time.

Specific Procedures Include:

- The student shall be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story.
- The gravity of suspension requires that notice be given to the parents by telephone, or other appropriate methods within a reasonable time, followed by a written notice signed by the principal, vice-principal, or leadership personnel.
- A conference with the parents, student and appropriate school staff will be arranged. In a parish school, the pastor must be notified of the conference and given the opportunity to attend.
- A written form of suspension must be signed by the parents and student. On this form, the exact length of the suspension period shall be specified and the reason for suspension clearly noted.
- The principal is required to maintain dated documentation of the facts, and of the parent conference.

In "emergency" situations constituting a clear and present danger to the lives, safety or health of students or school personnel, suspension may be imposed without a prior conference. In this case, notice to parents must follow within twenty-four (24) hours.

A suspension must be approved by the principal.

Since the grounds for suspension ordinarily differ in degree from the ground of expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct must be clearly stated to the student and parents.

The length of any suspension is left to the discretion of the principal in accord with the nature of the conduct and all circumstances. To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

C) EXPULSION

The final decision to expel a student rests with the principal and, in parish schools, with the knowledge and consent of the pastor. Full credit shall be given for work accomplished by the student prior to the time of expulsion.

Only in exceptional cases will expulsion be allowed when the student is in the eighth grade and has been enrolled in the school for three or more years. Expulsion or recommended transfer may be made only at the end of the semester, except for serious reasons.

D) VANDALISM

Students will be subject to disciplinary action and their parents shall be liable for all damage to equipment or school property caused by the student.

E) WEAPONS

Weapons, Hazardous Materials and other Contraband: Students using or possessing any item used or hinted to be used as a weapon, hazardous materials or other contraband will undergo disciplinary actions up to or including expulsion by the administration.

F) DETENTION AFTER SCHOOL

Parents will be notified a day in advance (K -8) if the teacher finds it necessary to detain a student after dismissal. Detention will be held if student's behavior warrants it, when there is a violation of school/class policy, at the discretion of the teacher.

Detention Days:

Monday, Tuesday, Thursday, and Saturday (assigned classroom). Detention is from 3:00 to 4:00 P.M. The school will keep a student for detention unless there is a written note from the parent, stating that the student is unable to attend detention on assigned day. Alternative arrangements must be made with the teacher to serve detention at another time. If a student is not able to attend detention on his/her assigned day, he/she will serve detention on the following detention day.

G) CHEATING

Cheating is a serious offense to a student's integrity and will not be tolerated. If cheating is discovered the child's work will be confiscated. A failing grade will automatically be recorded for the work, parents will be notified, and the student will not be able to receive any academic awards. A second offense will result in inschool suspension.

H) THREAT OF STUDENT VIOLENCE

There shall be no tolerance of threats of violence. Any and all threats to inflict serious harm to self or others must be taken seriously. This will include the presence or threat of using weapons or accessing internet web sites dealing with weapons or destruction. Please see attachment on Student Violence.

I) BLOGS

Resurrection Academy prohibits the use of our school's name and logos on blogs. Any students or individual who makes threats, negative or untruthful comments, posts pictures, or personal information on blogs about a student or staff member of Resurrection Academy will be punished accordingly.

11. Extra-Curricular Activities

STUDENT COUNCIL

In general, the purpose and goals of the Student Council are to promote citizenship, to encourage a high standard of scholarship, to arouse school spirit, to demonstrate the practical application of democracy and Catholic Christianity. Hopefully, this will advance the welfare of the school and its members in every possible way. The primary function of the organization is to provide service to the school community. To remain on Student Council, a student must maintain his/her grades. Student Council officers must maintain a B or higher in Conduct and achieve satisfactory scholastic grades, at least 2.0 (a "C" average). If a Student Council member is put on PROBATION more than twice, the student will be asked to resign from Student Council.

SPORTS

Our sports program involves opportunities for flag football, volleyball, basketball, track, softball and cheerleading. Parents are requested to assist in coaching, refereeing and transporting to and from games. Participation in sports, including Cheerleading, requires a minimum 2.0 GPA and at least a "B-" in conduct throughout the sport season. Grades will be checked each week during the season. Student must attend school the day of or prior to a game. Cheerleaders may play in sports which do not interfere with their Cheerleading schedule, which is their first priority.

CATHOLIC SCHOOLS' WEEK

Catholic Schools' Week is celebrated each year with many activities. This is an opportunity to show our pride in the values and excellence of our education. This is a national event sponsored by the National Catholic Education Association planned in our school by the staff and Student Council.

11. Field Trip Policies

FIELD TRIPS/TRANSPORTATION

Field trips may be permitted under the following conditions as prescribed by the Diocesan Policy Handbook, and with the approval of the Principal:

- Parents are informed well in advance, students are prepared, and specific goals and cooperating agencies are ready. Adequate chaperones must be on hand.
- The trip must have some clear educational or cultural value. There will be a follow-through report on experience gained from the field trip.
- The trip will not involve heavy expense or long traveling time.
- A signed permission slip using Diocesan standard form is necessary before a student can participate in a field trip.
- All drivers must have completed the "Driver Information Sheet" which is filed in the school office in order to be a driver for a field trip. (Only one form is necessary per year.)
- **Special permission from the Principal is required for any stops to and from the assigned field trip.**
- All parents/guardians must receive Diocesan fingerprint clearance and completion of the Safe Child Workshop mandated by the Diocese prior to being allowed to sign up to be a chaperone.
- **Parents and family members may not meet and join the field trip at the site of the event, due to insurance and safety reasons.**
- All chaperones are required to have fingerprint clearance and comply with the Safe Environment Policy.

Field trips are privileges given to students; no student has an absolute right to a field trip. Students may be denied participation in a field trip if he / she fails to meet academic and / or behavioral requirements. All field trips form must be properly completed by parent or guardian. We will not accept permission through the phone.

Parents / legal guardians chaperoning students on field trips must be at least 25 years old. They must abide with school policies regarding field trips including fingerprinting. **NO SIBLINGS ARE ALLOWED** on school fields trips.

13. Medications

If it is necessary to administer medication during school hours we must have the following in the office:

- Medication bearing prescription labels are the only ones administered at school. The prescription label must bear the NAME OF THE CHILD TO WHOM IT IS TO BE ADMINISTERED.
- A medication release form MUST be filed-giving complete directions as well as having a parent signature. It will be given to the student by the secretary or the principal. No student is to carry medication on him/her, this includes all prescription and over the counter drugs such as aspirin, cough drops, etc. All medication is to be given out in the office. THIS IS A STATE REGULATION. School personnel may NOT dispense aspirin, cough drops, etc.

14. Transfer on Grounds of Parental Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, the principal may recommend a transfer of a student when parents have been persistently, overtly, and overly uncooperative with school staff , violated policies, regulations or programs, or have interfered in matters of school administration or discipline. After reasonable effort to elicit parental cooperation and after appropriate consultation with the pastor, the principal may recommend transfer. Documentation on the basis of this action and of all consultations with the parents on the matter must be retained on file. If parents refuse to accept the recommended transfer, the procedures for (a) notification, (b) conferencing, and (c) written documentation shall be followed as in cases for disciplinary expulsion.

15. Parent Involvement Program

Every family enrolled in Resurrection Academy is expected to donate a required number of service hours to the school community. In lieu of donating the required number of hours, a family may choose to pay the actual cost of education for each child in the family.

Since the cost of educating each child is significantly more than the indicated tuition rate, and in order to continue to maintain tuition levels at rates more truly reflective of a family's ability to pay, it is expected that all our families will honor their P.I.P. commitment.

Families who chose the tuition option plan A are required to earn the following 30 P.I.P points. Each point is equivalent to one hour of service. P.I.P points are non-transferable and can not be carried over to the next school year. You can, however, ask relatives to help you earn your points for the school year.

Every hour worked will earn the family one (1) P.I.P. point. Points may be earned in the following areas:

1. Hot Lunch Program
2. Summerfest or Festival
3. Room Parent
4. Maintenance and Construction
5. Parking Lot Supervisor

6. Driving and Chaperoning Field Trips
7. Halloween Carnival
8. Fund Raisers
9. Book Fairs
10. Christmas Program
11. Yard Duty
12. Selling Snack at Recess
13. Donation of Food items
14. Catholic School Week Activities
15. Library
16. School Activities
17. Rose Bowl Events
18. Fireworks Booth

Chairpersons for any school fund raising and/or special event will receive fifteen points for their chairmanship. This is only a sample of the P.I.P. opportunities and is in no way meant to be restrictive or all inclusive.

The P.I.P. Points will be recorded in the following manner:

1. Parents will be responsible for signing in for the various events they have worked.
2. The chairperson or teacher for the event must verify the list of workers and the hours donated and forward the list to the point recorder.
3. The Point Recorder will keep the P.I.P. book and record all points verified by chairpersons or teachers.
4. Parents earning points in independent activities will be responsible for notifying both the principal and the point recorder.
5. In order for each family to maintain a current P .I.P. status, quarterly notices will be sent home in the tuition envelopes.
6. It is the family's responsibility to clarify any errors regarding their P.I.P. record.

FUND RAISING

Resurrection Academy relies on four major fund raisers in order to off-set the cost of tuition. The tuition fee is not enough to cover all school expenses and salaries. Therefore, every family who registers at the school must help with fund raising activities or face paying a higher tuition rate. For the 2007-2008 school year, each family was provided with two (2) tuition options to fit their needs. Families who chose Plan A are required to: participate in our football mania fundraiser by selling ten (10) tickets @ \$20.00 per ticket - due in August, participate in the raffle for the Bishop's Golf Tournament by selling (10) tickets @ \$10.00 per ticket, participate in our dinner/dance/auction in March by purchasing two (2) tickets per family at \$50.00 each, and participate in our annual Cinco de Mayo Celebration with a MINIMUM participation of \$150.00 of raffle tickets per family.

If a family has not donated their required points by May 31st, they will be billed \$30.00 per point each month from the first day of school. Non-compliance in regards to payment will result in mandatory enrollment in Plan B for the following year.

JUNIOR HIGH COMMUNITY SERVICE HOURS

Students in grades 7 and 8 are required to complete 20 community service hours per year. Hours must be signed off by the individual supervising the student during the time of their community service. The signed off hours are turned in to the students' teacher.

SCHOOL VOLUNTEERS

It is a Diocesan Policy that anyone who volunteers their time to the school be **REQUIRED TO READ THE SEXUAL MISCONDUCT FORM** concerning their background and future duties. Parents are also **REQUIRED TO COMPLETE THE SAFE ENVIRONMENT WORKSHOP WHICH CAN BE COMPLETED ONLINE.**

Anyone that does not conform with these policies will not be able to take part in our school ministry. ALL PARENTS/GUARDIANS MUST UNDERGO DIOCESAN FINGERPRINTING PROCEDURES IN ORDER TO VOLUNTEER FOR SCHOOL ACTIVITIES WITH SCHOOL CHILDREN.

SCHOOL VISITORS

Persons, agencies, or organizations desiring to contact individual students during school hours must first sign in at the front office.

1. This permission will not be given without the consent of the parent/guardian unless Children's Protective Services or the Police Department is the agency involved.
2. The principal will not leave the student alone with anyone who is not a legal guardian even if they be law enforcement officials, medical or counseling personnel not employed by the school.
3. The school may not be used by a non-legal guardian for the exercise of visitation rights.

16. Parent Organizations

SCHOOL BOARD

Resurrection Academy's School Board meets the third Tuesday of every month. The meetings are open to any interested persons, unless it is a closed executive session. The purpose of the School Board is to provide an appropriate representative body identifying and articulating the educational needs and future goals of the school community. One of the major responsibilities of the school board is to recommend policies for Resurrection Academy, thus giving direction to the school.

PARENT/TEACHER GROUP

Resurrection Academy's Parent Teacher Guild meets monthly. The function of this group is to plan ways to help with school activities and fundraising. Any interested parent or staff member is welcome to attend these meetings.

17. Student Retreats

Students in grade three participate in a class retreat prior to celebrating the sacrament of First Holy Communion. Students in grade eight participate in a retreat prior to their eighth grade graduation. Additionally, teachers have the discretion of offering retreats to their classes during the year.

18. Student Service Program

We provide several programs to serve the needs of our students including:

Student Success Team

This program headed by the Principal, Vice-Principal, and teachers gives students who will benefit from extra help in their academics additional support. Students are teacher referred to this program.

Study Hall

Study Hall is provided Mondays, Tuesdays, and Thursdays from 3:00 to 4:00. Study Hall is provided for students who need additional help with their homework assignments. Students are teacher referred to this program.

Tutoring

Many of our teachers offer before or after school tutoring to the students needing extra help in their academics. Please check with your child's teacher if your child is struggling.

Pull Out Program

Students who will benefit from small group and one-on-one learning are placed in the pull out program. The students are taught reading/literature and math. Students in this program are referred by the teacher after pre assessment and observation.

Computer Lab

The computer lab is open after school on Wednesdays and Thursdays from 3:00 – 4:00. Students may come in to use computers to do homework during these times.

Health Screenings

Students are screened for scoliosis through Loma Linda. Students are vision tested through the Elks club.

Counseling

Counseling is available once a week through Caritas Counseling. Students can refer themselves, or be referred by their parents or teacher. Students need to have a signed permission slip in order to take be seen by the school counselor. Additionally, the counselor gives class presentations on various topics such as bullying, good touch/bad touch, and self-esteem.

Hot Lunch Program

Students may purchase hot lunch daily through our hot lunch program. Parents must order lunches the week prior for their child to have hot lunch.

Extended Care

Morning and afternoon extended care is provided for students Monday through Friday on days when school is in session. Morning care begins at 6:30 a.m. Afterschool care runs from 3:00 to 6:00 p.m.

19. Technology and the Internet

COMPUTER CLASSES

Computer classes are taught to students in K-2 through grade 3 in the small computer lab. Students in grades 4 through 8 are taught in the large computer lab. All students using the internet must have an Internet agreement signed by student and parent on file.

COMPUTER LAB

Computer Lab is open on Wednesdays and Thursdays from 3:00 to 4:00. During this time computers are available for students use to complete homework assignments and projects.

BLOGS

Resurrection Academy prohibits the use of our school's name and logos on blogs. Any students or individual who makes threats, negative or untruthful comments, posts pictures or personal information on blogs about a student or staff member of Resurrection Academy will be punished accordingly.

20. Use of School Grounds

YARD SUPERVISION

The school does not assume responsibility for students who arrive at school before 6:30 A.M., when Morning Day Care begins, nor after 3:00 P.M., unless students are participating in supervised sports programs after school or Extended Care.

21. Use of Student Information/Pictures Form

This form allows us to use the name of your child or publish photographs, video recordings, and interview comments for educational and promotional purposes. There is a form that is attached to this handbook.

22. Dress Code

UNIFORMS

GIRLS:

Plain white, short sleeved blouse (no decorations, lace, etc...) Shirts must be tucked in at all times.

Blue plaid uniform jumper (Grade K-5). Jumpers are to be knee length or below. Plaid uniform skirt (Grades 6-8) Skirts are to be knee length or below.

SCHOOL JACKETS AND SWEATERS MUST BE PURCHASED FROM DENNIS UNIFORM or FROM SCHOOL OFFICE. NO SLIPOVER SWEATERS AND / OR VESTS ARE PERMITTED.

WHITE SOCKS ONLY.

NO COLORED T-SHIRTS OR SHIRTS with WORDING OR DESIGNS are worn under the blouse. (White T-Shirts only)

Navy blue walking shorts may be worn until October 31st, and after April 1st. For extreme weather conditions, please see weekly parent bulletin for further information.

NO MAKE-UP OF ANY KIND INCLUDING COLORED CHAPSTICKS. NO COLORED, ACRYLIC OR POLISHED NAILS.

BOYS:

Blue pin striped feather shirt. Solid navy blue pants.

SCHOOL JACKETS AND SWEATERS MUST BE PURCHASED FROM DENNIS UNIFORM AND FROM SCHOOL OFFICE. NO SLIP OVER SWEATERS AND/OR VESTS ARE PERMITTED.

WHITE SOCKS ONLY.

NO COLORED T-SHIRTS OR SHIRTS with WORDING OR DESIGNS are worn under the shirts. (White T-Shirts only)

Navy blue walking shorts may be worn until October 31st and after April 1st.

For extreme weather conditions, please see weekly parent bulletin for further information.

CLEAN SHAVEN AT ALL TIMES

Shoes must be casual dress Oxford or clean tennis shoes. All shoes must be safe for playing. No platforms, heels, taps, sandals, are allowed. Dress or tennis shoes must be predominately black, white, or navy blue.

P.E. UNIFORMS

The MANDATORY P.E. uniform is blue shorts and blue t-shirt, purchased through the office which is to be worn only in August, September, October, April, May, and June.

Sweat pants purchased through the office are to be worn the rest of the year.

P.E. UNIFORMS MUST BE WORN ON DESIGNATED P.E. DAYS ONLY. UNIFORMS MUST BE NEAT, CLEAN AND NOT TORN. TENNIS SHOES MUST BE WORN ON P.E. DAYS.

STUDENTS NOT WEARING P.E. UNIFORM WILL BE EXCLUDED, BENCHED, AND /OR WILL RECEIVE A ZERO PARTICIPATION GRADE.

DRESS CODE

- a. Shirts must be tucked in at all times. (This is for everyone, boys and girls)

ALL SCHOOL JACKETS/SWEATERS ARE PURCHASED FROM DENNIS UNIFORM or FROM THE SCHOOL'S OFFICE.

- b. Girls may wear white tights (thick or thin) when wearing the skirt or jumper during winter. No leggings allowed.
- c. Sweats are not worn under the skirts or jumpers.
- d. ALL UNIFORMS MUST BE LABELED OR MARKED WITH YOUR CHILD'S NAME. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST ITEMS.

POLICY ON WEARING JEWELRY

In general, for all grade levels, the wearing of any kind of jewelry on campus during regular school hours or while representing the school off campus, IS STRONGLY DISCOURAGED. The administration understands that certain articles of jewelry do possess great personal meaning for some students and therefore the following firm rules will be adhered to without exception:

- A) ONLY STUD EARRINGS WILL BE ALLOWED. Stud is defined as nothing that bangs or is longer than the bottom of the ear lobe. NO HOOP EARRINGS. Only one earring on each ear.
- B) ONLY ONE NECKLACE AT ANY TIME. NO THICK CHAINS. NECKLACE MUST BE WORN UNDER THE SHIRT AT ALL TIMES.
- C) A REASONABLE WRIST WATCH WILL BE ALLOWED.
- D) BOYS ARE NOT ALLOWED TO WEAR EARRINGS TO SCHOOL OR DURING SCHOOL ACTIVITIES.
- E) NO RINGS OR BRACELETS OF ANY KIND ARE PERMITTED.

FREE DRESS / JEAN DAYS DRESS CODE

THESE ARE ACCEPTABLE

GIRLS:

Skirts (one inch above the knee or longer)

Nice shirt/blouse, pant suits, dresses, dress pants

Nice shoes and socks must be worn at all times

Dress or denim shorts closer to the knees than to the hips (Until October 31 & after April 1)

Nice jeans or denim pants (no tears and must be clean)

BOYS:

Nice pants

Nice shirts (with or without a collar)

Nice shorts (Until October 31st & after
April 1st)

Nice shoes and socks (must be worn at all
times)

THESE ARE NOT ACCEPTABLE:

1. No drugs, alcohol, gang, offensive and /or inappropriate or large insignias or lettering are allowed on any articles of clothing.
2. No Caps
3. No make-up of any kind including colored chap sticks
4. No colored, acrylic or polished nails
5. NoTight pants/leggings
6. No baggy style pants or shorts that are below the knee caps, or hanging below the waist
7. NoPunk hair styles, "tails", streaking, coloring, trendy, etc ... Hair is to be cut above the collar
8. No Sandals
9. No Fish Net shirts, halter tops, midriiffs, tight knit tops, or any low cut clothing
10. No Colored contact lenses

**** WHEN IN DOUBT, DO NOT WEAR IT! ****

Failure to comply with the dress code implies disregard of school rules and therefore will affect conduct grade. Also, we will ask you to pick up your child if dress is in total violation of our policies.

Free dress is a privilege. Any infraction indicates loss of privilege for future free dress day. Any student may be excluded from awards and other school related activities.

VIOLATIONS

FIRST OFFENSE:

The student will be issued a strong written warning. In addition, the item or items in question will be confiscated from the student and returned at the end of the day in an envelope to be taken home.

SECOND OFFENSE

The student will receive a written conduct referral, have the items confiscated to be returned in an envelope at the end of the day to be taken home and, the student will serve detention.

THIRD OFFENSE

The student will receive a written notice and will be on suspension.

RESURRECTION ACADEMY accepts no responsibility or liability for lost, damaged, or stolen jewelry. All jewelry covered by this policy should reflect and respect the morals and values of a private, Catholic school.

23. Other

GUESTS

If your child wishes to bring a guest to school for a day, prior approval must be received from the principal and any teacher involved at least twenty-four (24) in advance of the visit.

CHANGES OF ADDRESS OR TELEPHONE

Please send a written notice in the event of a change in address or telephone number to the school office. It is essential for your child's safety that emergency card/records are up-to-date.

FACULTY MEETINGS

Faculty Meetings are usually held on the First Friday of each month. First Fridays will always be minimum days--dismissal at 11:45 AM. Faculty Meetings are published each month in the School Bulletin and Calendar. These meetings benefit both teachers and students by giving teachers the opportunity to assess the progress and needs of the students, as well as the curriculum.

INSURANCE

The Diocese of San Bernardino has adopted an insurance policy which covers every child enrolled in school. When a child is injured and needs medical attention, parents should request an insurance form from the school office. This insurance plan covers accidents which occur on school property. It also covers one hour before school commences and one hour after dismissal (when they are traveling to school and leaving school with out any stops along the way) and time spent in the Extended Day Care program on days school is in session.

ACCREDITATION

Resurrection Academy undergoes a WCEA (Western Catholic Educational Association)/W ASC (Western Association of Schools and Colleges) self-study process. This self-study involves the efforts of our pastor, staff, parents, and students. This self-study is evaluated by a team of educators from outside the school community. Upon the successful completion of the study and an evaluation by a visitation committee, the school is accredited. Our school received our last accreditation during the 2005-2006 school year.

TELEPHONE

Neither the teachers nor the students will receive phone calls during school hours unless it is an emergency. The school phone is for the sole use of school personnel, and students will not be granted permission to use the phone except in case of emergency.

Students are not allowed to have cell phones with them while at school. If students are caught with a cell phone in their possession it will be confiscated and not returned.

LOST AND FOUND

All clothing found on the grounds, regardless of its value, is placed in the lost and found box in the office. Money, jewelry, or articles of value are given directly to the secretary. Students may claim these items only after proper identification has been made. Articles not claimed from the Lost and Found will be sent to help the poor at the end of each report card period.

LUNCH

All lunch boxes/bags should be properly marked with the name and grade of the child on the outside. If a child forgets his/her lunch or you are providing it, **IT MUST BE DELIVERED TO THE OFFICE** (not the classroom) with the child's name and grade on the lunch box/bag. The child will be notified to pick it up from the office. Students ordering hot lunch must submit their menus and money the Thursday of the week prior to receiving the hot lunch.

Grade 1 through Grade 4 lunch period is from 11:30 through 12:00

Grade K-2 and Grade 5 through Grade 8 lunch period is from 12:00 through 12:30

ICE CREAM

Ice cream may be purchased at lunch and after 2:45 pm for \$1.00 - \$1.50, weather permitting.

RECESS/LUNCH POLICIES

The students have one recess and one lunch period each day weather permitting. The children are to dress appropriately for outside recess following uniform policy. All students must be on the playground during outside recess. Only students who have been requested by a teacher to remain in the classroom with his/her teacher will be allowed inside the building during recess time.

Students will have supervised free time indoors on days when inclement weather prevents outdoor recess. Quiet games and classroom voices are permitted by the personnel in charge.

Proper behavior is expected of all students at all times. Courtesy and respect must be shown to all yard supervisors and parent volunteers who supervise the recess and lunch

period. Students who fail to comply with rules are subject to detention or possibly forfeit their playground or recess privileges.

BICYCLES, SKATES AND SKATEBOARDS, ETC.

Students from grades three through eight may ride a bicycle to school. Permission from the Principal must be obtained before younger students may ride bicycles. The school office must have on file a letter giving parental permission for any student who will be walking or riding bicycles home. Bicycles must be locked. The school is not responsible for stolen or vandalized bicycles. Riding bicycles on school grounds is prohibited. We encourage adherence to all safety rules.

SKATEBOARDS AND SKATES ARE NEVER PERMITTED ON THE SCHOOL OR PARISH GROUNDS AT ANY TIME!!!

SCHOOL SUPPLIES

Each teacher will furnish his/her students with a list of supplies needed for the school year. The basic list contains the following items: pens, pencils, crayons, ruled paper, scissors, and washable glue. Please replenish the supplies as needed.

ABUSE OF TEACHERS/STAFF

Any parent, guardian, or other person who threatens or abuses any school personnel of Resurrection Academy may be required to transfer their students from this school and may be guilty of misdemeanor, which may be punishable by a fine.

CUSTODY OF MINORS

No unauthorized organization, agency, or person may be allowed to assume custody of any student on school premises before, during, or after school hours unless explicitly authorized by parent or guardian.

DESKS/BACKPACKS

Lockers/desks are school property and should be maintained by school authorities to protect the safety of all. A student assigned a locker/desk has exclusive use but not proprietary rights versus the school. The school has the right of inspection and reserves the right to search any locker/desk on suspicion of a threat to the health, welfare, and safety of other students. Additionally, for the same reasons, student backpacks are subject to inspection by school personnel.

CELL PHONES

Students are not allowed to have cell phones in their possession on school grounds. Students caught with a cell phone will have it confiscated and it will not be returned.

TRAFFIC SAFETY

For the safety of all students and adults, drivers are asked to follow school regulations on parking:

DROP-OFF: K-2 THROUGH GRADES 8 are to be dropped off at the Main gate using the parking lot. Please drive up to the Main gate and let your students out of the car.

PICK-UP: K-2 THROUGH GRADE 8 Pick up is at 2:45 P.M. Drive through the Main Gate to pick-up, please do not get out of the car. Please pull all the way up. Your child / children will be brought to your car. Please drive through the South Gate. No Left Turns.

PLEASE SEE MAP ON THE APPENDIX.

If you are parking outside the school gates for pick up, you will be asked to sign out your child.

AFTER SCHOOL DISMISSAL

Parents/guardians who are walking out the gate with their children must sign them out before leaving school premises. Parents/guardians who are picking up their children from after school activities such as sports, choir, yearbook, or student council must also sign their children out before leaving school premises.

FORGOTTEN LUNCHES, BOOKS, HOMEWORK, ETC.

To minimize classroom interruptions, any forgotten articles brought to school during class time must be deposited at the office, not the classroom. The children may then come to the office at recess/lunchtime to collect anything left for them. No parent may visit a classroom during school hours unless provisions have been made for this through the Principal. The student is not permitted to call home when he/she forgot to bring lunch or homework. **Hot lunch must be preordered. It cannot be purchased on a day to day basis.**

BOOKS

Students will be given textbooks which they will need for each of their classes. We ask that these be kept covered and in good condition. Since school textbooks are used on a rental system, if books are lost, defaced, or damaged, students will be required to pay the total cost of the book, or will be fined according to the seriousness of the damage. We ask that books be covered and protected by being carried in book bags to and from classes/school.

CARE OF PROPERTY

Students are expected to respect all school property. The cost of the damage done to school property by students using the school facilities is to be assumed in whole or in part, by the parents of the student(s) responsible for the destruction. The amount will be determined by the Principal.

School uniforms, jackets, lunch boxes/bags and other personal items must be clearly marked with the owner's name. Articles not claimed from the Lost and Found will be sent to help the poor at the end of each report card period.

LITURGY

Resurrection Academy is a praying faith community, and liturgies are an important part of developing this Christ-centered community. Parents are invited to share in the religious events of the school. Masses involving the whole school take place every Friday (10:45 AM - 11:30AM). All students are expected to take part in our masses. Individual classes are responsible for special liturgies. **Full uniforms are to be worn on mass days, no shorts are allowed.**

FAMILY LIFE PROGRAM

The Family Life Program is taught as part of the religion class to our students in Grades 4 - 8. Sound Catholic doctrine and values are presented in a positive, appealing context. The program works hand in hand with the family and the parish community to communicate the following five core themes at every grade level:

1. Family living (respect for the family and its sacramental nature).
2. Personal growth and self-understanding (respect for the whole person, with growing body, emerging feelings, and values, and unique soul).
3. Respect for life (Celebration of God's precious gift of life and realization of the need to protect and cherish life in all its forms).
4. Catholic Christian sexuality (gradual understanding of and respect for sexuality, rooted in the positive Catholic value of chastity).
5. Social living (respect for other responsibility, and the call to Christian social ministry).

NOTIFICATION OF AHERAPLAN AVAILABILITY

AHERA: Asbestos Hazard Emergency Response Act

Pursuant to Title 40 CFR Part 763 Subpart E (AHERA), Resurrection Academy is required to inform you that:

A copy of this school's AHERA Management Plan is available for your inspection in the administrative offices of both the school and the local education agency (Diocesan Education Office).

This Management Plan contains information regarding inspections, re-inspection, response actions, and post-response activities, including periodic re-inspection and surveillance activities that are planned or in progress.

Should you wish to review the AHERA Management Plan, please contact either office.

(Diocesan Superintendent, 5/8/89)

NON-SMOKING POLICY - CLEAN AIR ZONES

In order to model positive health habits for children, and to promote general good health for all in our communities, all school areas shall be "clean-air zones" and be free of all smoking during regular hours when school is in session.

GUIDELINES FOR RESURRECTION ACADEMY AFTERSCHOOL SUPERVISION PROGRAM

A. ENROLLMENT

Only students currently enrolled in the school are eligible for the After School Supervision Program.

B. FORMS

Registration form will include the days and time a child is to attend the program. Emergency forms completed for school will be used unless parents need to include alternative information specifically for the After School Supervision.

C. HOURS OF OPERATIONS

After School Supervision will only be offered on days school is in session. Daily hours of operation are 6:30 AM to 7:30 AM for the morning supervision and 3:00 PM to 6:00 PM for the evening supervision.

Arrangement with a neighbor, relative or friend must be made to pick up your child by 6:00PM in the event you are tied up in traffic. Those people designated to pick up your students should be listed in the emergency cards. If they are not listed, please send a written note to the school informing us who will pick up the student. Please have your signature on the letter. Identification will be required on certain occasions. These precautionary measures are for your child's safety.

A late fee of \$25.00 per child will be charged after 6:00PM, to be paid at the time of pick up to the extended care personnel. Repeated violations for pickups will result in automatic withdrawal of the child from the program.

D. CHECK IN AND OUT POLICY Before School:

Parent or authorized person must bring child to the designated area to check into the program.

After School:

Students meet extended care personnel in a designated area to check into the program. Parents or authorized person must come into the extended care room and sign child out of the program. Written notice must be given if a person other than a previously designated person picks up the child.

E. FINANCIAL BILLING

Parents will be billed on a regular basis during the first week of the month after a previous month in extended care.

Fees

- \$8.00 for one child, \$12.00 for two children, \$15.00 for three children and the rate is adjusted accordingly if there are more children.
- A late fee of \$25.00 per child will be charged after 6:00 PM to be paid at the time of pick up to the extended care personnel.
- A \$20.00 fee will be charged for all returned checks.
- If the bill is not paid 30 days after being billed, a 10% interest fee will be added.
- Parents that pick up their child 15 minutes after the start of day care (between 3:00PM and 3:15PM) will be charged \$3.00 per child. If it exceeds the 15 minutes after the start of day care (after 3: 15PM) then the higher rate will be applicable.

G. EMERGENCY PROCEDURES

School insurance covers all children in the program. All accidents must be reported to the principal within 24 hours. Staff has access to all emergency information, supplies, and they are knowledgeable on the school emergency procedures.

H. STUDENTS BEHAVIOR DURING EXTENDED CARE

Our school philosophy extends to cover this program therefore, school policies on behavior are used where applicable. Children must show courtesy to all adults. Inappropriate behavior can result in a child being dismissed from the program. Parents will be contacted for a conference and have warning prior to dismissal of a child from the program.

25. School/Principal 's Right to Amend this Handbook

The school and principal reserve the right to amend this handbook for just cause. Parents and students will be notified of any changes promptly.

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