

# Resurrection Catholic School

## Parent /Student Handbook

2021-2022



### Accreditation

State of Mississippi Department of Education  
Southern Association of Colleges and Schools/AdvanceEd

### Member

National Catholic Education Association (NCEA)  
Mississippi High School Activities Association (MHSAA)

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Department of Education  
Dr. Rhonda Clark – Superintendent of Education  
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## High School Bell Schedule 2021-2022

Regular Day	Mass Day <i>Mass at 9:00 AM</i>	Early Mass <i>Mass at 8:00 AM</i>	Early Dismissal <i>Prof Dev Days</i>
Warning Bell 7:47 AM*	Warning Bell 7:47 AM*	Warning Bell 7:47 AM*	Warning Bell 7:47 AM*
Tardy Bell 7:50 AM	Tardy Bell 7:50 AM	Tardy Bell 7:50 AM	Tardy Bell 7:50 AM
1 <sup>st</sup> Period 8:00 – 8:53	1 <sup>st</sup> Period 8:00 – 8:50	MASS 8:00 – 9:00	1 <sup>st</sup> Period 8:00 – 8:39
2 <sup>nd</sup> Period 8:57 – 9:50	MASS 9:00 – 9:55	1 <sup>st</sup> Period 9:10 – 9:55	2 <sup>nd</sup> Period 8:42 – 9:20 (No break)
Break 9:50 - 10:04	Break 9:55 – 10:05 2 <sup>nd</sup> Period 10:10 – 10:53	2 <sup>nd</sup> Period 9:58 – 10:43	3 <sup>rd</sup> Period 9:23 – 10:01
3 <sup>rd</sup> Period 10:07 – 11:00	3 <sup>rd</sup> Period 10:56 – 11:39	3 <sup>rd</sup> Period 10:46 – 11:31	4 <sup>th</sup> Period 10:04 – 10:42
4 <sup>th</sup> Period & Lunch  11:03 – 11:55	4 <sup>th</sup> period & Lunch  11:39 – 12:54	4 <sup>th</sup> Period & Lunch  11:31 – 12:49	5 <sup>th</sup> Period & Lunch  10:42 – 11:53
MS Lunch 11:00 – 11:30	MS Lunch 11:39 – 12:09	MS Lunch 11:31 – 12:01	MS Lunch 10:42 – 11:12
4 <sup>th</sup> MS Class 11:33 – 12:25	4 <sup>th</sup> MS Class 12:12 – 12:54	4 <sup>th</sup> MS Class 12:04 – 12:49	5 <sup>th</sup> MS Class 11:15 – 11:53
4 <sup>th</sup> HS Class 11:03 – 11:55	4 <sup>th</sup> HS Class 11:42 – 12:24	4 <sup>th</sup> HS Class 11:34 – 12:19	5 <sup>th</sup> HS Class 10:45 – 11:23
HS Lunch 11:55 – 12:25	4 <sup>th</sup> HS Lunch 12:24 – 12:54	4 <sup>th</sup> HS Lunch 12:19 – 12:49	5 <sup>th</sup> HS Lunch 11:23 – 11:53
5 <sup>th</sup> Period 12:28 – 1:20	5 <sup>th</sup> Period 12:57 – 1:39	5 <sup>th</sup> Period 12:52 – 1:36	6 <sup>th</sup> Period 11:55 – 12:34
6 <sup>th</sup> Period 1:23 – 2:15	6 <sup>th</sup> Period 1:42 – 2:24	6 <sup>th</sup> Period 1:39 – 2:23	7 <sup>th</sup> Period 12:37 – 1:15
7 <sup>th</sup> Period 2:18 – 3:10	7 <sup>th</sup> Period 2:27 – 3:10	7 <sup>th</sup> Period 2:26 – 3:10	Faculty meeting @ 1:30
Announcements @ 3:05 Dismissal Bell @ 3:10	Announcements @ 3:05 Dismissal Bell @ 3:10	Announcements @ 3:05 Dismissal Bell @ 3:10	Announcements @ 1:10 Dismissal Bell @ 1:15

\*NOTE: Students may not arrive at the RCMHS campus before 7:25 AM.

# Resurrection Catholic School

## Notice and Approval for 2021-2022

*“ . . . to my words be attentive, to my sayings incline your ear;  
Let them not slip from your sight, keep them within your heart . . . ” - Proverbs 4:20-21*

### ATTENTION PARENTS, STUDENTS, AND OTHER INTERESTED PARTIES

This handbook is designed to be a synopsis of the policies and procedures of Resurrection Catholic School. In developing the enclosed rules and policies, school personnel have tried to be as explicit as possible, but this handbook is not intended to be all inclusive.

The school is governed by general policies applicable to all schools within the Catholic Diocese of Biloxi as well as local school advisory council policies. These policies form an integral part of the agreement the school has entered into with parents to educate their children. Should you be interested in reviewing them, all general and local policies are available in the school office.

It is expected that the handbook, local policies, and general policies are consistent. However, at times due to human error and/or amendments to various parts, conflicts could arise. **To the extent that a conflict arises, general diocesan policies will take precedence, followed by local school advisory council policies and finally policies enumerated in this handbook.**

In addition, during the school year, new and unusual situations will arise. Since this handbook cannot provide for every possible situation, the principals will have the authority to use discretion in unforeseen circumstances.

The Handbook for Pastors, Principals, and School Advisory Councils dated August 2008, delegates the roles of Pastors, Principals, School Advisory Councils, and Parent/Teacher Organizations.

By enrolling their son or daughter in RCS, parents or guardians agree to abide by and cooperate with the policies, procedures, and processes contained in the policies of the Catholic Diocese of Biloxi, those in this handbook, local school advisory council policies, and other written communications from the school's administration.

All decisions of the principals are final and appeals to the Diocesan School Advisory Council are for cases of expulsion only. No appeals of principals' decisions can be made to local School Advisory Councils.

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## Resurrection Catholic School Mission Statement

Our mission is to provide a nurturing atmosphere where all students can reach their full potential  
As well – educated, caring and responsible Catholic Christians  
who can meet the challenges of a changing society.  
“Faith in Action, Excellence in Education.”

## School Motto

Be it known to all who enter here that Jesus is the reason for this school.  
He is the unseen ever-present teacher in all its classes.  
He is the model of its faculty and the inspiration of its students.



## Virtues on the School Badge

*Truth, Honor, Integrity*



## Statement of Policy

Resurrection Catholic School, in accordance with Title VI of the Civil Rights Act of 1962, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, continues in policy that no one shall on the grounds of race, color, national origin, sex or handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school

## School Governance

The existence and roles of all parties involved in Catholic schools are governed by canon law, the law of the Catholic Church.

The Resurrection Catholic School Advisory Council provides a support mechanism to assist the principal in creating school policy. The School Advisory council makes recommendations to the principal and pastors regarding policy.

**In its meetings, the Advisory Council does not address disciplinary issues, personnel issues, implementation of policy or any matters that involve the daily operation of the school.**

In the event that a problem arises, parents are encouraged to follow the chain of command by discussing any problem first with the teacher or person involved. If the issue is still unresolved, they should meet with a school administrator. **The decision of the school principal is final.** In the case of expulsion, an appeal may be made to the Superintendent of Schools or the Diocesan Advisory Council.

Anyone wishing to address a Council meeting shall submit their request in writing to the Advisory President not less than 10 days prior to the scheduled meeting. The Council meets at Resurrection Middle/High School at 6:00 PM on the third Monday of each month. For more information on the role, responsibilities, and procedures of the Advisory Council, refer to *Governances 17-26 of The Handbook of Catholic School Policy of the Diocese of Biloxi*, 2011, which is located and available for review in each principal's office.

## History of Resurrection Catholic School

The history of Resurrection Catholic School dates back to October 6, 1882, when five Sisters of Perpetual Adoration arrived in Pascagoula to establish a convent and conduct a school. The Sisters began teaching in the school called the Academy of the Guardian Angels. Immediately, the initial enrollment was 47 students. Since that date, there has been continuous Catholic education for the people on the same site.

Five years later, in 1888, the Catholic population of Pascagoula had grown to 1,000 people, comprising 30% of the area's total population. Enrollment in the school had also grown to 150 students. The first commencement exercises were held in 1889, with three students graduating.

In 1932, the Sisters of Perpetual Adoration officially changed the name of their religious order to the Sisters of the Most Holy Sacrament (MHS) and celebrated the Golden Jubilee of their order. In 1937, Our Lady of Victories (as the school was now called) received certification by the State of Mississippi. A new school building was erected in 1947; the gymnasium/auditorium was added in 1956. In 1959, a new grammar school was erected. In 1964, Sacred Heart Elementary School was dedicated and opened with a large enrollment. In 1967, the high school became inter-parochial with all area parishes assuming responsibility for its direction.

In 1974, due to declining numbers, the Most Holy Sacrament Sisters relinquished leadership of the school; the Sisters formally withdrew in 1988, the same year that Bishop Howze announced the merger of OLV Central High School, OLV Elementary, and Sacred Heart Elementary School into one school system – Resurrection Catholic School.

Throughout its more than one hundred years, service to the community has been a goal of the school. The achievement of this goal was recognized in 1976 by Governor Cliff Finch and Senator Trent Lott. Governor Finch stated, "For 94 years this institution has served as a beacon of hope and light by offering superior instruction not only in the skills of learning but also in solid Christian ethics." Senator Trent Lott remarked, "Since coming into Jackson County, Mississippi, in 1882, the Catholic schools have contributed substantially to the education and ethical development of the community."

The latest major change to Resurrection Catholic School came in August of 2005 after Hurricane Katrina heavily damaged the area and, in particular, St. Peter's Elementary School, which was completely destroyed. Following the directive of Bishop Rodi, the largely African American population of St. Peter's was merged with Resurrection Elementary School and permanently became part of the Resurrection School system.

## Financial Policies

Although every Catholic school, including Resurrection Catholic School, exists to serve all Catholic students who wish to attend, it is also imperative for the school to show fiscal responsibility and financial solvency in order to guarantee its continued existence.

**The responsibility of financial obligations incurred by students as a result of their attending Resurrection Catholic School rests with the parents or legal guardians of the students. A \$40 fee is charged for each NSF check returned to any school account. After two returned checks, only cash or money orders will be accepted. Families who are delinquent in tuition will receive a warning letter. Further delinquency may require an appearance before the Advisory Council and collection proceedings may occur.**

### ***FACTS Tuition Management***

FACTS Tuition Management Service is processing all tuition arrangements and payments for RCS this year. **Tuition must be paid in full at or before Confirmation of Registration in July.** Any other arrangements must be made through FACTS and approved by the principal. An active FACTS financial management account is required for all students.

## Fees & Costs

<b>FEEES</b> <b>ALL FEES ARE NON-REFUNDABLE</b>		
<b>ALL STUDENTS</b>	Registration	\$100-\$525, depending on when submitted
	Debt Service	\$150 per student
	Cash or Dash Raffle Tickets	\$100 per family
	Technology Fee	\$75 per student (Max \$225 per family)
<b>Grades PK – 6<sup>th</sup></b>	Instructional Book Fee	\$225
<b>Grades 7-12</b>	Instructional Book Fee	\$275
	Activity	\$220
	Graduation (seniors only)	\$120
	Yearbook (optional)	\$60
	Adult All Sports Pass (optional)	\$75
<b>FACTS</b>	3% of total tuition	
<b>Meals</b>	PreK3 – 12 <sup>th</sup> Lunch	\$2.85 per day
	Breakfast	\$1.50 per day
	Lunch Extras	\$0.50 - \$1.75 depending on item
	Elementary Snacks	\$.50 per day

### ***Convenience Fee***

A small fee (3%) will be added to credit/debit card transactions conducted over the telephone.

### ***Debt Reduction Fee***

This temporary fee is assessed to each student to be applied directly to capital improvement indebtedness incurred during facility construction.

### ***Drawdown Ticket***

Each family is required to purchase ONE ticket or make a \$100 donation to the school at registration confirmation.

### ***Graduation Fee***

For each senior who is declared eligible for graduation, a graduation fee of \$120 is charged to help defray the cost of graduation (flowers, church, diplomas, cap and gown, programs, etc.) This nonrefundable fee is due at registration.

### ***Instructional Materials/ Technology Fee***

This non-refundable fee is payable at confirmation of registration and covers textbook costs, part of the standardized testing program, insurance, technology upgrades, and the Diocesan Education Office Assessments for technology.

### ***Registration Fee***

A non-refundable fee ranging from \$100 - \$525 (depending on date registration is submitted) is due each year. Contact Mary Jensen for more information.

### ***Tuition***

All tuition for the year is due in full at final registration. No tuition will be refunded if a student is asked to leave RCS for discipline issues or drops out of RCS (leaves RCS of his/her own accord).

TUITION		
PK 2, 3 & 4 Half Day Rates	Half Day	\$4,137
PK 2 & 3 Full Day Rates	Full Day	\$5,731
“A” Rate = Non-Catholic Students	PK 4 – 12 <sup>th</sup> Grades	\$7,603
“B” Rate = Catholic Students	PK 4 – 12 <sup>th</sup> Grades	\$5,534
<ul style="list-style-type: none"><li>A priest’s signature is required to get the “B” rate for Catholic students. No forms will be accepted without signature.</li><li>Family Tuition Discounts: 2 Students (7.5%), 3 students (17.5%) 4 or more students (27.5%)</li></ul>		

### ***Uniform Costs***

Students must wear uniform items purchased through the school. Our uniform provider is Uniforms & Accessories, Inc. (website: uniformsacc.com). The password to use the website is eaglesRCS .

### ***Unpaid Fee Policy***

Parents are expected to keep their accounts current according to the Financial Agreement and Enrollment Form signed at registration. According to Diocesan Policy

**“No student will be permitted to take quarter or semester examinations until all of his/her parents’ indebtedness to the school has been satisfied.” (Diocesan Policy – Fiscal Management # 8)**

This includes any cafeteria payments, club fees, library fines, sports expenses (including camp fees & uniforms), textbook fines, tuition or other fees.

- A \$20 late fee per FACTS invoice will be automatically assessed in the FACTS system.
- Report cards will be held and access to grades in FACTS denied for any student with a delinquent account.
- Students will not be allowed to participate in extra-curricular activities such as field trips, school-sponsored trips and early checkout for sporting events if the account is delinquent.
- Students will not be allowed to try-out or practice in sports or participate in summer camps/activities until registration fees have been paid for the applicable year and all other fees and tuition are considered current.
- All account balances, including graduation fees, must be paid in full by the end of the last full day of senior classes for a student to participate in graduation and to receive a diploma.
- Students will not be allowed to attend school if an account is 30 days past due. Parents must make alternate arrangements for their child's education, or pay the past due account balance. Delinquent payments may result in being required to pay the following year's tuition and fees in advance.

### ***Tuition Assistance***

Interested families must first register their student(s) and complete a tuition assistance application.

**Assistance is not available to those families who do not complete an application for tuition assistance. Completion of the application does not guarantee assistance.**

The family will be notified of a financial aid award. Parish members of Our Lady of Victories, Sacred Heart, St. Mary's in Gautier, St. Peter the Apostle, St. Joseph the Worker in Moss Point, and Holy Spirit in Vancleave should contact their Pastors for additional aid.

### ***Eligibility for Family Tuition Rates and Discounts***

- **Catholic Parish Rate**      *Written verification from the family's Parish Pastor*
- **Parish Assistance**      *Families must request additional assistance through their pastors.*

**Catholic Families must have their registration form signed by their priest in order to receive the "B" Rate.**

To receive the Catholic tuition rate, returning families must submit a Parish Verification Form to a parish priest by **April 15** each year. The criteria for approval of the Catholic rate will include attendance at mass and service to the parish at the discretion of the Parish Pastor. Forms submitted after April 15 are subject to penalties. . **If you seek assistance through the parish, you must contact your pastor BEFORE the registration form is submitted.**

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations

relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

## Athletic Events

All sports passes are valid for all **home games** throughout the year. Passes are available to adults only, are NON-TRANSFERRABLE, and are not sold after Jan. 10 of the school year.

Resurrection Catholic Middle-High School students have free admission to all regular-season athletic events at the middle/high school level, but Resurrection Catholic Elementary School students are charged a \$5 admission fee.

## Fundraisers

The school cannot be totally supported by tuition and church subsidies. Part of the money to finance your child's education comes from fundraisers. For these to be successful, all parents must support and help. PTO Fundraisers support the many projects they finance in whole or in part.

**All fundraising requests must be approved by the school administration prior to the event and all funds must be deposited into Resurrection Catholic School accounts. NO SEPARATE BANK ACCOUNTS WILL BE SET UP IN THE SCHOOL'S NAME FOR ANY SCHOOL ACTIVITY INCLUDING SPORTS BOOSTERS, CLUBS, ETC. All money raised in the name of or on behalf of the school will be handled through the bookkeeping offices.**

## Insurance

The Diocesan Insurance Plan covers each student at Resurrection Catholic School. This is a secondary plan that covers accidents occurring during the school day, while traveling to and from school, and while attending any school-sponsored activity. Optional twenty-four (24) hour coverage is offered at the beginning of each school year.

Insurance claim documents must be completed within forty-eight (48) hours of the accident/incident. The athletic director has copies of the accident/incident forms that must be completed.

# ELEMENTARY SCHOOL CAMPUS

## Policies and Information

### Resurrection Catholic Elementary School

School Day: Begins: 7:50 a.m. / Ends: 2:40 p.m.

## Expectations

RCES provides rules and guidelines that will ensure an optimal learning environment for our students. Our students and their families commit to complying with our standards, rules and policies when they register. Working together we can ensure a Win-Win experience for everyone. Our staff is committed to work with all our students and families toward learning and growing as God intends.

### ***General Rules***

Each student at Resurrection Catholic School shares the responsibility for creating and supporting a positive school climate that is conducive to teaching and learning.

### **Student Conduct and Discipline Plan**

“Train up a child in the way he should go; and when he is old he will not depart from it”.

Proverbs 22:6

Our students are expected to behave in a manner consistent with their status as a student of Resurrection Catholic School. Student conduct must contribute to meeting the personal and academic needs of the student as well as those of his/her classmates, and supporting the good name, reputation and integrity of our school. Discipline is the process of training, teaching, and correcting students in order to help them accept responsibility for their own actions. Please know that Christ-like character is modeled by our faculty and staff on a daily basis. However, attending a Catholic school does not take the place of the parents in training of the child. A parent, after all, is a child’s first and most important teacher and role model. We are confident that when the parent and school work together, it will only mean success for the child!

There are six basic convictions that our school attempts to instill in students:

#### ♣ *Respect for God*

We are a Catholic school; therefore, we firmly believe that if you put God first, all other things will fall into place. Students should strive to always show the utmost respect for God in all they think, do, and say. Students are expected to behave reverently at in all religious aspects of our school day: including but not limited to mass, during prayers in class, and during religion class.

#### ♣ *Respect for Authority*

Respect for God leads to respect for authority. Students should always strive to show respect for their teachers and all adults in authority.

#### ♣ *Respect for Others*

Jesus taught us that we should love others as we love ourselves. Students should act in a manner that encourages and strengthens their neighbor not that hurts or degrades them. Kindness, honesty, and trustworthiness are virtues that demonstrate respect for others, and these virtues are consistently encouraged at our school.

#### ♣ *Respect for Self*

God created each of us in a different way. We are all special. If we respect ourselves, we use our unique gifts and talents to be a blessing to others. Self-respect also includes making sure we are in proper uniform each day and looking our best in order to be good representatives of our school.

#### ♣ *Respect for Property*

Students should demonstrate respect for all property, whether it be their own belongings or those of another. Students who steal, vandalize or destroy school, teacher, or other student's property will be promptly disciplined

#### ♣ *Respect for School Rules*

Rules are necessary in order to have a peaceful, cooperative and enjoyable learning experience. Disrespect for school rules disturbs the learning environment, and disciplinary action will be taken for those who choose to continually break the rules.

#### General School-Wide Expectations:

- Come to school on time and be prepared to learn, bringing all materials necessary.
- Remain quiet during direct instruction, pay attention, and be recognized to speak.
- Participate in class discussions and activities.
- Behave in a manner that does not disrupt the other students or the teacher.
- Be respectful to all adults.
- Be respectful to classmates.
- Make quiet transitions in the hallways and walkways so as not to disturb other classes.
- Use manners in the cafeteria and clean up after yourself.
- Obey teacher's playground rules.
- Always do your best!

## **Arrival and Dismissal Policy**

**ARRIVAL:** School begins promptly at 7:50 with prayer. All students should be at school before



that time. Students whose parents need to get to work early may drop off their children at daycare any time after 6:30 a.m.

- ***PLEASE DRIVE SLOWLY IN THE PARKING LOT (10 mph maximum) to help keep our children safe.***

**DISMISSAL:** Dismissal for halfday PK3 students is at 12:00 p.m.

Closing prayer and dismissal procedures begin at 2:40 p.m. Aftercare begins at 2:55 p.m.

Students will line up on the pavilion at 2:35 p.m. Cars file through under the awning at the direction of RCS Staff. Students are placed in the cars. This takes a few minutes but ensures their safety. Children are not permitted to cross the line of traffic so please take your turn in line. **PLEASE DO NOT DRIVE OUT OR BACK OUT OF THE LINE ONCE YOUR CHILD IS IN THE CAR.** This endangers the children and could result in serious injury. Watch for the staff person's signal. No child will be allowed to leave the pavilion even with a parent when the traffic is moving. We discourage pick-up and drop-off in the Church parking lot. Students whose parents insist on doing this MUST escort the students to the pavilion and pick them up at the pavilion. **PLEASE REFRAIN FROM TALKING OR TEXTING ON CELL PHONES WHILE IN THE LINE.**

- ***FAILURE TO FOLLOW THE PROCEDURE CREATES SAFETY ISSUES AND WILL BE ADDRESSED BY THE PRINCIPAL.***

## **Attendance**

Every student benefits from regular attendance at school. Absences and tardiness have a detrimental impact on the student's opportunity to progress. When a child misses a day of instructional time, opportunities to learn are lost. When a child arrives minutes or hours late for class their routine is disrupted as is that of their classmates. Work with us to protect instructional time. Schedule appointments after school whenever possible. Schedule vacations during established school holidays.

### ***Absence***

A WRITTEN EXCUSE for any absence should be submitted within 5 school days after the absence. Parents are asked to call the school on the first day of a child's absence. Make-up work is the student's responsibility. Work with teachers to ensure assignments are made up. Absences for illness, for a death in the family, or for a trip (if prearranged with the school) may be considered excused. Any assignments missed during such absence must be made up

**A student may not leave the school premises during the day without a parent or designated adult signing them out in the office. No parent may go to a classroom and get a child out of class without authorization from the office. If a parent designates someone else to pick up a child, the office must be notified prior to pick up preferably in writing.**

### ***Tardiness***

A child is considered tardy if he/she arrives after the 7:55 bell. Tardy students must report to the office for a "late pass" to get into class. Parents may not accompany their child to class to explain the tardiness or deliver forgotten items.

Perfect Attendance is earned for the year if the student has had no absences, tardies or early checkouts.

After the fifth tardy in a 9-weeks period, students will receive a one-hour after-school detention. Each tardy after the fifth tardy in a 9-weeks period will result in a one-hour after-school detention. Each quarter, tardies will start over.

## **Academics**

### ***Progress Reports***

Your student's progress in grades 1-6 is tracked in ***FACTS***. Progress reports are sent mid-quarter to inform the parents about the students' progress. All progress reports must be signed by parents and returned to the respective teachers within five school days. Student success is important to us and therefore requires close communication and cooperation.

### ***Report Cards***

Resurrection Catholic School uses ***FACTS*** to keep parents informed of their child's progress and sends home a quarterly written report of each student's scholastic achievement and attitude toward school and the curriculum. Report cards should be returned within five school days, except the last report card of the school year. Use these reports to encourage your child to continue the fine work he/she is doing. Parent teacher conferences are arranged as the need arises and on request of the teacher or parent.

### ***Grading Scale***

<b>Letter Grade</b>	<b>Percentage Value</b>
A	93%-100%
A-	90%-92%
B	85%- 89%
B-	80%-84%
C	75%- 79%
D	70%- 74%
F	Below 70%

### ***Honor Roll***

Honor Roll is an 85 and above.

### ***Promotion/Retention/Grades***

The promotion or retention of a student depends upon the work completed and the ability of the student. To be promoted in grades 1-2, a child must pass three out of the four major subjects and demonstrate adequate reading skills for age and grade. To be promoted in grades 3-6, a student must pass five out of the six major subjects and must be reading on grade level. A student may be socially promoted if it is not to the child's academic or social advantage to be retained. Social promotion will be identified on the child's records.

### ***Homework***

Homework is a necessary part of your child's education. It affords an opportunity for independent practice and personal application of what was learned at school. Activities on weeknights that interfere with homework are to be discouraged. Parents should make every effort to be present when homework is being completed. Your encouragement can be most helpful in building your child's confidence.

### ***Honor Roll***

In order to recognize those students who have special talents in academics or who work very hard and to encourage every student to try to do their best, each report card will have a published Honor Roll for grades 2-6.

- Students on the Principal's Honor Roll will have straight A's in every subject;
- Students with A's and B's will be on the Honor Roll.

**An Unsatisfactory grade (U) in conduct will prohibit students from earning honor roll.**

## **Behavior**

### ***Behavior Policies***

When we accept your child into our school we agree to help your child learn those basic skills that will enable them to best use the talents that God gave them. We also agree to teach them the relationship between the Catholic faith and many things they are learning. When a child enters our school we assume that he/she has been taught at home how to behave. If not, it would be unfair to the other children in the school to spend precious learning time disciplining one child and deny others their opportunity to learn.

It is true that children of elementary school age do require much supervision. Certain rules are established and enforced so that good order will exist. We expect parents to support such rules and regulations. In this way, the students will learn and the school will attain its goals without the obstacles that a lack of discipline creates.

Resurrection School does not administer corporal punishment. However, a student who misbehaves may be denied recess, sent home for a required parent conference, or assigned an afternoon detention.

### ***Behavior in Church***

Resurrection Catholic Elementary School is just that, a Catholic School.

A very valuable part of our curriculum is of a religious nature. While we welcome students of all faiths, it is important that all students attend weekly Mass and are expected to show reverence for the Catholic Tradition. Any student who is disrespectful during Mass or any other religious activity can expect consequences.

### ***Classroom Behavior***

At the beginning of the school year, each teacher will discuss the rules, procedures and consequences that they have for students. Each teacher will explain these to the parents during Parent Nights.

It is the responsibility of each person in a classroom to help create a learning environment. The teacher, however, is responsible for evaluating when behavior exceeds acceptable limits. In an effort to maximize the learning environment each teacher will utilize every effort to correct any student's behavior that is detrimental to teaching and learning. Close communication with the parents is critical.

### ***Behavior in the Cafeteria***

All students are expected to be courteous and well-mannered in the school cafeteria. Conversation should be kept at a pleasant level and limited to the students who are sitting at the same table. Repeated unacceptable behavior will result in negative consequences.

The following behavior is considered unacceptable:

- Yelling to people at other tables.

- Deliberately dropping food or paper on the floor.
- Playing with food.
- Failure to clean up the table when the meal is over.
- Poking or grabbing other students.
- Taking food from another student's tray.

Any student who engages in throwing food at any time will have lunch in isolation for a time designated by the principal.

### **Pre-School Discipline**

Conscious Discipline is implemented in the toddler classroom. Conscious Discipline emphasizes and praises positive behavior, by using positive and encouraging statements. The teacher will assist the child in talking things out, teaching the child ways to handle different situations. The teacher will model different and positive ways to behave. The teacher will work on redirecting children to more appropriate behaviors throughout the day. The goal is to help children use their own words and solutions to solve conflicts and assist them to make good positive choices. Occasionally, the teacher may use a supervised “safe place” for misbehavior that persistently occurs. The safe place is an extension of Conscious Discipline. The safe place is a chair or a cushion that the child will be asked to sit on to calm down. This gives the child time to think about his/her actions. The safe place chair or cushion will have books, stress balls, and other items to soothe the child. The safe place will have Conscious Discipline icons (S.T.A.R., balloon, pretzel, drain), which remind the child how to calm down. The length of time to sit at the safe place is one minute for each year of age or until the child has calmed down and is ready to return to classroom activities. Should a problem be consistent or more severe (scratching children and breaking the skin or other physical behaviors) parents will be contacted for a conference. The parents, administrator, and teacher will sit and work on ways to correct the behavior in a positive way. Should the behavior continue or become worse the Administrator may have to take other actions, not limiting to asking the child to be removed from the program. Preschoolers have a tendency to throw tantrums when they are not allowed their way. Should a toddler throw a tantrum that exceeds two minutes, the preschooler will be removed from the classroom and walked to the office.

### **Discipline Policy**

It is necessary that rules and regulations are established for the safety and well-being of all students. At Resurrection, we have developed the following discipline plan with reasonable and necessary rules governing the behavior of students in our school.

Teachers have the responsibility of maintaining a suitable environment for learning for all students. Students have the responsibility to act within these discipline guidelines in order to develop the habits and skills that make him/her self- directive and to help him/her realize that he/she is responsible for his/her own behavior. Rules and consequences should be clearly posted in each classroom and remain visible for the entire school year.

Any misbehavior listed under the offenses that require disciplinary action will be placed on the appropriate step on the discipline ladder. The consequences for each action are clearly listed. We realize the broad differences in ages and the responsibilities of each. Therefore, we have developed a set of rules and consequences for Pre-K 3 – 1st grade students and a set of rules and consequences for 2nd-6th grade students. However, students in all grade levels must follow the rules of the school and failure to do so can result in expulsion.

1. Each teacher should establish and follow their classroom procedures, rules, and consequences. Teachers should notify parents if a student is misbehaving continuously.
2. The discipline ladder will be followed by the administration and teachers will receive a copy of the completed discipline referral form when applicable.
3. Any repeat offense will result in a student being placed on a higher step on the discipline ladder.

### **Consequences**

Consequences will be determined in accordance with teacher, school, and diocesan policy based on the offense as outlined in this handbook.

### **Examples of Offenses**

Open defiance, disrespectful to teacher or other adult school authority  
Disrupting Instructional Time  
Inappropriate behavior in Mass  
Inappropriate behavior in the hallway  
Continuous failure to follow classroom or lunchroom rules  
Running, pushing, yelling, or horse playing  
Name-calling or showing disrespect to other students  
Leaving class without permission  
Cheating on tests or school work (will also receive a "0" on assignment)  
Defacing or injuring property that belongs to the school's  
Harassment, intimidation, or threatening of other students  
Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)  
Bullying in any form: body language, verbal threats, written threats, etc.  
Physical abuse of a teacher or a student, such as biting, hitting, etc.  
All cases of fighting at school, on the way to school, or at school activities  
Use or possession of dangerous objects  
Use or possession of fireworks  
Stealing  
Leaving campus without permission  
Possession of tobacco, nicotine, or tobacco related products at school  
Use, sale, or possession of drugs or alcohol on or near school grounds  
Possession of a firearm/weapon .

### **Conduct That Damages the School**

Students: Conduct either inside or outside the school that is deemed detrimental to Resurrection Catholic School will result in discipline. This conduct includes but is not limited to, physical behavior, social media activities, internet posts and interaction with local and national media.

Parents: The education of a child is a partnership between parents and the school. The school administration has the discretion to determine whether such partnership is irretrievably broken. In that event, parents may be required to withdraw their child from Resurrection Catholic School. This conduct includes but is not limited to, physical behavior, social media activities, internet posts and interaction with local and national media. Do not create Facebook pages using the Resurrection name with approval from administration.

### **After School Detention**

After school detentions will be held weekly by teachers on a rotating basis in their classroom. After school detentions can only be rescheduled if there is proof of a doctor or dentist appointment or if the Principal gives approval for other reasons. Further disciplinary action will be taken for students who fail to attend detention without approval from the Principal. If the student does not show up for his/her detention, the student will have an extra detention. Discipline referrals should be signed by the parent and returned to school the next day. If a parent arrives later than the departure time of the detention, the student will be placed in the After-School Program and the appropriate fees will be assessed.

**Out of School Suspension (OSS)**

When Out of School Suspension is a consequence that a student receives, the student is prohibited from entering the campus for any reason. All work must be completed within two days of his/her return to school. The student is prohibited from participating in or attending a school-sponsored activity from the moment OSS is issued until the first full day back in regular classes. The length of OSS is determined based on the severity and the recurrence of the offense.

**Expulsion**

Any student may be recommended for expulsion at any time if the administration feels that the student's actions warrant such recommendation. If a student is recommended for expulsion, it is required that the Discipline Committee be convened. The Discipline Committee is made up of the Principal, School Pastor, and two teachers (who are familiar with the student). The decision made by this committee is final.

**Uniform Discipline Ladder**

Teachers will fill out a uniform violation notice. They will send the white copy home with the student for parents to sign, keep the yellow copy, and turn the pink copy in to the administration.

1st & 2nd Offense-Warning

3rd, 4th, & 5th Offense-After School Detention

A Uniform Violation Notice will be sent home by the teacher and should be signed by the parent. Students should show the signed form to the teacher the following morning.

Additional offenses will be handled by the administration.

**Catholic Diocese of Biloxi Handbook of Catholic School Policies HARASSMENT / BULLYING - STUDENTS– Governance No. 34 June 2011 Date Approved**

It is the policy of the Catholic Church in the Diocese of Biloxi that the school environment be a Catholic, Christian community that reflects Christ-like care and concern. Harassment of others, whether based upon gender, color, race, age, national origin, disability, or otherwise, is disruptive and immoral and will not be tolerated. Further, harassment or bullying of anyone will not be tolerated. Harassing behavior is any pattern of gestures or written, electronic or verbal communication, or any physical act or threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiation characteristic that:

- (a) Places a student in actual or reasonable fear of harm to his or her person or damage to his or her property, or
- (b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's performance, opportunities or benefits. Bullying is a form of harassment.

Mississippi Code Ann. § 37-7-301-e allows schools to discipline for misconduct that takes place in the school, on school property, on the road to and from school, on any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct, in the determination of the superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teachers of such class as a whole.

**Notification of Harassment:**

Each school in the Catholic Diocese of Biloxi will make every reasonable effort to ensure that no student is subjected to harassing behavior or bullying. Likewise, the school will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or person with reliable information about an act of harassing behavior or bullying. A school employee who has witnessed or has reliable information that a student has been subject to harassing behavior or bullying shall report the incident to the appropriate school official. A student or volunteer who has witnessed or has reliable information that a student has been subject to harassing behavior or bullying should report the incident to the appropriate school official. Any incidents of harassing behavior or bullying should be reported to the appropriate school official within five days of the alleged incident. (See Appendix D, Handbook of Catholic School Policies for forms)

- (a) If the perpetrator is a teacher, other school employee, parent, or student, the student alleging harassment or bullying should notify the principal. The principal should, in turn, notify the Pastor or Lead Pastor (if the school is an interparochial school) and the diocesan superintendent of schools.
- (b) If the perpetrator is a principal, the student alleging harassment or bullying should notify the Pastor or Lead Pastor (if the school is an interparochial school) and the diocesan superintendent of schools.

**Investigation:**

All reported incidents of harassing behavior or bullying will be investigated by the appropriate authority, keeping in mind that the accused is innocent until proven guilty. When necessary, however, interim measures may be taken during the investigation to insure the safety and well

-being of students up to and including those listed in the remedies section of this document.

**Remedies:**



Subject to the outcome of the investigation, an appropriate remedy will be developed based upon the facts uncovered. The remedy fashioned should be intended to insure that such harassment does not occur in the future.

(a) Potential Remedies if Perpetrator is Student:

- Discipline will be administered through the appropriate steps on the discipline ladder.
- Out of school suspension
- Expulsion

(b) Potential Remedies if Perpetrator is Employee (including Principal):

- Reprimand or any other appropriate penalty
- Demotion
- Transfer
- Suspension with or without pay
- Termination

(c) Potential Remedies if Perpetrator is Parent or Other:

- Barring from school premises

The decision and/or penalty is subject to a right of appeal by any person involved, as provided by Governance No. 9, to the extent to which that policy is applicable. (Standard 3, 3.2, 3.4, and 3.5) (See Appendix D, Handbook of Catholic School Policies for forms to document incidents)

## ***Behavior Consequences***

**FIRST OFFENSE**: Verbal warning and redirect behavior

**SECOND OFFENSE**: A teacherstudent conference will be held. The teacher will document all infractions. The parent will be contacted.

**THIRD OFFENSE**: If the student continues to have a behavioral problem, the teacher will arrange a parent conference.

**FOURTH OFFENSE**: If the student is still misbehaving, he/she will be sent to the principal's office with a referral form. At that time, the principal will speak with the student and handle the matter however he/she sees fit.

**FIFTH OFFENSE**: If the student displays the same disruptive behavior, he/she will be sent to the principal and parents will be notified of this very serious problem. The student may be given an out of school suspension or other consequence determined by the

principal. The parents, student, teacher and principal will confer before the student is allowed back to school. If the student is Catholic, his/her pastor may be notified and asked to set up a counseling session with the student. W

**SIXTH OFFENSE:** Within the next 10 day period, since the student has continually displayed inappropriate behavior over a forty day period, the student may be dismissed from RCES immediately.

### ***Serious Behavior Problems***

The following behaviors by Diocesan Policy can result in the immediate suspension of a student and possible expulsion recommendation following an investigation.

- Threats to self or others
- Possession of any type of weapon or use of ordinary items as a weapon.
- The sale, purchase, possession or consumption of drugs including alcohol.
- Possession by a minor of tobacco or other substance and/or smoking
- Defiance and disrespect of any authority figure
- Theft
- Vandalism
- Fighting
- Profanity
- Bathroom misconduct or mischief
- Possession of pornographic materials, magazines, books
- Any activity that endangers the safety of students or adults at Resurrection

### **Religious Duties**

Since parents have conferred life on their child, they have the most solemn obligation to educate their child and live as their example. Parents should clearly recognize how vital a true Christian family is for the life and development of each person. The Christian life can be strengthened by the daily practice of morning and evening prayers and by going to church as a family on Sunday.

By registering your child at Resurrection, you have assumed the obligation of cooperating with the school's religious program. Failure to cooperate creates conflict for each child and places him/her in a frustrating situation.

The students at RCS elementary campus attend Mass as a school each Friday. **This does not relieve their obligation to attend Sunday Mass.** Students in second grade study the sacraments of Eucharist and Reconciliation in preparation for receiving them in their home parish. Parents of Catholic students above second grade who have not yet prepared for or who have not received these sacraments should notify the school office the first week of school. Our religious studies coordinator will facilitate their preparation during the second semester.

### **Student Records**

All student records are kept confidential and will be provided to other agencies only in accord with the Family Rights, Privacy Act, and the Education of Children Act. No unauthorized person

may see a child's records unless a parent gives written permission to comply with the confidentiality procedures as outlined by the school advisory council. The guidance counselor manages all cumulative records, permanent records, new enrollments and transfers out.

### **Uniform Dress**

The uniform regulations for students on the elementary campus are provided to eliminate conflicts and avoid situations that are divisive. **Uniforms must be purchased through our uniform provider to ensure proper color, style, and emblem. The following simple guidelines outline what is permitted. Please note the special requirements for Mass days. The socks must be white full crew or knee socks or those with RCS logo.**

#### ***Girl's Uniform***

- Official Resurrection uniform jumpers with an emblem sewn on upper left side worn over a white Peter Pan blouse. Uniform shorts may be worn underneath the jumper but may not exceed the length of /skirt/ jumper.
- ***Girls grades K-3 wear jumper. Gr. 4-6 wears the skirt. (This is required for Mass.)***
- Uniform slacks or uniform shorts may be worn with the proper light blue uniform shirt on all other days. Small color coordinated hair bows or bands are permitted. This ***excludes polka dots***, animal prints, purple, orange, turquoise, etc.

#### ***Boy's Uniform***

- Uniform pants or shorts worn with light blue uniform polo shirts bearing the school emblem.
- Uniform slacks with the proper uniform shirt are required for Mass days.

#### ***General Uniform Requirements (all students)***

- Uniform shorts are permitted year round other than Mass days.
- ***Athletic shoes may be worn at the elementary.*** Shoes must be free of emblems and cannot have neon or bright colors not part of our emblem. This means **NO** orange, pink, purple, red, teal or aqua, patterns of any kind i.e. checks, animal prints, stripes or flashing lights. Additionally, enclosed brown, black or navy leather shoes are allowed. Boots, high-tops, cleats, sandals and Crocs are **NOT PERMITTED**.
- Solid **white** crew socks free of emblems are required. Girls may wear white or navy tights in cold weather.
- Students in grades 4-6 are required to wear belts with slacks or shorts. Belts should be black, brown or navy leather or cloth and free of all decoration.
- Plain **white** tee shirts may be worn under uniform shirts in cooler weather.
- Secular jewelry including necklaces, earrings, rings and bracelets is not permitted.
- Students may not wear a watch.
- All shirts are to be tucked in at all times.

- Prekindergarten students are required to wear a uniform.
- ***Students must wear enclosed shoes.***
- **Please label every item of your child's clothes with his/her name so that it can be returned to the owner if lost.**

### ***Grooming***

- Children learn their primary grooming habits at home. We ask that all school clothing should be clean and neat and free of stains, holes, and tears.
- Hair for all students should be clean and meet length guidelines.
- ***A student's vision must not be obscured.*** Boy's hair should be no longer than the top of their collar with no ponytails. Bangs should be at least one inch above the eyebrow. No extremes in hairstyles are allowed for either boys or girls, such as shaven heads, Mohawk, dyed, bleached or streaked, punk or other styles that cause unnecessary distractions.
- Fingernails should be kept short, clean, and free of polish.
- Facial makeup is not permitted at the elementary level.

### ***Outerwear***

- Coats and jackets must be purchased from our uniform provider.
- Uniform sweatshirts are available through the spirit store on the RCMHS campus and may be worn throughout the day over the proper uniform polo shirt.

### ***Uniform Violations***

Recurring uniform violations are unacceptable. An elementary child depends on his/her parents to provide the required dress. With this in mind, the following consequences will be enforced:

- 1st offense-note from the office
- 2nd offense-call to a parent
- 3rd offense-call to a parent and a one hour after school detention
- Recurring problems: Parent conference with the principal.

## **GENERAL INFORMATION**

### ***Office Hours and Appointments***

The Principal's office may be reached by calling 7627207. Office hours are from 7:15 a.m. to 3:30 p.m. each school day. Please make an appointment in advance whenever possible to see the principal or a member of the staff.

### ***Class Visits***

We welcome properly scheduled visits by parents, patrons, volunteers, and friends of our school. Protection of instructional time is a real concern as is campus security. **Report to the office to arrange a class visit.** To facilitate smooth operation, we appreciate your cooperation in

scheduling visits through the principal's office. A hall pass issued in the office is required to visit classes for any reason. Access for all visitors will be through the hall door by the office. The school secretary or her designee will issue required passes.

***All Visitors including ALL PARENTS, room mothers, etc. are expected to report to the office when arriving. Visitors will be issued a pass, allowing them to visit the school. No parents may go to the classroom without permission from the office.***

## **Cafeteria Program**

The school cafeteria has trained personnel who furnish nutritious balanced meals. Schools using the Federal Meal Program must follow certain regulations. Those who wish may bring their lunch from home. ***FAST FOOD MEALS AND SOFT DRINKS are not permitted in the cafeteria. NO GLASS CONTAINERS ARE PERMITTED IN THE CAFETERIA.*** Students bringing lunch from home may bring in juice or may purchase milk for lunch. No student will be allowed to skip lunch. **Carbonated beverages are not permitted at lunch.**

Families are encouraged to participate in the Federal Free and Reduced Lunch Program since increased participation can mean increased funding and eligibility through other federal programs, such as E-Rate program (technology funding). Free and reduced lunch forms are available in the office. We recommend that all meals be PAID BY THE MONTH. Each child has an account that can be debited for meals or snacks. Monthly menus are sent home for planning purposes. Charges in the cafeteria are not routinely permitted. When sending checks, please place the check in an envelope marked with the student's name, class, and purpose. Please give specific instructions when sending money for meals and snacks and for multiple children.

## ***SNACKS***

Children may drink milk, juice etc. during the morning recess. We encourage healthy snacks because many of the students do not eat their lunch if morning snacks are too heavy or sweet. We suggest fruit, power bars, trail mix etc. Students should not bring candy, gum, cookies, or other sweet snacks to school. Individual classes sometimes arrange for snacks for the entire class. All snacks must be eaten in the cafeteria. **Chewing gum is prohibited on campus.**

## **Disruptive Items**

Cell phones, video games, radios, CD/Tape players, toys, collectable cards, etc. are disruptive to the educational process, and therefore not permitted at school. The teacher will take the item for the first offense and a parent may claim the item at the end of the day. For a second offense the item will be held for five school days. A third offense will draw loss of privileges for ten days. Subsequent infractions result in the item being held for the remainder of the school year as well as detention or other disciplinary action by the principal. Students may not receive flowers, balloons, or gifts at school. Please have these delivered to your home. **Students in grades 3-6**

**are asked not to bring birthday cakes or king cakes without the teacher approval.**

## **Extended School Day Care**

This service is for Resurrection Elementary School students only. It is provided each day school is in session. HOURS: daily 6:30 a.m./7:40 a.m./2:55 p.m. to 5:30 p.m. Services offered include afternoon snack, supervised play, and supervised homework. A \$25.00 registration fee is required when the registration forms are filled out. Regular daycare should be paid at the beginning of the month. Dropins may pay when picking the student up.

## **Field Trips**

All field trips will be planned with the approval of the principal. The parent prior to any trip must sign a permission slip. Transportation will be indicated on the permission slip but every child must be in a seat belt (unless on school bus). The school will determine dress. Parents who drive must have proof of \$300,000 personal injury and \$100,000 liability insurance, a current driver's license, and Diocesan Driver and vehicle Information Sheet on file in the office and the required security clearance through the diocese. **Trips out of state must have Diocesan approval 2 weeks in advance.**

## **Immunizations**

Mississippi Law states "It shall be unlawful for any child to attend any school, kindergarten or similar type facility intended for the instruction of children either public or private unless they shall first have been vaccinated against those diseases specified by the State Health Officer." A certificate of Compliance is required from a private physician or the Jackson County Health department upon registration into kindergarten. A copy of the child's immunization card is sufficient in PK3 AND PK4.

***A child with a communicable disease will not be permitted to attend school until evidence is provided that the student is no longer contagious. This is necessary to protect the rest of the students.***

## **Medicine**

RCES Students have a medical sheet on file in the office which must be updated each year. The front of the sheet is general medical information on the students and the back is a log which is completed each time a child reports to the office with a medical issue. Parents are notified if a pattern of complaints are noted. It is preferred that parents come to the school to give medicine when possible. If this is not possible, a written request, signed by the parents should be turned into the office with the medicine upon the child's arrival at school. **NO CHILD IS ALLOWED**

TO KEEP MEDICINE IN THE CLASSROOM. All medicine must be clearly labeled with the child's name. It will be kept in a locked cabinet. The emergency card completed at registration provides information for immediate contact and backup contacts should a parent not be reachable. The flip side of the emergency card provides space for parent/guardian to give permission to administer Tylenol, Motrin or aspirin should the medical need require it. Only the secretary, principal, or designee is allowed to dispense medicine.

## Parties

In order to protect required instructional time necessary to retain our accreditation, parties at RCES will be very limited. Only Christmas parties will be permitted during the school year for grades 36. Birthday parties are not permitted, however cupcakes or cookies may be provided for the snack on a given day if prearranged with the teacher. All other celebrations will be strictly planned and executed under the direction of the classroom teacher. In order that no child feel excluded or singled out teacher teams at a grade level will plan activities so that classes will have similar experiences. Please address any questions or concerns to the principal. **We do not distribute invitations for parties unless everyone in the class receives one.**

## Special Programs

The school has Title services under the administration of the Pascagoula-Gautier School System. Tutorial assistance is available during school for qualified students. The requirements needed to participate in this program are available at the Federal Programs Office of Pascagoula-Gautier School District.

## Student Supervision

Children will be supervised at all times. The school will not accept liability for accidents that occur before or after school hours. We urge you to make every effort to see that your child is picked up promptly each afternoon. Be aware that any child not picked up by 2:55 on a regular school day will be sent to the daycare and the parents charged accordingly for this service.

## Telephone Use

Only in cases of extreme necessity are teachers or students called to the telephone. Children are not permitted to use the phone to call home for permission to visit friends after school, for lunches, or to arrange transportation to some place. **According to new Diocesan Policy students are not permitted to have cell phones on their person.** If there is a unique situation on a given day that requires them to have a phone, please bring it to the office for us to hold and provide to them as they leave the campus.

## Withdrawal

- A family should notify the principal at least 5 days before withdrawing their children from school.

- To satisfy the Family Education Rights and Privacy Act, Resurrection hereby makes note to the parents that the school is allowed to send education records to other schools upon that school's request.
- Students who transfer from the school because of dissatisfaction with the school will not be readmitted without approval from the advisory council and lead pastor.

**No records and/or report cards will be released for transfer to another school until all withdrawal requirements are met.**



## HIGH SCHOOL CAMPUSPolicies and Information

### Resurrection Catholic Middle / High School

#### Academics

*"Give instruction to the wise man, and he will be still wiser;  
teach a righteous man, and he will increase in learning." - Proverbs 9:9*

Resurrection Catholic School provides a comprehensive education for all students. Although the curriculum is basically college preparatory, every effort is made to meet the individual needs of each student.

#### *Academic Awards*

- Principal's Honor Roll: All A's
- Faculty Honor Roll: All A's and B's
- Perfect Attendance
- Citizenship Award

*The Honor Roll is posted at the end of each quarter.*

#### *Academic Failures*

A failure in any required course must be made up by repeating the course or through satisfactory completion of a correspondence or approved credit recovery course. **In order for a senior to participate in graduation exercises, all such courses must be completed prior to graduation, and the guidance office must have received an official transcript for the student indicating the course name and the grade earned.** Sequential courses may be taken after the previous grade level is successfully completed. **Students who are failing two or more classes may be prohibited from participating in sports, extra-curricular activities, clubs, and student council elections.** (See [ELIGIBILITY](#))



## ***Classification of Students***

### ***7<sup>th</sup> & 8<sup>th</sup> Grade Promotion Requirements***

A student in 7<sup>th</sup> or 8<sup>th</sup> grade who fails two (2) subjects or more in one school year, or fails one (1) core subject, will not be promoted to the next grade. These courses include English, Science, Mathematics, and Social Studies.

A student who fails (2) two subjects, or fails one (1) core subject, and wishes to be promoted and return to RCMHS for the following year will be required to remediate the failures at the discretion of the administration. Options include summer school or an extended school year program approved by the State Department of Education. A student will not be allowed to be enrolled in the same grade three years in a row.

### ***High School Promotion Requirements***

Classification of students depends upon satisfactory completion of the following number of units:

- Sophomores (10<sup>th</sup> Grade) must have completed 7 units by the end of Freshman Year (9<sup>th</sup> Grade).
- Juniors (11<sup>th</sup> Grade) must have completed 14 units by the end of Sophomore Year (10<sup>th</sup> Grade).
- Seniors (12<sup>th</sup> Grade) must have completed 21 units by the end of Junior Year (11<sup>th</sup> Grade).
- *\*Aside from Credit Recovery coursework, a maximum of one unit may be earned through completion of correspondence courses. All correspondence courses must be on the state approved list and must be approved by the principal.*

## ***Course Offerings***

### ***7<sup>th</sup> & 8<sup>th</sup> Grade Course Offerings***

- Computer Classes
- English
- Mathematics
- Physical Education/Health
- Theology
- Science
- Social Studies

### ***Resurrection High School Course Offerings***

Resurrection Catholic Middle/High School has adopted the state objectives as a minimum for each student as delineated by the Mississippi Department of Education. As a college preparatory school, in conjunction with our mission, coursework at RCMHS is administered above the minimum framework as outlined by the State Department of Education.

**Theology**: RCMHS requires that a Theology course be taken and passed each year that a student is enrolled. **All students at RCMHS, regardless of religious affiliation, are required to take a course in Theology each year.** Any course not passed must be made up as directed by the Theology Department and the administration. **COMMUNITY SERVICE hours are a requirement for theology courses and will be directed by the theology instructor.**

**English**: All students at Resurrection Catholic High School are required to take a course in English each year for a total of four (4) units. Students are to complete English courses in sequence, not simultaneously.

**Social Studies**: All students at Resurrection Catholic High School are required to take four (4) units in Social Studies. This includes ½ credit in Mississippi Studies, ½ credit in U.S. Government, ½ credit in Economics and ½ credit in Geography.

**Science**: All students at Resurrection Catholic High School are required to take four (4) units in Science in order to meet State Graduation Requirements. One of the four science courses must be a lab-based science: Physical Science, Chemistry, or a higher level lab-based science.

**Mathematics**: At least three (3) of the four (4) required mathematics courses must be higher than Algebra I. Eligibility to enroll in specific math courses is based on student achievement and teacher recommendation. Math courses beginning with Pre-Algebra may count toward the required courses for graduation. Seniors must take a math course to fulfill graduation requirements.

**Foreign Language**: Resurrection Catholic High School (and many colleges) requires that students take at least two years of the same foreign language. Students who transfer in their junior or senior year must have at least one (1) foreign language credit.

**Advanced Placement (AP) Courses**: AP courses are offered to seniors and juniors for possible college credit pending passing scores on the AP Exam. Eligibility to enroll in AP courses is based on student achievement and teacher recommendation. Each AP course will have a summer assignment component. Students who do not complete the summer assignment by the deadline will be dropped from the course.

AP exams will only be administered for the AP courses taught at Resurrection Catholic High School. All students who enroll in an AP course will be required to purchase and take the AP exam at the end of the year. All AP Course fees are due at Confirmation of Registration.

**Physical Education** ½ credit

**The Arts**: 1 unit (or two ½ units) of visual and/or performing arts course(s).

### ***Advanced Course Eligibility Requirements***

**AP U.S. History**

Must have above average standardized test scores and a grade of 85 or above in English II and World History

**Spanish III/IV**

Must have a grade of 85 or above in Spanish II/III

**Honors English**

Must have a grade of 85 or above in the previous year's English course

**Human Anatomy and Physiology**

Must have a grade of 85 or above in Chemistry

**Algebra III**

Must have a grade of 85 or above in Algebra II

***Dual Credit***

- Dual Credit courses are offered on the RCS campus in conjunction with MGCCC. Dual credit courses follow MGCCC policies.
- Students must have a 3.0 QPA and meet ACT requirements to be eligible to enroll in dual credit courses. Additionally, students must have earned at least an 85 in the preceding academic course.
- Dual Credit classes will be weighted in the student's QPA ONLY if taken through RCS. Please note that the RCS quality points scale will be used to determine final QPA for dual credit courses taken at RCS.
- Classes taken during the summer (by approval only) will not count in the student's QPA.
- Once they have completed the Permission to Leave Campus Form with parent's signature, students are allowed to leave campus on days that dual credit courses are not meeting.

Students are allowed to take college courses outside of RCS; however, these courses will not count on the student's QPA.

***7th Period Release Program for Seniors***

The 7th Period Release program allows students to be dismissed at the end of 6th period each day if they choose to work, volunteer in the community or dual-enroll in college courses.

Students must have at least 22 credits prior to their senior year to participate in Early Release. Twenty-eight credits are required to graduate. All seniors must complete the 7th Period Release Agreement, whether choosing the option or not. The agreement must be submitted to the Guidance Counselor for approval. All applicable signatures are required, as well as a parent signature. Students will be notified of approval by the guidance counselor.

The 7th Period Release option will replace one elective course in the student's schedule. This program does not award Carnegie units. All students must attend school for periods 1, 2, 3, 4, 5, and 6 each day, and early release may not be used as an excused absence from any school function or practice. All 7th period release students must leave campus during 7th period and should not return to campus for any reason other than a school function or afterschool practice.

The privilege of 7th Period Release may be forfeited if any school rules are violated. This program will not come with a reduction in tuition. Please contact the guidance office with any questions about this program.

RCS GRADUATION REQUIREMENTS		
CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECT
ENGLISH	4	English I English II
MATHEMATICS	4	Algebra I
SCIENCE	4	Biology I
SOCIAL STUDIES	4	1 World History 1 U.S. History ½ Mississippi Studies ½ Geography ½ U.S. Government ½ Economics
HEALTH and PHYSICAL EDUCATION	1	½ Contemporary Health and ½ Physical Education
TECHNOLOGY or COMPUTER SCIENCE	1	1 Cyber Foundations
THE ARTS	1	Any approved Arts and/or Music course
ELECTIVES	9	
TOTAL UNITS REQUIRED	28	

Pre-Algebra, Algebra I, Cyber Foundations, Mississippi Studies, and Geography may be earned prior to entering ninth grade. Eighth graders who complete Algebra I should be prepared to take four high school math credits.

### ***Minimum College Entrance Requirements***

Students are encouraged to learn the entrance requirements of the college they wish to attend. These requirements are often different depending upon the university selected. The recommended courses for admission to a four-year college in Mississippi are the following:

- English: 4 Carnegie Units
- Mathematics: 3 Carnegie Units (Algebra I or its equivalent; Math higher than Algebra 1)
- Science: 3 Carnegie Units (1 must be Biology I or its equivalent; Science higher than Biology I)
- Social Studies: 3 Carnegie Units
- Arts: 1 Carnegie Unit

- Advanced Electives: 2 Carnegie Units (Foreign Language I/II)
- Technology: ½ Carnegie Unit

**All colleges in Mississippi have the following admission requirements:**

- Complete a college preparatory curriculum with a minimum 3.2 high school grade point average.
- Complete a college preparatory curriculum with a minimum 2.5 high school grade point average and a score of 16 or higher on the ACT
- Complete a college preparatory curriculum with a minimum 2.0 high school grade point average and a score of 18 or higher on the ACT.

**These requirements DO NOT replace RCS Graduation Requirements.**

***College Entrance Exams***

The major college entrance examinations are the [ACT](#) and the [SAT](#). Students should begin taking college entrance exams no later than the second semester of the eleventh grade. Students must register online at [act.org](#) to take the ACT. There are specific testing dates, test centers, and registration deadlines. Students should refer to the institution of their choice for current requirements since the requirements are not the same for all institutions. Most college scholarship offers are based on ACT and/or SAT scores.

***Exam Schedule***

Nine weeks exams are administered at the end of the first and third nine weeks (Q1 & Q3). Quarter Exams are weighted as 20% of the term grade. Midterm/Semester and Final Exams are administered at the end of each semester (S1 & S2). These exams are comprehensive and will be weighted at 20% of the term (semester) average.

These exams are announced in advance and are on the school calendar. Exams are **not given early** for any reason. A student who must miss an exam due to illness, surgery, or other reason (including a disciplinary cause) will be required to take the missed exam **upon return to school**. A new report card will be issued to reflect the corrected grade. Only seniors may qualify for exemptions from final exams. (See Exemption Policy)

***Senior Exemption Policy***

A senior may be exempt from final exams if he or she meets the following conditions:

**One credit courses**

- The teacher approves
- The senior has earned an A or B average at the end of the course.
  - The senior, with an A average, has not been absent, excused only, for more than (8) days over the two semesters.
  - The senior, with a B average, has not been absent, excused only, for more than (4) four days over two semesters.
- The senior continues to complete all assignments and cooperates in class up to the final exam.

- All school financial and property obligations have been cleared.
- College visits and school business do NOT count as part of the absences for exemption.

### **One half credit courses**

A senior may be exempt from final exams in one half credit (semester) courses if he or she meets the following conditions:

- The teacher approves
- The senior has earned an A or B average at the end of the course.
  - The Senior, with an A average, has not been absent (excused only) for more than (4) days over the semester
  - The senior, with a B average, has not been absent (excused only) for more than (2) two days over the semester.
- The senior continues to complete all assignments and cooperates in class up to the final exam.
- All school financial and property obligations have been cleared

### ***Grading Scale***

<u>Letter Grade</u>	<u>% Value</u>	<u>Quality Points</u>	
A	93 - 100	4.0	
A-	90 - 92	3.5	
B	85 - 89	3.0*	* Honor Roll is an 85 - 100
B-	80 - 84	2.5	
C	75 - 79	2.0	
D	70 – 74	1.0	
F	0 – 69	0	

\*Please note that QPA is the average of quality points.

### ***Grading Policies***

#### **One Credit Courses**

- Courses that are two semesters in length (36 weeks) will earn one credit

- The first semester (18 Weeks) grade will include a comprehensive mid-term exam worth 1/5 of the grade.
- The first and third nine weeks will include an exam at the end of the quarter that is weighted 20% of the nine weeks average.
- The second semester grade will include a comprehensive final exam worth 1/5 of the grade.
- A final grade for the course is determined by averaging the first and second semester grades so that each semester's grade carries a weight of 50% of the final grade.

A student who fails the first semester of a one credit course and passes the second semester may receive credit for the course if the second semester average is high enough to offset the first semester failing grade. If the average of both grades is below 70%, no credit will be given.

### **Half Credit Courses**

A course that is taught for one semester will earn one-half credit. The semester grade will include a comprehensive final exam worth 1/5 of the grade.

A student in a semester course will receive a final grade for the course on the report card. One who fails a one-half credit course does not receive any credit for the course. If this one-half credit course is required or needed for overall credits for graduation, the student must repeat the course in order to receive credit.

### **Weighted Courses**

Weighted courses that receive an extra .5 quality point weighting per ½ credit course unit and 1 quality point for 1 credit course include:

- AP US History
- Honors English
- Human Anatomy and Physiology
- Spanish III, IV
- Algebra III
- Dual Credit Courses

### ***Graduation Requirements for Resurrection Catholic High School Students***

In order to graduate from RCS, a student must:

- Be a full-time student during senior year
- Earn 28 Units.
- Pass four (4) math courses during high school years, including senior year.
  - Math taken (& passed) for college credit immediately preceding or during senior year fulfills this requirement.
- Have settled all financial obligations to Resurrection Catholic School.
- Have a satisfactory attendance record. (See Attendance Policy.)



According to Diocesan Graduation Policy Governance # 3, to be eligible to receive a diploma from a Catholic High School in the Diocese of Biloxi, an individual student must be enrolled as a full time student for both semesters of his/her senior year and must have successfully completed all requirements imposed by the school and the State of Mississippi, as applicable. A pastor may admit seniors at other times during the school year. Notwithstanding the foregoing, a student who has moved or been transferred into the area during his/her senior year and who has been accepted for enrollment may receive a diploma upon the successful completion of all requirements for graduation. "Senior Year" as used herein is the same as the 12<sup>th</sup> grade, which is defined as not less than the fourth successive year of full time enrollment beginning with the 9<sup>th</sup> grade in an accredited secondary school.

### ***Virtual Classes***

- Virtual classes must be arranged and paid for by the parent after consultation with the guidance office.
- Students may take virtual classes for remediation (failed course previously) or if the class the student wishes to take is at a higher level class and is not offered at RCS. Student must first get administrative approval through the guidance office.
- Students may not take a virtual course to replace a course offered at RCS unless student has previously failed the course.
- Virtual Class Policy will be reviewed for extenuating circumstances.

### ***Progress Reports & Report Cards***

Information regarding student progress is available online on FACTS. (Printed Progress Reports are not sent home.) Parents are urged to monitor the academic progress of their child(ren) on a regular basis. The mid-point of each nine weeks is noted on the school calendar as "Progress Reports."

Grades for each nine weeks are available on FACTS for viewing at the end of each nine weeks. Access to FACTS will be denied for any student whose parents are delinquent in fees or tuition, or a student who is maintaining a negative balance greater than \$25 in the cafeteria.

FACTS may not be accessible until financial arrangements have been made.

### ***Parent/Teacher Conferences***

Parents are encouraged to schedule personal conferences with the respective teacher at the first sign of academic difficulty. The guidance office will arrange these conferences. Parents may contact teachers by email or by leaving a message with the front office. With a few exceptions, the email address of each teacher is the first initial of the first name, the entire last name at (@) rcseagles.com (i.e. ninbau@rcseagles.com for Nicole Inbau).

### ***Schedule Change Requests***

Schedule changes will not be made after the first full week of school.

### ***Textbooks***

Students are issued state-owned or RCS textbooks. Textbook funds are allocated by the State of Mississippi to RCS according to our Average Daily Attendance. Therefore, regular school attendance benefits our ability to provide the textbooks necessary to educate each child. **Fines are imposed for lost or damaged books.** Please ensure that textbooks are covered and protected from loss and damage. Exams may be delayed for the student who has lost the textbook until the text is returned or the replacement cost is submitted.

## **Admissions Policies**

*“Commit your work to the Lord and your plans shall be established” -Proverbs 16:3*

**It is to be clearly understood that the submission of a Registration form, along with the required fee, does not constitute admission or enrollment to Resurrection Catholic School.**

Students who have a satisfactory academic, disciplinary and attendance record are eligible for admission to Resurrection Catholic School. The applicant is accepted on the basis of previous academic performance, recommendations of teachers and principal, and the prospective student's desire to grow morally, spiritually and academically within the educational and religious programs offered by the school. Resurrection Catholic School does not discriminate on the basis of race, color, sex, national origin, or ethnic origin. Students asked to leave a previous school for non-academic reasons are generally not considered for admission to Resurrection Catholic School.

**Seniors are not permitted to enroll after the first semester.** Seniors entering RCS after the beginning of the school year (before the end of the first semester) will not be allowed to move another students' class ranking. The incoming senior will be assigned a class ranking parallel to an existing class member. Scholarships based on class ranking will be given to seniors who began the school year at RCS.

Enrolled students accept the authority of Resurrection Catholic School to deal with violations of the school code in a manner reflecting the spirit as well as the letter of the school codes. Parents and students are expected to make themselves aware of all the rules and regulations of Resurrection Catholic School. Students are expected and obliged to abide by all rules and regulations.

*\*Note: The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that this non-custodial parent is denied access to such information.*

### ***Currently Enrolled Students***

Pre-registration of all currently enrolled students occurs in the early spring of the year. Re-admission for the next year is contingent upon successful completion of academic work and evaluation of disciplinary, behavioral and attendance records at the end of the current school year. Teachers may recommend students for review to the school administration. Those not being readmitted will be notified by June 30<sup>th</sup>.

### ***Change of Contact Information***

Parents should report any change of contact information (i.e. address, phone number, e-mail) to the school office as soon as it occurs. It is imperative for the school to keep an accurate record of parent's work numbers etc. in case of an emergency. No person other than emergency contacts on the emergency card will be allowed to pick up the student without written permission.

### ***Health Compliance***

Each student who attends a school in the state of Mississippi must have on file an immunization form (Form 121) in the school office. These must be obtained at the Health Department. Student must turn in this form to the office before school begins.

In order to protect the rest of the student body, a student with a communicable disease will not be permitted to attend school until evidence that he/she is no longer contagious is submitted.

## **Morning Assembly**

*"Do not be anxious about anything, but in everything by prayer and supplications with thanksgiving let your requests be made known to God." -Philippians 4:6*

Each morning, the RCMHS student body meets in the café for prayer and devotion. In order to practice courtesy, no student or teacher should talk. Everyone should refrain from eating, drinking, doing homework or carrying out tasks during Morning Prayer and the Pledge of Allegiance.

Everyone is expected to assume a prayerful and respectful atmosphere.

## **Announcements**

Any student/teacher who has an announcement should put it in writing, have the faculty/sponsor sign it (if it is a club announcement by a student) and submit it to the office BEFORE ANNOUNCEMENTS BEGIN. NO STUDENT ANNOUNCEMENTS WILL BE MADE WITHOUT PRIOR APPROVAL OF THE PRINCIPAL.

## **Arrival and Departure**

Students should not arrive on the RCMHS campus before 7:25 AM. The school day begins at 7:45 AM and concludes at 3:10 PM. If the student has not been picked up by 3:25 pm, he/she will be sent to the office to call a parent. Please ensure that transportation is available within this timeframe. The discipline policy applies to students at all times while on campus or at any school-related activity.

## **Assemblies & Pep Rallies**

*"But if we walk in the light, as he is in the light, we have fellowship with one another . . ." - 1 John 1:7*

Students are expected to attend required assemblies and pep rallies that are being held during the school day. Behavior appropriate to the occasion is expected. (See [COURTESY CODE](#) & [DISCIPLINE CODE](#))

## **Mass Attendance**

Students are expected to attend all masses and other religious services. After the fifth absence from Mass or religious service, students will meet with the principal and lead pastor. If absences continue, the student and parents will meet with the lead pastor and principal.

## Attendance Policy

*“And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.” - Hebrews 10:24-25*

Regular and punctual school attendance is important for developing and maintaining a successful educational experience. It promotes a sense of responsibility, ensures educational continuity, facilitates academic growth, and prepares a student for his or her future career. As a result, students are expected to be present and on time all days when school is in session. RCS is guided by the **Compulsory School Attendance Law, Section 37 – 13 – 91 of the Mississippi Code 1972 Annotated**.

In order to receive academic credit in a course, a student must meet three criteria:

- Earn a final grade of 70 or better.
- Not miss more than eight (8) unexcused days per semester.
- Medical excuses cannot exceed fifteen (15) absences in order for a student to receive credit (unless the student is enrolled in our homebound program).

### Definitions

**Tardy:** A student is considered to be tardy if he or she is not in the café for morning prayer and devotion by 7:45 AM or when the tardy bell rings at the designated class period change.

On arriving late to school (after Morning Prayer/Devotion) the student shall report to school office and obtain a check-in slip.

A student is allowed 3 tardies per quarter. Once the fourth tardy (for any class) is reported, and the student being placed on the school discipline ladder for the fourth and each subsequent tardy. This policy does not distinguish between excused and/or unexcused tardies. (See [DISCIPLINE LADDER](#))

**A note to class from another teacher does not mean the tardy will be excused. Notes may be accepted at the discretion of the receiving teacher.**

### **Absent:**

- Each semester, a parent/guardian may excuse up to three (3) days of absences for a middle/high school student by providing written notes. Each note must contain the excusable reason for the absences, the dates of the absences, and must be signed and dated by the parent/guardian. After the middle/high school student has three (3) absences excused by parental/guardian notes in a semester, the student must provide “official” documentation (for example, documentation by a doctor or court). Otherwise the absences will be considered unexcused.
- A student is considered to be absent if he or she is not in the designated class 15 minutes after the tardy bell rings.

### **Truant:**

- The parent/guardian was not aware the student was absent.
- The reason for the absence is not a valid excuse for temporary nonattendance according to the State's Compulsory Attendance Law.

**Parents should be aware that unexcused absences in excess of eight days will be deemed excessive and will be reported to the proper offices and the matter will be subject to further action to determine the student's eligibility to earn credit in classes in which the absences occurred.**

### ***Method of Reporting Absences***

Parents or legal guardians are expected to call or email the school no later than 8:30 AM on the day of the absence. If the parent fails to call the school, the office staff will call the parents at home or work to verify that the student is absent. **This phone call does not result in an excused absence.** **Appropriate written documentation must be submitted within five (5) days of the absence.**

Parent notes should include:

- the name of the child                      -the reason for the absence
- the day(s) absent                          -parent(s)/guardian(s) contact info & signature.

*All notes are reviewed by the principal or his/her designee to determine if the absence is excused.*

If circumstances such as surgery or long-term illness are involved, the Principal makes a decision in the best interest of the student. A medical release is necessary to report to school after any surgery or extended illness.

Absences for religious activities or educational trips may be considered excused if presented to the administration for approval ahead of time and with proper documentation. Whenever possible, doctor and dental appointments should be made after school hours or coordinated not to cause repeated absences in the same classes.

### ***Excessive Absences***

According to **Diocesan Governance No. 38**, “**Unexcused absences should be considered unlawful when they exceed eight (8) days.**” When a student is charged with a total of eight (8) unexcused absences during any semester, the student is placed on attendance probation and the parent/guardian will be notified.

- After the tenth (10<sup>th</sup>) absence, the student will meet with the principal to be placed on an attendance probation contract. All absences and the student's options will be considered at that time.
- After the 15<sup>th</sup> medical absence, the student and his/her parent must meet with the principal to enroll in the homebound program.
- If a student misses five (5) consecutive days of school, he or she must present a medical excuse for those absences.
- Any Resurrection Catholic High School Senior who accumulates 10 or more unexcused absences in either semester of their Senior Year will forfeit his/her privilege to participate in Graduation Commencement/Mass Ceremony.

**The only excused absence will be for students who provide proper documentation of:**

- Illness, death or serious illness in the immediate family.
- Doctor or Dentist Appointment (Documentation from the Doctor's/Dentist's Office)
- Court Appointments
- Military Obligations
- Religious/Church or Educational Activity (Educational Activity must be approved in advance by the principal.)

**\*\*A Student is NOT considered absent if he/she is at an RCS Sponsored Activity**

**\*\*\* Seniors will be allowed four (4) college days per school year to visit and tour colleges. (See [Appendix B](#))**

### ***Anticipated Check Outs/ Check – Ins***

Students who find it necessary to check-out during the school day must sign out and be given permission to do so. The procedure for checking out is as follows:

- The parent/guardian must send a note, or the doctor or dental appointment card, to the school before 8:00 AM requesting the student be dismissed early. If no note is submitted, the student must be physically checked out by a parent/guardian. Emails and phone calls will not be allowed.
- The student must sign out in the office before leaving campus.
- If a parent/guardian picks up the student, he/she must sign the student out in the office.
- Check-outs are allowed only for legitimate reasons such as illness, doctor or legal appointments, and emergencies.
- Check-outs will not be allowed before or during **exam periods, assemblies, or mass.**
- Check-outs will not be allowed less than 30 minutes before school dismisses.

**Whenever possible, doctor and dental appointments should be coordinated not to cause repeated absences in the same classes.**

### ***Unanticipated Check Outs***

If an illness or emergency occurs during the school day, the student will report to the school secretary, who will contact the parent/legal guardian to verify the arrangements for the student leaving school. No student will be released unless a parent/legal guardian has been contacted and written verification has been submitted.

**No student will be allowed to check out without a parent signing out the student in the office or sending written permission. Phone call checkouts or text messages are not allowed. Parents may e-mail, fax, or send notes to the school office to give permission for students to leave.**

A note should be presented at the time a student checks in to the office. Students (or parents) must sign in upon arrival and obtain an admittance slip.

## ***Makeup Work***

Students must follow their teachers' individual makeup policies.

Makeup work for unexcused absences (not due to discipline issues) is allowed at the teacher's discretion. The teacher reserves the right to assign a grade no higher than 70% for work due during an unexcused absence. **Excuses must be turned in to the office within THREE (3) days in order to be considered excused for make-up purposes.**

**If a test was announced prior to the absence, then the test must be taken on the day a student returns to school from any absence.**

## **Building and Grounds**

*"And all who believed were together and had all things in common." And they were selling their possessions and belongings and distributing the proceeds to all, as any had need." - Acts 2: 44-45*

Upon arrival in the morning, all students must stay in the cafeteria. Students may not enter the main building before 7:25am. Once a student arrives on campus, he or she may not go to his or her vehicle unless permission is given from the front office. Also, once arriving on campus, students may not leave campus without properly checking out in the front office.

Students are expected to remain on campus from the beginning of the school day until dismissal. The following areas are restricted:

- All areas fronting on Magnolia Street, Convent Street and Frederic Street.
- The Gym (except during PE classes) and Field/Playground (except with teacher supervision)
- Halls and classrooms during lunch hour, unless a faculty member is present
- All cars and the parking lots
- The Faculty Lounge

The restrooms are to be used for the purpose for which they were designated. Loitering and 'social gatherings' are not permitted in the restrooms. Any use of cellphones in the restroom by students is a violation of the cell phone policy. (SEE [CELLPHONES AND ELECTRONIC DEVICES](#))

## **Cafeteria**

*"So whether you eat or drink, or whatever you do, do everything for the greater glory of God." - 1 Corinthians 10: 31*

Breakfast and lunch can be purchased in the school cafeteria. Students may bring a bag lunch if they wish. All students are expected to eat in the cafeteria, to conduct themselves as ladies and gentlemen.

**Students may not have any commercial food or drinks delivered to them during the school day.**

**No food or drink may be taken to class without permission from the office. Students will not eat in class. Only clear water bottles are allowed in class.**

Charges for ‘extras’ are not allowed in the cafeteria unless a student has funds in his/her account. and ice cream must be paid for in cash.

A student may charge only one meal per day if his/her account is depleted. However, the limit is \$10 and he/she will be blocked from FACTS when the account reaches \$10 in arrears. Parent may check balances in the office and are encouraged to send deposits for lunch accounts monthly. All balances must be current by May 1. Students will not be allowed to charge after May 1<sup>st</sup> if their accounts are in the negative. All breakfast and lunch sales will be cash only after May 15<sup>th</sup>.

## Campus Uniform and Dress Code

*“Do you not know that your body is a temple of the Holy Spirit . . . ?  
Therefore, glorify God in your body.” -1 Corinthians 6:19-20*

The student’s official school uniform is a representation to the public of Resurrection Catholic Middle/High School. It is to be worn with pride and respect.

- Students are expected to be well groomed and neat at all times during the school day and at all school functions both on and off campus.
- Students are required to adhere to the dress code in school as well as on the way to and from school as proper ambassadors.
- When a student wears the official uniform, he/she is required to follow the rules and regulations in the handbook as though he/she is on campus.

Students may be disciplined at school for immoral, illegal, or inappropriate behavior while in school uniforms or school apparel, whether on or off campus, during or after school hours.

**While this section of the handbook deals with most issues pertaining to student dress code, it is not considered all-inclusive. Any manner of dress or appearance which seriously impacts the learning environment of the school may be prohibited.**

- Students in violation of the Uniform or Dress Code Policy will be held in isolation until the issue is resolved.
- Students with three (3) violations will enter the discipline ladder on the appropriate step.
- Any exceptions to the uniform or dress code for religious or medical reasons must be pre-approved by the administration.

	Male	Female
Shirt	RCS Light Blue Polo (tucked in) RCS White Long Sleeve Oxford	RCS Light Blue Polo (tucked in) RCS White <sup>3</sup> / <sub>4</sub> sleeve blouse



<b>Pants</b>	Khaki uniform long pants or uniform shorts – no shorts from October through April.	Uniform skirt, with shorts not visible underneath. (No shorter than 1 inches above the knee) Waistbands on skirts cannot be rolled up.
<b>Socks</b>	Solid white or black crew socks with no logo	Solid white or black crew or ankle socks with no logo (Ankle socks must cover ankle bone. No show socks are not permitted.)
<b>Shoes</b>	Leather/Suede, Navy, Black, Brown shoes with original laces. No athletic shoes or boots of any kind. No tennis shoe style loafers with laces. No slipper style shoes are permitted.	Leather/Suede, Navy, Black, Brown shoes with original laces. No heels. No athletic shoes or boots of any kind. No tennis shoe style loafers with laces. No slipper style shoes are permitted.
<b>Belts</b>	Brown leather belt. No canvas, webbed or studded belts.	
<b>Ties &amp; Cross Ties</b>	Must be purchased through the approved uniform vendor. RCS approved ties. All seniors may wear the approved “senior” tie.	
<b>Blazers (9<sup>th</sup> – 12<sup>th</sup> graders)</b>	Navy blazers with the Resurrection Catholic School with the visible crest. The jackets must be worn on Mass days and at any time that the student is representing Resurrection Catholic School at a school-related event. (Notice will be given.)	
<b>Undergarments</b>	Solid white T-shirt (must not be visible under the uniform)	Must not be visible under the uniform
<b>Outerwear</b>	RCS Cardigan RCS Navy Sweatshirt RCS Windbreaker RCS Fleece Jacket RCS Letterman Jacket	

### ***Uniform for Mass (7-12)***

<b><i>Male</i></b>	<b><i>Female</i></b>
<ul style="list-style-type: none"><li>• RCS blazer with patch.</li><li>• RCS white Oxford Shirt and RCS tie. Sleeves must be rolled down and buttoned. Collars and ties must be worn correctly. Shirt must be tucked in.</li><li>• RCS long khaki uniform pants</li><li>• Appropriate leather shoes and belt</li></ul> <p>NO ATHLETIC OR TENNIS SHOES. NO SWEATSHIRTS OR HOODIES.</p>	<ul style="list-style-type: none"><li>• RCS blazer with patch.</li><li>• RCS white <math>\frac{3}{4}</math> sleeve blouse &amp; appropriate RCS tie. The blouse can be worn tucked or un-tucked.</li><li>• Any garments worn under the uniform must not be visible under the uniform.</li><li>• Appropriate leather shoes.</li></ul> <p>NO ATHLETIC OR TENNIS SHOES. NO SWEATSHIRTS OR HOODIES.</p>

**All 7-12 students will wear blazers to Mass from the last Mass in October through April.** This will be announced by the administration. Blazers may also be worn on other days but must be worn on mass days.

### ***RCS Physical Education Uniform***

- RCS PE T-Shirt and Shorts
- Athletic/ Tennis shoes
- White or black crew or ankle socks

### ***Grooming Guidelines***

- **Hair:** Hair should be neat, combed, and out of the eyes. No excessive hair styles or hair color are permitted. Hair color may only be a natural hair color (blonde, brunette, black, or red—not magenta or other unnatural shades). For boys, sideburns should not be below the ears, and hair cannot touch the top of the shirt collar or the eyebrows. If a student is asked to cut his hair or shave, he will receive a detention.
- **Hair Accessories** (i.e. ribbons, bows, rubber bands): Are not permitted for males. Hair accessories for female students should be small, neutral or school colors.
- **Facial Hair:** All boys are expected to be clean shaven each day.
- **Hats/Bandanas/Headscarves:** No hats, bandanas or headscarves are allowed inside the school building.
- **Jewelry:**
  - For boys: a school ring, a watch, or a religious medal/cross may be worn. No other jewelry is allowed.

- For girls: conservative jewelry is acceptable. No more than two earrings per ear is allowed and must be worn in the ear lobe. Earrings should be smaller than the size of a quarter in length or diameter.
- **Make-up:**
  - For girls: should be in good taste and conservatively applied
- **Body-Piercings/Tattoos:** Body piercings (including the tongue) and visible tattoos are not permitted.
- **Clothing Size:** No oversized clothing is permitted. Clothes should fit correctly and not be too tight or small.

### ***Dress Out Day Guidelines***

A non-uniform day (dress out day) does not change the basic dress code, but allows for a slight variation from the uniform. The principal will determine special non-uniform days and allowable exceptions will be announced. Violations will result in a call to parent to correct the problem and/or the automatic assignment of detention.

**The administration makes the final decision about what is considered excessive or in violation of the uniform/dress code.**

## **Conduct Grades**

*“Even a child makes himself known by his acts, by whether his conduct is pure and upright.” -Proverbs 20:11*

A conduct grade may be issued by each teacher for each student in his/her classes and is based on the student’s behavior in the class and any objective criteria, such as suspension(s), detention(s), and written referral(s).

Students receiving a “U” in conduct or more than one “N” may not be allowed to represent RCS in out-of-school activities. (See [ELIGIBILITY](#)) The student remains ineligible until the next progress report or report card. The student may then participate if their conduct grade is satisfactory. Conduct grades will be assigned as follows:

“E”	Excellent
“S”	Satisfactory
“N”	Needs Improvement
“U”	Unsatisfactory

## **Courtesy Code**

*“Let love be sincere; hate what is evil, hold on to what is good;  
Love one another with mutual affection; anticipate one another in showing honor.” - Romans 12:9-10*

All of the rules in this handbook (especially those concerning behavior) are applicable when wearing the student uniform in the neighborhood, around the school, at the extracurricular activities, or whenever the student is identifiable as a member of the Resurrection Catholic School community.

The greatest courtesy must be extended toward faculty and other adult personnel of the school, fellow students, and visitors.

**Courtesy Code:**

- Students should display school spirit by taking pride in their appearance and by being courteous to teachers, staff, and one another.
- Students should always demonstrate good sportsmanship as a player and/or spectator at all school events.
- Students should always be polite and respectful toward their teachers.
- Students should honor their parents by exhibiting appropriate behavior.
- Students should respect their peers by treating them with dignity, courtesy, and friendship.

## **Bullying**

Verbal and non-verbal harassment will not be tolerated and may result in suspension and/or dismissal. Resurrection Catholic School has adopted the Catholic Diocese of Biloxi's policy regarding harassment and bullying as stated below:

### **GOVERNANCE #30 (REVISED) HARASSMENT/BULLYING – STUDENTS**

It is the policy of the Catholic Church in the Diocese of Biloxi that the school environment be a Catholic, Christian community that reflects Christ-like care and concern. Harassment of others, whether based upon gender, color, race, age, national origin, disability, or otherwise, is disruptive and immoral and will not be tolerated. Further, harassment or bullying of anyone will not be tolerated.

Harassing behavior is any pattern of gestures or written, electronic or verbal communication, or any physical act or threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiation characteristic that:

- a) Places a student in actual or reasonable fear of harm to his or her person or damage to his or her property, or
- b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's performance, opportunities or benefits.

Bullying is a form of harassment.

Mississippi Code Ann. § 37-7-301-e allows schools to discipline for misconduct that takes place in the school, on school property, on the road to and from school, on any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct, in the determination of the superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teachers of such class as a whole.

**Notification of Harassment:**

Each school in the Catholic Diocese of Biloxi will make every reasonable effort to ensure that no student is subjected to harassing behavior or bullying. Likewise, the school will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or person with reliable information about an act of harassing behavior or bullying. A school employee who has witnessed or has reliable information that a student has been subject to harassing behavior or bullying shall report the incident to the appropriate school official. A student or volunteer who has witnessed or has reliable information that a student has been subject to harassing behavior or bullying should report the incident to the appropriate school official.

Any incidents of harassing behavior or bullying should be reported to the appropriate school official within five days of the alleged incident.

a) If the perpetrator is a teacher, other school employee, parent, or student, the student alleging harassment or bullying should notify the principal. The principal should, in turn, notify the Pastor or Lead Pastor (if the school is an Inter-Parochial school) and the diocesan superintendent of schools.

b) If the perpetrator is a principal, the student alleging harassment or bullying should notify the Pastor or Lead Pastor (if the school is an Inter-Parochial school) and the diocesan superintendent of schools.

### **Investigation:**

All reported incidents of harassing behavior or bullying will be investigated by the appropriate authority, keeping in mind that the accused is innocent until proven guilty. When necessary, however, interim measures may be taken during the investigation to ensure the safety and well-being of students up to and including those listed in the “Remedies” section of this document.

### **Remedies:**

Subject to the outcome of the investigation, an appropriate remedy will be developed based upon the facts uncovered. The remedy fashioned should be intended to ensure that such harassment does not occur in the future.

a) Potential Remedies if Perpetrator is Student:

1. Discipline will be administered through the appropriate steps on the discipline ladder.
2. Out of school suspension
3. Expulsion

b) Potential Remedies if Perpetrator is Employee (including Principal):

1. Reprimand or any other appropriate penalty
2. Demotion
3. Transfer
4. Suspension with or without pay
5. Termination

c) Potential Remedies if Perpetrator is Parent or Other:

1. Barring from school premises.

The decision and/or penalty is subject to a right of appeal by any person involved, as provided by Diocesan Governance #9, to the extent to which that policy is applicable.

## Discipline Policy

*“My son, do not disdain the discipline of the Lord or lose heart when reproofed by Him; for whom the Lord loves, He disciplines; He scourges every son He acknowledges.” -Hebrews 12: 5-6*

The behavior policy of Resurrection Catholic Middle/High School fosters the total Christian formation of each student through the nourishment of religious values, self-discipline, personal growth, and academic excellence. This goal is best realized through the cooperative effort of students, parents, teachers, and school administrators.

There are times and places in which the behavior of students affects Resurrection Catholic Middle/High School. In all such cases, student behavior is considered within the province of Resurrection Catholic Middle/High School. Parents are invited and expected to support Resurrection Catholic Middle/High School in the rigorous enforcement of this behavior policy since discipline is necessary to provide for the orderly growth and development of the individual and to ensure the health and safety of each student.

**If students are present when wrongdoing is evident, they have the obligation to remove themselves immediately from the situation and report it to a faculty member; otherwise, they share in the consequences related to such behavior.**

Students who engage in the type of misbehavior listed under the [DISCIPLINE CODE](#) will be placed on the appropriate step in the discipline ladder, with the consequences clearly listed.

The principal has the primary responsibility for the regulation of student behavior and is authorized and required to prescribe and promulgate rules of conduct, which shall be obligatory on all students. **The principal’s decisions are final.** The violation of the rules of conduct established at the school will subject the student to corrective measures or procedures. The corrective measures or procedures developed by the principal shall be made known to students and parents or persons *in loco parentis*.

MS Code Ann. § 37-7-301 allows schools to discipline for misconduct that takes place in the school, on school property, on the road to and from school, on any school related activity or event, or for conduct occurring on property other than school property or other than at a school related activity or event when such conduct, in the determination of the superintendent or principal, renders the offending person’s presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teachers of such class as a whole.

\*\*RCS administrators seek the advice of parish priests when serious matters of student discipline, academics, or finances arise. In these cases, information pertinent to the matter may be discussed confidentially to determine the appropriate course of action. (Handbook of Catholic School Policies, Governance No. 18).

### **Conduct toward Teachers and Staff:**

- Students should always address staff members and teachers as adults, using the respective proper title (Miss, Mrs., Mr., Dr., Sister, Father, Brother, etc.)
- Students should say “Yes, (title),” and “No, (title)” to answer a question. They should never say, “Yep,” “Nope,” or “Uh-huh.”
- Students should say “Thank you, (title)” every time a staff member or teacher helps them.

- Students should say “Excuse me” when one doesn’t understand something and want an adult to repeat something. Students should not say “What?” or “Huh?”
- Students should stand and greet officials or other dignitaries (i.e. Bishop Morin, Priests, and other official visitors).
- Students should excuse oneself when wanting to interrupt an adult asks one to do something. They should never say “Okay”, “All right,” or “I guess so.”
- To enter a classroom while a teacher is teaching, students should knock gently, excuse oneself, and ask permission to enter the room.
- When an adult corrects a student for some fault, the student should perform the following actions:
  - Be quiet and listen until the adult is finished talking.
  - Answer all questions politely.
  - Do what the adult tells you to do immediately.
  - Wait until the adult is finished speaking and ask permission to speak.
  - Accept the adult’s decision by not arguing, making faces, or walking away when the adult is talking.

**Student grievances against an adult member of Resurrection Catholic School should be brought to an administrator or guidance counselor.**

#### **Conduct in the Classroom:**

A respectful atmosphere of calm is essential to learning. The following are DISRESPECTFUL AND UNACCEPTABLE BEHAVIORS in the classroom:

- Talking to others while the teacher is talking
- Answering out loud without being recognized
- Leaving your desk without permission
- Making faces or noises that distract the class
- Sleeping during class
- Placing your head on your desk
- Coming to class without the proper materials
- Sitting on top of or jumping over desks
- Talking during announcements or prayer
- Tampering with or defacing bulletin boards, desks, or any school property
- Eating or drinking in the classroom unless permission has specifically been granted to do so by the teacher
- Using cell phones or other electronic devices



## **Conduct Outside the Classroom**

The following are DISRESPECTFUL and UNACCEPTABLE BEHAVIORS outside of the classroom:

- Running in the school building or breezeways
- Making noise in the hallways or immediately outside a classroom
- Arguing with, grabbing, or shoving others
- Yelling at or intimidating other students
- Making rude or inappropriate comments to other students
- Slamming doors of classrooms or lockers
- Littering in the halls, buildings or school grounds
- Showing poor sportsmanship during games, practices, or P.E. classes
- Using inappropriate language or gestures
- Fighting or encouraging others to fight
- Talking back or being rude to an adult
- Walking away when a member of the school's adult community is talking to you
- Placing yourself in an area that is off limits during the school day
- Leaving campus without permission
- Engaging in or participating in any gossip or rumors

## **Conduct That Damages the School**

**Students:** Conduct either inside or outside the school that is deemed detrimental to Resurrection Catholic School will result in disciplinary action. This conduct includes but is not limited to misconduct, physical behavior, social media activities, internet posts, and interaction with local and national media. Students should note that following a social media account that is detrimental to the school is also prohibited and could result in disciplinary action.

**Parents:** Education of a child is a partnership between parents and the school. If in the opinion of the school administration, that partnership is irreparably broken, parents may be required to withdraw their child(ren) from Resurrection Catholic School. This conduct includes but is not limited to physical behavior, social media activities, internet posts, and interaction with local and national media.

## ***Discipline Consequences***

### ***Wednesday Detention:***

The student will be provided at least twenty-four (24) hours' notice to make arrangements to attend the detention as scheduled. **Weekly detention is held on Wednesday afternoons from 3:15 – 4:15 pm.**

Once in detention:

- There will be no talking and the student will be given an assignment.
- School uniforms must be worn properly in detention.
- No cell phones or other electronic devices may be used.

**\*The only excuses accepted in order to miss a detention are documented death in the family/ medical/dental/legal appointments presented to the school administrator.**

### ***In School Suspension (ISS)***

In School Suspension is held on site and requires that the student be separated from his/her class during the school day.

- The student will be required to complete all assignments, tests, or quizzes during the school day. All work will be returned to the teacher to be graded and recorded by the teacher. Any work not completed will receive no credit/zero (0).
- Class participation grade for the day may be affected.
- Students in ISS will not be granted additional days for tests or other assignments once allowed to attend class as usual.
- Students will serve the entire school day of an assigned ISS or will be reassigned to ISS after completing the portion of the day they attended.
- Students are allowed to participate in after-school activities after serving ISS.

**Students in ISS are prohibited from participating in or attending any school-sponsored activity.**

\*Other days of ISS may be assigned as needed depending upon the student's attitude or behavior. Misbehavior in ISS will result in another scheduled in school and an additional day of out of school suspension (OSS).

### ***Out of School Suspension (OSS)***

This action places a student in jeopardy of being dismissed from RCS. In all cases of suspension,

- The student is prohibited from being on school campus.
- For attendance purposes, OSS will be counted as an unexcused absence.
- The parent/guardian is responsible for attaining work missed due to OSS, and all assignments are due on the day that the student returns to school. The parent/guardian may email the student's teachers to request assignments.
- The student is responsible for making up all tests and/or quizzes missed on the first day of his/her return to school.
- Students on OSS are prohibited from participating in or attending any school-sponsored activity after school.

### ***Expulsion***

Expulsion occurs when a student is asked to leave Resurrection Catholic School. Prior to the sanction of expulsion being imposed, a student will have the right to an informal hearing to be conducted by the principal, notice of which will be provided to the student at least twenty-four (24) hours in advance. At this formal hearing, the student is entitled to be accompanied by either or both of his or her parents/

guardians. The student will be allowed to explain his or her position on the offense of which he or she is accused and, if desired, call witnesses on his/her behalf. Following this informal hearing, the administration shall make the final recommendation.

Upon receipt of a written notice of expulsion, the disciplined student, through his or her parent(s) or guardian(s), shall have the right to submit a written request for appeal to the Diocesan School Advisory Council through the office of the Superintendent of Schools, 1790 Popps Ferry Road, Biloxi, MS 39532, (fax: 228-702-2135), within five (5) business days of receipt of notice. The written request should identify the student, the relationship between the student and the person making the request, the school involved, and the date of the expulsion. Once a request is received, a date for a hearing shall be set by the council president at the earliest available date, and notification will be sent to the principal and parent(s)/guardian(s). At the hearing, both sides will be allowed to present testimony, documentation, or other evidence. However, hearsay may be disallowed or disregarded. The council may ask questions or request further information. Upon hearing all the evidence, the council shall submit a written decision to the parent(s)/guardian(s) and the school within ten (10) business days. The council's decision is final.

## *Discipline Ladder*

**Step 1      After School Detention - One (1) day**

- The student will be provided at least twenty-four (24) hours' notice to make arrangements to attend the detention scheduled.
- Students will be given a written assignment to complete during detention.
- The student will not be allowed to work on homework or other school assignments.
- The use of cellphones or other electronic devices is prohibited.
- Failure to report to detention as assigned will result in the student being placed on step 3 of the discipline ladder.

**Step 2      In-School Isolation - One (1) days**

- Parent/Guardian will be contacted by phone or email.
- The student will be provided at least twenty-four (24) hours' notice to make arrangement to attend the detention as scheduled.
- Student will be given a written assignment to complete during detention.
- The student must work on homework or other school assignments and will also be required to perform chores around the school.
- The use of cell phones or other electronic devices is prohibited.

**Step 3      In-School Isolation - Two (2) days**

- Parent/guardian will be contacted by phone or email.
- The student will be provided at least twenty-four (24) hours' notice to make arrangements to attend the detention as scheduled.
- Student will be given a written assignment to complete during detention.
- The student must work on homework or other school assignments and will also be required to perform chores around the school.
- The use of cell phones or other electronic devices is prohibited.
- Failure to report to the detention as assigned will result in the student being placed on step 4 of the discipline ladder.

**Step 4      In-School Suspension (ISS) – Three (3) days**

- Parent/guardian will be contacted by phone or email.
- The student is isolated on campus and is required to complete all assigned work under the supervision of an administrator or teacher.

**Step 5 Out of School Suspension (OSS) –One (1) to Three (3) days**

- Parent/guardian will be contacted by phone.
- The student is prohibited from entering the school campus at any time during his or her suspension.
- The parent/guardian is responsible for attaining any work missed due to OSS; and the student is responsible for making up all tests and/or quizzes missed on the first day of his or her return to school.
- While on OSS, the student is prohibited from participating in any school sponsored activity.

The parent/guardian should meet with a school administrator before the student returns to school following his or her suspension.

**Step 6 Out of School Suspension (OSS) - Four (4) days**

- Parent/guardian will be contacted by phone.
- The student is prohibited from entering the school campus at any time during his or her suspension.
- The parent/guardian is responsible for attaining work missed due to OSS; and all assignments are due on the day the student returns to school. Additionally, the student is responsible for making up all tests and/or quizzes missed on the first day of his or her return to school.
- While on OSS the student is prohibited from participating in all school sponsored activities.
- The parent/guardian should meet with a school administrator before the student returns to school following his or her suspension.

**Step 7 Out of School Suspension (OSS) – Five (5) days**

- Parent/guardian will be contacted by phone.
- The student is prohibited from entering the school campus at any time during his or her suspension.
- The parent/guardian is responsible for attaining work missed due to OSS, and all assignments are due on the day the student returns to school. Additionally, the student is responsible for making up all tests and/or quizzes missed on the first day of his or her return to school.
- While on OSS, the student is prohibited from participating in or attending any school sponsored activities.
- The parent/guardian should meet with a school administrator before the student returns to school following his/her suspension.

**Step 8      Out of School Suspension (OSS) – Ten (10) days**

- Student is recommended for expulsion
- Parent/guardian will be contacted by phone.
- The student is prohibited from entering the school campus at any time during his or her suspension. If expelled, the student is prohibited from returning to Resurrection Catholic Middle/High School for any and all school functions and/or events.
- The parent/guardian is responsible for attaining work missed due to OSS; and all assignments are due on the day the student returns to school. Additionally, the student is responsible for making up all tests and/or quizzes missed on the first day of his or her return to school.
- While on OSS, the student is prohibited from participating in or attending any school sponsored activity.
- If a student returns to school after being placed on step 10, he or she will be placed on an individualized behavior contract signed by the parent/guardian, the student, and the administration.

**A student may enter the discipline ladder at any step, depending upon the nature of the offense.**

**The student may be escalated to the next higher step of the discipline ladder after the second placement on any one step at the discretion of the disciplinarian.**

**A student may be recommended for expulsion at any time if the administration feels that the student's actions warrant such recommendation.**

**Failure to complete the punishment as designated may result in escalation to the next step.**

**Loss of privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.**

**ALL DISCIPLINARY ACTIONS ARE SUBJECT TO ADMINISTRATIVE DISCRETION AS TO PLACEMENT ON THE DISCIPLINARY LADDER IN KEEPING WITH THE SEVERITY OF THE STUDENT'S MISBEHAVIOR.**

*Discipline Code*



Academic Dishonesty	Step 2-8
Assault and/or fighting (may be reported to police)	Step 5-8
Being in an unauthorized area or in an area unattended by an adult	Step 2-5
Bomb threat/ gun violence threat (will be reported to police)	Step 8
Campus disturbance	Step 3-8
Defacing or otherwise injuring property belonging to another student or faculty member	Step 2-8
Defacing or otherwise injuring property belonging to the school (student to provide restitution)	Step 2-8
Defiance of authority	Step 1-8
Disrespectful behavior to faculty or staff members	Step 1-8
Disrupting instructional time	Step 1-8
Dress code violation	Warning - Step 1
Driving violation (possible loss of driving privileges)	Step 2 – 6
Gambling or possession of gambling devices	Step 3-7
Gum or candy	Step 1
Harassment, intimidation, or threatening of other students, faculty, or staff members using media platforms (cyber-bullying) such as, but not limited to text messages, Facebook, Twitter, Instagram, etc.	Step 4-8
Harassment, intimidation, or threatening other students, faculty, or staff members	Step 4-8
Horseplay/Rough housing	Step 1-6
Hurting another student (i.e. erasers, sharp objects, etc.)	Step 4-8
Improper behavior at Mass, assemblies, or other school activities (possible removal or isolation)	Step 1-3
Improper behavior in the cafeteria	Step 1-3
Leaving campus without permission (may be reported to police)	Step 5
Leaving class without permission	Step 4
Lying to authorities	Step 4-8
Misbehavior on a school bus.	Step 1-4
Other misbehavior as determined by the administration	Step 1 – 8
Possession of firearms and/or weapons (will be reported to the police)	Step 8
Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)	Step 4-8
Public display of affection	Step 2-3
Sexual harassment	Step 4-8

Stealing (student to provide restitution)	Step 4-8
Tardy to class (see <a href="#">ATTENDANCE POLICY</a> )	Steps 1-4
Truancy and/or skipping class	Step 5
Unauthorized fundraising (including sale of candy)	Step 2-3
Unauthorized use of cell phone or electronic device (device will be confiscated)	Step 1-8
Use of or being under the influence of alcohol or alcohol-related products (may be reported to police)	Step 5-8
Use of or being under the influence of drugs or drug paraphernalia (See <a href="#">DRUG/ALCOHOL/TOBACCO USE.</a> )	Step 7-8
Use or possession of dangerous objects	Step 7-8
Use or possession of unauthorized items (i.e. lasers – Item will be confiscated)	Step 1-4
Use, sale, or possession of tobacco or tobacco related products including electronic cigarettes (may be reported to police.) ( <a href="#">SEE DRUG/ALCOHOL/TOBACCO USE</a> )	Step 6-8
Using forged or altered documents (i.e. report cards, progress reports, parent notes, hall passes, other students' lunch numbers, etc.) (SEE <a href="#">ACADEMIC INTEGRITY</a> )	Step 5

## Areas of Special Concern

### ***Abortion***

The Church supports the sanctity of the life of the mother and the child. When the school becomes aware that a student has terminated a pregnancy through an abortion, the student and any other student who has been complicit in procuring the abortion shall be subject to immediate expulsion.

### ***Academic Integrity***

*“Lying lips are an abomination to the Lord,  
But those who are truthful, his delight.” -Proverbs 12:22*

Cheating is morally wrong and is considered a major violation of the conduct code at Resurrection Catholic School. Cheating is both the improper acquisition as well as the improper distribution of information pertinent to a homework assignment, test, quiz, or exam. The following are common examples of **ACADEMIC DISHONESTY**:

- Open notebooks, texts, or other course related material during a test, quiz, or exam without the explicit permission of the teacher
- Concealed notes (“cheat sheets” during a test, quiz, or exam)
- Communication with another student during a test, quiz, or exam without the explicit permission of the teacher
- Copying homework assignments from other students
- Downloading a research or term paper from the internet

- Plagiarism of essays, term papers or research papers from outside materials that are not cited or insufficiently cited. (Plagiarism is defined as the appropriation or imitation of the language, idea, and thoughts of another author and representation of them as one's own original work.)
- Any other promulgated action that the teacher and/or administration designate as academically dishonest
- Be aware that academic dishonesty extends to online learning as well as classroom learning.
- Multiple offenses may also result in the student's permanent removal from RCS.

**Any student who is caught cheating will receive a zero (0) on the assignment, test, quiz, or exam on which the cheating has occurred. He or she will also be referred to the administration, and the incident will be documented in the student's discipline record. The student will furthermore be placed on the appropriate step of the discipline ladder. Multiple offenses of cheating and/or plagiarism may also result in the student's removal or denial of admittance into and/or participation in honor societies, campus ministry, athletics, and other school-sponsored organizations.**

### ***Cell Phones and Electronic Devices***

*Note: This policy is not limited to cellular phones but other communication phones as well such as iPads/iPods, laptops, watches, etcetera, that can be used for emailing, texting, or any other way not yet known by electronics, digital, either wireless or hardwired.*

Diocesan schools prohibit the use of all personal telecommunications devices, including cellular phones, by its students during the school day. In general, the normal school day is defined as starting in the morning hours and ending in the afternoon hours or earlier depending on the bell schedule. This policy also applies to all field trips, retreats, and any other school activity at the discretion of the school administration.

Students shall be allowed to possess such devices as cell phones, but the following conditions must be strictly adhered to:

1. Cellular phones may be used only after the school day as defined above.
2. Cell phones must be locked in the student's locker.\* If the student drives to school, the phone may be left in the car.
3. Cell phones must be turned off mode during school hours.
4. Students are banned from carrying cellular devices on their persons and/or in their clothing apparel. Cell phones are not allowed in the student's school bag, gym bag, or purse.
5. Diocesan schools are not responsible for the loss of, damage to, or theft of cell phones or other electronic devices brought on campus.

The following consequences will follow for any student violating the above conditions.

1. The first violation will result in a conduct detention. The cellular device will be confiscated and turned into the disciplinarian's office. It will be returned to the student after five (5) consecutive days from the infraction, provided that the student arrives in person to retrieve it.
2. A second violation will result in a one-day in school suspension. The cellular device will be confiscated and turned into the disciplinarian's office. It will be returned to the

parent/guardian of the student after fifteen (15) consecutive days from the infraction, providing the parent and student arrive in person to retrieve it.

3. A third violation will result in a one (1) to three (3) day in-school-suspension. The cellular device will be confiscated and turned into the disciplinarian's office. It will be returned to the parent/guardian of the student after thirty (30) consecutive days from the infraction. The student will lose the right to bring and possess a cellular phone on the school campus for the remainder of the school year. The parent will be informed that the next violation will result in the student being asked to withdraw.
4. A fourth violation may result in the student being asked to withdraw from Resurrection Catholic Middle/High School or be subjected to expulsion.
5. Any student attending Catholic schools may be subject to discipline if cellular or other electronic devices are used in any potentially harmful manner. This applies to any person in which the harm seeks to injure someone's reputation outside of the school environment. This can occur when the matter is brought on campus and interrupts the learning/teaching environment. A more severe discipline ladder than the one stated above may apply to these infractions.

**Electronic Device use that is allowed by a teacher is subject to monitoring. Any violations of the Acceptable Use Policy Agreement will result in loss of the privilege and may result in disciplinary action. (See [ACCEPTABLE USE POLICY](#))**

### ***Child Abuse***

State law requires school personnel to report suspected child abuse to the appropriate agency.

### ***Damage to School Property***

RCS strives to provide a safe and secure environment for learning to take place. Both campuses share property with our parishes and students are expected to accept responsibility for appropriate use of facilities.

Any act by students, family members, or guests that damages school or parish property will be addressed. Parents of the students involved are expected to correct the damage by repairing, repainting, cleaning, or replacing the damaged area.

Students who damage school or parish property (through acts of vandalism or carelessness) will face disciplinary action, if deemed necessary, in addition to making restitution. It is the responsibility of the entire RCS family to take pride in caring for our facilities and grounds.

### ***Conduct That Damages the School***

**Students:** Conduct either inside or outside the school that is deemed detrimental to Resurrection Catholic School will result in discipline. This conduct includes but is not limited to misconduct, physical behavior, social media activities, internet posts and interaction with local and national media.

**Parents:** Education of a child is a partnership between parents and the school. If in the opinion of the school administration, that partnership is irreparably broken, parents may be required to withdraw their child(ren) from Resurrection Catholic School. This conduct includes but is not limited to physical behavior, social media activities, internet posts and interaction with local and national media.

## ***Drug/Alcohol/Tobacco Use***

The Catechism of the Catholic Church states that, “The political community has a duty to honor family, to assist it, and to ensure especially . . . the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc... The use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil, since they encourage people to practices gravely contrary to moral law.

**Resurrection Catholic Middle/High School neither tolerates use, possession and/or distribution of alcohol, tobacco (including electronic cigarettes), or prescription/illegal drugs by students on campus or at any school related activity, nor allows a student judged to be under the influence of alcohol, tobacco, or drugs to attend school or school-related functions. Such activity is a severe violation of school policy, and the student will be placed on the discipline ladder and (if warranted) subject to expulsion.**

As a condition of enrollment, all students enrolled in grades seven (7) through twelve (12) within the Diocese of Biloxi may be subjected to drug and alcohol screening to determine if a student is using drugs or alcohol. Aside from being illegal for minors to consume alcohol and the illegal nature of using drugs or prescription medications without or inconsistent with a prescription, it is recognized the use of such substances poses a health risk to students using the substances and poses a safety risk to students around them. Furthermore, it detracts from an atmosphere conducive to learning and undermines the school culture to bring pride and enthusiasm to the institution. Any use of drugs, improper use of prescription medications or the use of alcohol shall be considered drug abuse and a violation of this policy. Therefore, as a condition of enrollment, students and parent(s)/guardian(s) shall have consented to potential screening pursuant to the policy of the Diocese of Biloxi and the Department of Education.

The administrator of each school reserves the right to:

- Confront students if there is reasonable suspicion of possession or use of illegal or prescription drugs or alcohol.
- Search students’ lockers, personal belongings, cars and persons
- Use drug sniffing dogs on campus
- Require drug testing of students with the following policy, [Safety No. 3 ADDENDUM](#)
- Call upon the police for assistance.

**Any evidence of possession with intent to sell and/or distribute or transfer of drugs and/or alcohol on the school grounds or at a school sponsored activity shall warrant suspension or possible expulsion. Additionally, any evidence of sale and/or distribution shall result in student(s) being reported to the local law enforcement agency and shall warrant suspension or possible expulsion.**

**Screening:** At this time, there will be no random screening for drugs and alcohol within the Catholic Diocese of Biloxi. However, parents may voluntarily request a screening at any time and must contact the principal of the school. Parents must agree to the following:

- Screening will consist of hair analysis or saliva swab for drugs and breathalyzer for alcohol.
- Breathalyzer or urinalysis is at principal’s discretion and can be done on or off site.
- Hair sample or saliva swab must be collected by school and sent to an approved local drug screening company.

- Results must be shared with only the principal of the school where child attends.
- Costs for voluntary screening must be borne by parents.

All parties must agree to the strictest of confidentiality and should sign an agreement to that effect.

**Reasonable Suspicion Testing:** In addition, a student will be required to submit to an immediate drug screening if:

- The student has been found with drugs on his/her person or in or among his/her property
- There is reasonable suspicion, which is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that the student has drugs or alcohol in his/her system. Reasonable suspicion may be based upon, among other things:
  - Conduct that indicates the presence of drugs or alcohol in an individual's system, including affected behavior or speech, and/or body odors; and
  - Other behaviors that would indicate that an individual is in other than a sober and reliable state, free from the influence of drugs or alcohol.

**Scope of Screening:** Each school within the Diocese of Biloxi will utilize the services of an approved local drug screening company unless otherwise notified by the Diocesan Department of Education, screening will consist of a breathalyzer (for alcohol) and/or hair analysis (for drugs). These tests will include but may not be limited to determination of the presence or the absence of alcohol, or drugs, including, but not limited to, methamphetamines, cocaine, opiates, phencyclidine, cannabinoids (marijuana and hashish) and prescription narcotics.

### **Consequences**

**1st positive result:** The student shall

- Participate in a parent(s)/guardian(s) conference with the principal or principal designee.
- Reimburse the school for all costs relating to the positive result.
- Sign a conduct agreement for a prescribed period of time;
- Undergo assessment and comply with the recommendations made in connection therewith.
- Submit to regular testing for a prescribed period of time at the expense of the student and parent(s) guardian (s) and
- Submit to a drug test at the beginning of the following school year at the expense of the student and parent(s)/ guardian(s).

**2nd positive result:** The student shall be suspended and referred to the school's Discipline Review Committee ("DRC") for disciplinary action. The DRC has discretion to recommend dismissal or to consider alternative disciplinary measures which will include those items listed in the **1st positive result section above and additional steps** to ensure the student is receiving appropriate counseling and treatment.

**3rd positive result:** Student shall be dismissed from attending school.

**Non-Punitive Nature of Policy:**

No student will be penalized academically nor be banned from participating in extra-curricular activities for a first offense so long as the parent(s)/guardian(s) and student agree to the steps outlined under the **1<sup>st</sup> positive result** section above. A student may be penalized for a subsequent offense. In accordance with the foregoing, the results of drug and alcohol screenings pursuant to this policy are considered

confidential information and will be documented in a file separate from the student's academic records unless required by state or federal law. Access to the results and files will be restricted to the following individuals:

- The student and parent(s)/guardian(s)
- The principal
- The principal's designee
- Members of the DRC, if circumstances require such disclosure
- The superintendent
- The superintendent's designee
- Members of the Diocesan Advisory Council, if circumstances require such disclosure
- The bishop of the Catholic Diocese of Biloxi
- The bishop's designee(s)
- The diocesan attorney

Information regarding results of drug or alcohol screenings must be safeguarded and treated as confidential, and it shall not be disclosed to any third party, including, but not limited to criminal or juvenile authorities except in cases of legal compulsion by subpoena or other legal process or otherwise required by law.

### **Positive Test Results in Connection with School Events**

The foregoing **Consequences for Positive Screening Results** and **Non-Punitive Nature of Policy sections** will apply to any student who tests positive in any reasonable suspicion drug screening. The foregoing sections will also apply to any test taken in connection with suspected use of drugs or alcohol at or during school, or in connection with any school activity or event. Any student who is found in possession of drugs or alcohol either on their person or among their property whether or not they test positive shall be subject to the same progressive discipline identified above. The foregoing sections will not apply in the case where there is evidence of the student selling and/or distributing drugs or prescription medications or evidence of intent to sell and/or distribute.

### **Refusal or Improper Attempts to Avoid Detection:**

Any student who is selected for testing on the basis of reasonable suspicion who refuses or who attempts to avoid detection for drug use through the use of a masking agent, adulteration of a sample, or other act to avoid detection (including missing school for an extended period of time without providing a documented valid excuse), shall

- Be deemed to have tested positive for purposes of the foregoing **Consequences for Positive Drug Screening** section and may

- Be subject to additional discipline, including possible dismissal from the school. In the case of a student who has a condition whether there is no hair growth, complete hair loss or if a student has a completely shaven body, the school may obtain samples using alternative methods, including, saliva, urine or blood.

### **Communicative Actions through Social Media or Other Methods**

All screening results (whether positive, negative or a refusal) shall be treated as confidential and shall only be made known to and/or accessed by those identified in this policy. Any violation of this policy by an individual using social media or other forms of communication will be dealt with as a breach of this provision and any such person shall be subject to discipline, including suspension and/or dismissal from the school (if a student) or suspension or termination (if a staff member). Confidentiality must be adhered to even by the student. Any person, including the student being screened, who is found to be using social media or other forms of communication regarding screening results or rumors regarding test results will be deemed to be in violation of this policy and subject to discipline.

### **Policy May be Superseded by Prior Knowledge or Criminal Charges**

This policy is intended to bring awareness to parent(s)/guardian(s) and the policy recognizes that a student's parent(s)/guardian(s) may not be aware that a student is engaging in the use of drugs and/or alcohol. As such, this policy is intended to give parent(s)/guardian(s) the opportunity to work with the student and to take corrective action before the student's academic or attendance record is impacted by drug or alcohol use. If it is learned that parent(s)/guardian(s) knew of prior incidents of drug or alcohol use, then such knowledge will be considered in determining the progressive steps of this policy.

If criminal charges are brought against the student relating to the possession or use of drugs, prescription medications or alcohol, then this policy will supersede **Governance 12** entitled **Governances, Criminal Charges – Student**. However, if criminal charges are brought against a student relating to the sale of drugs or prescription medications, then this policy will be superseded by **Governance 12** entitled **Governances, Criminal Charges – Student**.

### ***Firearms/ Weapons Policy***

Possession of pistols, firearms or other weapons in any other form on school premises or at school sponsored activities by persons other than duly authorized law enforcement officials is prohibited. Any student found in possession of any form of weapon, real or fake, will be removed from the school premises or school function. The weapon will be confiscated. For cases involving pistols and firearms, the police will be called, and the student shall be subject to immediate expulsion. For cases involving other forms of weapons, the police may be involved, and the student may be subject to suspension or expulsion. **Firearms** are defined as any type of weapon that is designated to (or may readily be converted to) expel a projectile by the action of an explosive.

### ***Internet and Computer Usage (ACCEPTABLE USE POLICY)***

All students who use computers provided by Resurrection Catholic School should follow the following acceptable use policy:

- Respect the integrity of the system.
- Use computers and the facilities in an appropriate, ethical and lawful manner.
- Abide by the proprietary rights of software, upholding applicable copyright laws.



- Act within the framework of Catholic tradition, demonstrating honesty, integrity and respect for the rights and privacy of others.
- Respect the governing policies of alternate organizations when accessing remote sites via Resurrection Catholic School computers.

### ***Marriage/Co-habitation***

Married students and students that are in co-habitation relationships are not permitted to attend classes at Resurrection Catholic Middle/High School. It is the belief of Resurrection Catholic Middle/High School that marriage is a sacrament that establishes a covenant relationship between two individuals. We support the total commitment of married individuals to one another. However; the nurturing of students' marriage vows through personal, spiritual, social, and employment activities, makes marriage inconsistent with the mission of Resurrection Catholic Middle/High School. Therefore, such students are not allowed to enroll at RCS or be in regular attendance.

### ***Premarital Sex and Pregnancy***

The schools in the Catholic Diocese of Biloxi, as extensions of the Catholic Church and in full support of its position on the sanctity of life, Resurrection Catholic Middle/High School expects and encourages its students to live in accordance with the virtues of chastity and social responsibility. All students are treated with love and compassion. When a student, male or female, fails to practice abstinence, he/she violates our Christian moral code and the expectation of the faith community and may thereby become subject to disciplinary action as provided by local school policies. Additionally, the lack of abstinence may lead to pregnancy and possible health problems.

The policy of Resurrection Catholic Middle/High School takes into consideration the student, the unborn child, the other students, the school community as a whole and the community at large.

Resurrection Catholic Middle/High School, as an extension of the Catholic Church, has the following policy with regard to the student who engages in premarital sex resulting in a pregnancy and offers three options with accompanying responsibilities:

#### **Enrollment Options:**

- Withdraw from Resurrection Catholic Middle/High School, subject to normal re-admission policies.
- Remain enrolled as a student and engage in a homebound program provided by RCMHS until such time as the baby is born, the student has recuperated, and her familial relationships are established.
- Continue with regular school attendance as long as possible, subject to all conditions and requirements of the RCMHS Student/Parent Handbook, including adherence to the uniform policy. If home bound study is advised by the attending physician, the student will engage in the home bound program provided by RCMHS, subject to the same conditions listed above.

**Any student found to have engaged in illicit sexual actions will not be allowed to publicly represent RCMHS, hold any leadership positions with RCMHS clubs, organizations or activities or participate publicly in those clubs, organizations or activities for one or two school semester(s) to be determined at the discretion of the principal after meeting with the student and his/her parent(s)/guardian(s). There are some leadership positions (such as Class Officer, Campus Ministry,**

**Homecoming Court or others at the discretion of the Administration) for which the student may be ineligible for the remainder of his/her high school tenure.**

### **Student Responsibilities:**

If the female student chooses to remain enrolled in Resurrection Catholic Middle/High School, the student and the parent(s)/guardian(s) must fulfill the following requirements. Failure to do so may result in expulsion.

- For the health of the mother and the child, notify the principal once pregnancy is determined.
- Meet with the principal immediately.
- Participate in RCMHS sponsored counseling sessions as determined by the principal.
- Participate in psychological support counseling program approved by Catholic Social Services in the Diocese of Biloxi during the period of the student's pregnancy and thereafter as long as determined by the professional counselor. Such counseling will be at the student/parents' expense. The student must provide verification to the principal from the professional counselor that she is participating in the program.
- Continue to reside in the home of her parent(s)/guardian(s) or in an accepted residential care facility.

If the male student chooses to remain enrolled in Resurrection Catholic School, the student and the parent(s)/guardian(s) must fulfill the following requirements. Failure to do so may result in expulsion.

- Participate in Resurrection Catholic School sponsored counseling sessions as determined by the principal.
- Meet with the principal immediately.
- Participate in a psychological support counseling program approved by Catholic Social Services in the Diocese of Biloxi during the period of the student's pregnancy and thereafter as long as determined by the professional counselor. Such counseling will be at the student/parents' expense. The student must provide verification to the principal from the professional counselor that he is participating in the program.
- Continue to reside in the home of his parent(s)/guardian(s) or in an accepted residential care facility.

Refusal of students and parents to meet the principal or engage in routine counseling may result in expulsion. Students are subject to immediate expulsion when determined to have engaged in premarital sex a second time while enrolled at Resurrection Catholic Middle/High School.

### ***Social Media & Cyberbullying***

The content of social networking websites and/or applications often refers to the student's school; it reflects Resurrection Catholic School and is therefore the business of the school. As such, the school has the right to take appropriate action. The administration will act according to policy when information from social media is brought to its attention. Parents are encouraged to monitor what their students are placing on these websites and/or applications.

***Cyberbullying*** is defined as the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing material to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting pictures of another student or faculty member without their permission

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyberbullying and harassment will not be tolerated. Actions deliberately threatening, harassing, and intimidating an individual or group of individuals placing an individual in reasonable fear or harm or damaging the individual's property; or disrupting the orderly operation of the school will not be tolerated.

The online activities and technologies often used by students engaged in cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras and web cams. As new technologies emerge, they too may be included with the above forms' electronic communication.

The use of digital media, which is intended to, or has the effect of, embarrassing, harassing, disturbing or otherwise harming another individual will not be tolerated. "Digital media" includes social networking sites (Facebook, Twitter, Instagram, Snapchat, TikTok, etc.), text messaging, and other related forms of electronic communication. Students who take sides in cyberbullying cases will be considered participants and investigated for misconduct. An example of taking sides is hitting the thumbs-up "like" button on Facebook in reaction to an inappropriate remark, but other ways of being a participant may exist and will be investigated.

## Driving Privileges & Parking

*"One who is faithful in very little, is also faithful in much,  
and one who is dishonest in very little is also dishonest in much." -Luke 16:10*

Students who drive to school are expected to observe city ordinances and operate their cars in a safe and orderly fashion or they risk losing the privilege of parking on campus.

Students are to park only in the gym parking lot. The front row (closest to the street) and the side parking next to the gym is designated for seniors only. Cars parked illegally or blocking a fire exit could be subject to towing by the Pascagoula Police Department. The school is not responsible for damage to cars in the parking lot.

**Students may not go to their cars during the school day without permission from the administration. Doing so may result in a loss of driving privileges.**

Once a student arrives on campus, he or she may not leave without properly checking out in the front office. All vehicles parked on campus are subject to the search and seizure policy.

## **Emergency School Closings**

In the event of inclement weather or an emergency, Resurrection Catholic School will abide by the decision made for all Catholic schools in the area. Students/parents/legal guardians should listen to TV (WLOX – TV, channel 2) or the radio (WABB – 97.5 FM) for the announcement.

## **Faculty Mailboxes and Copier Room**

Students are not permitted to go to the faculty mailboxes or to use the copy machine or office computers at any time.

## **Faculty Lounge**

The faculty lounge/teacher workroom is for the exclusive use of the RCS school staff only. All equipment, including telephone, computers, refrigerator, etc. is for the exclusive use of the RCS staff. Students are not allowed to use the faculty room for any reason.

## **Lockers**

A locker is provided for each student at the beginning of the year, especially for convenience. A student who wishes to provide his/her own lock is free to do so. However, the school reserves the right to remove a student's lock, with just cause. If a locker breaks or refuses to open, the student should report this to the office, and it will be repaired.

Since the lockers are the property of the school, the school reserves the right to inspect or search any locker at any time without permission. Any illegal substance, stolen items, or items prohibited by the school shall be confiscated, and the student issued that locker will be responsible for its contents.

Students who open another student's locker will be subject to disciplinary action. Do not deface the lockers.

Once a student is assigned a locker, that student shall not change lockers for any reason without permission.

## **Lost and Found**

Students should put their names on clothing for identification. Lost items should be reported to the office as early as possible. Articles that are found on campus should be brought to the office. Students are encouraged to check the lost and found for missing articles. Articles not claimed by the end of the term will be donated to charity. There is a Lost & Found in the front office, and a Lost & Found in Joseph Hall.

## **Medication**

The school staff is not professionally trained or equipped to administer medicine/drugs to students. However, in cases of chronic illness, the school secretary will dispense prescription medication when the parent and/or doctor provide written directions. All medication should be turned into the nurse/office. In pre-measured, labeled doses. Non-prescription medicines, such as aspirin, Tylenol etc. will be administered by school nurse/secretary only when a medication card is completed by parent or a written authorization is given by a medical doctor. If no medication card is on file and/or written authorization by a medical doctor is not provided, no medicine will be given until a parent is contacted. If no written authorization is obtained, the parent/guardian may come to school and administer the medicine.

## Messages to Students

A student will not be called to the phone. The school office will record messages to give to the students in between classes. In case of sickness in the home or some emergency, school personnel will deliver the message.

## Posters and Signs

Posters and signs may be displayed only with the approval of the principal. Students may not deface other students' posters. All posters should be in good taste. Posters should be removed by the students who placed them after the activity is concluded. Participants should remove tape and residue and clean or repair surfaces.

## FACTS

All students and parents will be given access to attendance, grades, fees, and assignment data through FACTS. Passwords and log in information will be provided at the beginning of the school year. If log-in information is lost, parents and/or students should contact the office for the re-issuance of that information.

## Religious Duties

Since parents have conferred life on their child, they have the most solemn obligation to educate their child and live as their example. Parents should clearly recognize how vital a true Christian family is for the life and development of each person. The Christian life can be strengthened by the daily practice of morning and evening prayers and by going to church as a family on Sunday.

By registering your child at Resurrection, you have assumed the obligation of cooperating with the school's religious program. Failure to cooperate creates conflict for each child and places him/her in a frustrating situation.

The students at RCS middle/high school campus attend Mass as a school each Wednesday. **This does not relieve the Catholic student's obligation to attend Sunday Mass.** All the students assemble in the cafeteria each Monday morning and pray together, salute the flag, and sing a patriotic song. Parents of Catholic students above second grade who have not yet prepared for or who have not received the sacraments of Eucharist or Reconciliation should notify the school office the first week of school. Our Director of Campus Ministry will facilitate their preparation during the second semester.

## Student Activities

*"We must consider how to incite one another to love and good works. We should not stay away from our assembly . . . but encourage one another." -Hebrews 10:24-25*

### ***Clubs, Organizations, and Activities***

Resurrection Catholic School offers a variety of clubs, organizations, and activities for its students.

### ***Eligibility for General Participation***

In order to be eligible for participation in off campus activities, athletics, campus clubs, honor societies and organizations, or to run for an office for the upcoming school year, the student must meet the criteria below:

- No more than five (5) unexcused absences per semester.

- No “U” and no more than one “N”; and no OSS suspension for the current and previous semester.
- Failure of two or more classes at the end of a nine-week period will eliminate the student from participation in the above listed student activities for the next grading period.
- All fees and accounts must be current
- Eligibility for the next school year’s events requires the student is pre-registered and all fees are current.
- Any Resurrection Catholic School student who chooses to enroll in virtual/distance learning will not be permitted to engage in any extra-curricular activities. This includes all athletics.

Sponsors will check eligibility with the school administration before any selection process occurs. Students violating these criteria after completing the selection process are subject to being removed from participation. \*\*Some organizations (National Honor Society, Student Council, and Campus Ministry) have stricter guidelines for membership eligibility. Check with the sponsors regarding the requirements.

### ***Eligibility to Participate in Athletics***

Interscholastic athletics is a voluntary program. Students are not obligated to participate, and participation is not required for graduation. Thus, competition in high school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to standards established for the school athletic program. This privilege may be revoked if the athlete fails or refuses to comply with the rules.

**To fully participate in athletics, a student must have a passing grade (70 or higher) in each class.**

**Eligibility will be determined at the end of each 9-week grading period. A student who has any grade lower than 70 will be put on Academic Watch. He/She will have 10 academic days to improve his/her grades.** At that time, all grades must be at least a (70) for the student to be removed from Academic Watch. He/She will be allowed to practice and play but must have a plan with the coach and guidance counselor as to how grades will be improved. Any student that does not improve his/her grades at that time will be placed on Full Academic Probation. **A student who is on full probation (grade lower than 70) will be allowed to try-out for a team and practice but cannot compete in contests.** The student will not be allowed to travel with the team to away contests. Parents of the involved student are encouraged to communicate with the coach and teacher(s) to develop a plan for that student’s academic improvement.

Eligibility in the fall will be determined by the final cumulative grades in each subject from the previous school year. Eligibility in the spring will be determined by the semester final cumulative grades in each subject from the previous semester.

The goal of our policy is to keep all student grades high, not to punish. Academics are the number one priority at Resurrection Catholic School. Sports and other school-related, after-school activities are a privilege and a reward for academic success.

### **Other Requirements**

Each student athlete must submit the following items before participation is granted:

- Annual physical examination
- Pre-participation and consent form from parent/guardian
- Completion of MHSAA’s Star Sportsmanship online course
- \$220 Annual Activity fee for participation in one or more sports

## **Extra-Scholastic Sports Participation**

Membership on or participating in extra-scholastic sports (teams outside the school athletic program) is discouraged for members of the school teams in season. The scholastic and school athletic demands on a Resurrection athlete's time are great; additional outside activities serve only to detract from a student's physical and academic development. Students should be careful not to over-extend themselves in their daily activities.

If a student wishes to compete in outside play, he/she must first get written permission of the junior/high school coach and headmaster/athletic director. The MHSAA recommends that outside play, such as church league and recreational play in other sports should have the cooperation of the coach and school, as long as it does not conflict with practice or games being played during the high school season.

## **In-Season Independent/Club Team Sport Participation**

School personnel cannot coach an independent team during the school year. School personnel are to include paraprofessional coaches, managers or any volunteer who works with students of Resurrection athletics.

## **60% Rule**

Resurrection follows the 60% rule as stated in the MHSAA rule book. This rule states that no outside team can be made up of more than 60% of the number of positions in that sport from one school. The rule will be interpreted as three players for basketball, five for baseball or softball, and seven for soccer. If a student attends Resurrection Catholic School and is found to be on a team with more than 60% of its members from Resurrection, all team members will be declared ineligible for participation for all sports for the remainder of the school year. This rule does not apply to summer league play. Independent teams may participate in summer league post-season play through August.

## **V. Practices**

Practices, games, competitions, meetings or organized gatherings will not be permitted on Sundays. Considerations are made for Wednesday night church activities such as CYO. Practices will be shortened to accommodate these church activities.

Practices may be scheduled for holiday periods for in-season teams for weekdays or Saturdays. Consideration must be made for athletes' family commitments; no athlete will be penalized for absence during these practices due to family activities. There shall be no practices or games scheduled on Christmas Day, New Year's Day, Ash Wednesday, Good Friday, Easter, or other religious holidays observed by the school. Athletes may be excused from practices for other religious holidays as determined by their faith.

To participate in athletics at Resurrection a student must meet the following criteria at the end of each grading period. Coaches are responsible for checking report card data for each grading period and also prior to holding team tryouts. Coaches should discuss findings with the principal.

In addition to the requirements mentioned above, student athletes must:

- Complete each semester with an overall 2.0 QPA
- Student must have successfully completed previous athletic seasons attempted. (If a student walks off field/court quitting the team or is asked to leave a team due to inappropriate conduct) This student is not eligible for athletics for the remainder of the school year.

- Students may participate in more than one sport per season but must have permission from the Athletic Director, Coaches, and Parents. If you are participating in overlapping sports, you must give precedence to the first team's games and practices. "District" games take precedence over non-district games; games take precedence over practices.

### ***Dance Policies***

Each student at Resurrection Catholic School is a member of many groups: family, school, peer group, church, human race, etc. One of Resurrection's responsibilities is to help each student learn to function well within these groups through socialization. To help maximize each student's abilities within his/her social group, various school organizations and classes sponsor dances during the school year.

All dances have a "sign in/sign out" procedure. This list, showing the time of arrival and departure, is available to parents who contact the principal the next school day.

- Students will be allowed one non-student guest of the opposite sex for which they will be held accountable. NO GUEST MAY BE 21 years or older.
- Once a student leaves a dance, he/she and his/her date will not be allowed to return and should leave campus.
- Anyone found to be in possession of or 'under the influence' of drugs or alcohol will be detained until a parent or guardian can be contacted to pick him/her up.
- Anyone exhibiting inappropriate behavior (excessive loudness, rudeness, fighting, etc.) will be asked to leave and a parent will be called.
- Appropriate dress is required of all attending a dance. Attire should be modest and in good taste. Any student wearing inappropriate clothing (as determined by faculty chaperones) will be asked to leave.
- Freshmen or younger students may not attend prom.
- The principal may establish other regulations.

### **Student Telephone**

There is a student telephone available for emergency use only. The student phone is located in the main office and permission from the administration is required. If it is determined that a student used a cell phone to contact a parent, that phone will be confiscated, and disciplinary action may be taken.

### **Transfer Students**

All students who transfer into Resurrection Catholic School enter with a one-year probationary period. A valid reason must exist for the transfer of a student here. In accordance with the school's general [ADMISSIONS POLICIES](#), students who are asked to leave a previous school for non-academic reasons are generally not considered for admission to Resurrection Catholic School.

Resurrection Catholic School may not accept transfer seniors unless they move into the area just prior to requesting admission. The principal may make exception if the student has attended a Catholic High School and/or is recommended by the parish priest.

### ***Transfer Procedures:***



- Parents must complete an application for admission and provide a copy of prospective student's transcript and/or current report card demonstrating the student's academic record.
- The Principal will interview the parent(s) or guardian(s) and the student in order to obtain a profile of the student's academic, disciplinary, and behavioral history.
- The student and guardians must give permission for the administration to contact the student's previous school.
- Upon review of the student's records and after the interview, the parent(s) or guardian(s) and student are notified of the school's decision concerning the transfer application. This decision shall be based on the best interests of both the prospective transfer student and Resurrection Catholic School.
- Drug testing may be used as a condition for allowing a student to enroll at RCS.
- If the transfer student has more than three (3) office referrals for discipline or behavioral conduct or commits any major disciplinary violation during the one-year probationary period, then the transfer student's acceptance/enrollment in RCS may be revoked.
- Students who withdraw from RCS and transfer to another (local) school may not be eligible for re-admission to RCS for at least one full year.
- The student and/or parent(s) or guardian(s) requesting re-admission must provide documentation supporting his/her good academic standing and must satisfactorily complete the transfer procedure described above.

## **Visitors**

All visitors are expected to report to the office as soon as they enter the school. Visitors will be issued a pass allowing them to visit the school. No visitor should be on campus without a pass issued by the office.

Prospective students who wish to "shadow" another student must have the principal's approval before the visit.

Seniors are not allowed "shadows" by other seniors.

Former students who have graduated from RCS are always welcome; however, they must check in through the front office and be escorted by a staff member the entire time on campus.

## **Withdrawal**

If a student must withdraw from Resurrection Catholic School, he/she and a parent/guardian must meet with the principal in order to begin the process. A withdrawal form must be completed through the guidance office. After the meeting and form is completed, the faculty has at least 72 hours to prepare grades and determine clearance for the student. **NO REFUNDS ARE ALLOWED FOR WITHDRAWALS.**

***ALL ACCOUNTS MUST BE PAID BEFORE ANY STUDENT INFORMATION WILL BE RELEASED.***

## **Appendix A: Useful Information on Senior Year & Beyond**

*Faith in Action*  
*Excellence in Education*

## ***Academic Courses Taken at other High Schools or Colleges***

See [DUAL ENROLLMENT](#)

### ***College Visits***

Seniors will be allowed three (3) college visitation days during the school year. Seniors must present documentation from the school they have visited in order for this absence to be counted as a college visit.

Students are reminded that they are ambassadors of RCMHS. Therefore, the Discipline Policy and Courtesy Code of Conduct are applicable. Please conduct yourself in a manner which positively reflects RCMHS, Christian Morality, and your parents.

### ***Graduation Requirements for Resurrection Catholic High School Students***

In order to graduate from RCS, a student must:

- Be a full-time student their senior year
- Complete 28 Units.
- Take and pass four (4) math courses during high school years, including senior year.
  - Math taken (& passed) for college credit during senior year fulfills this requirement.
- Have settled all financial obligations to Resurrection Catholic School.
- Achieve a satisfactory attendance record.

According to Diocesan Graduation Policy Governance # 3, to be eligible to receive a diploma from a Catholic High School in the Diocese of Biloxi, an individual student must be enrolled as a full time student for both semesters of his/her senior year and must have successfully completed all requirements imposed by the school and the State of Mississippi, as applicable. A pastor may admit seniors at other times during the school year. Notwithstanding the foregoing, a student who has moved or been transferred into the area during his/her senior year and who has been accepted for enrollment may receive a diploma upon the successful completion of all requirements for graduation. "Senior Year" as used herein is the same as the 12<sup>th</sup> grade, which is defined as not less than the fourth successive year of full-time enrollment beginning with the 9<sup>th</sup> grade in an accredited secondary school.

### ***Honors Graduate***

Any graduate who has a cumulative QPA of 3.5 or above at the time of graduation will be considered an Honors graduate.

### ***Senior Class Rank***

Seniors entering RCS after the beginning of the school year will not be allowed to lower another RCS senior in class ranking. The incoming senior will be assigned a class ranking parallel to an existing class member. Scholarships based on class ranking will be given to seniors who began the school year at RCS. Official class ranks will be announced by the principal at the completion of the third quarter term. Students who are enrolled in dual credit courses during the spring semester will have their midterm grades for ranking purposes.

### ***Senior Trip***

RCMHS does not sponsor an exclusive Senior Graduation Trip.

### ***Valedictorian and Salutatorian***

The Valedictorian is the graduate with the highest cumulative QPA. The Salutatorian is the graduate with the second highest cumulative QPA. To determine the final ranking of Valedictorian and Salutatorian candidates, cumulative QPA will be calculated to repeating or terminating decimals.

Extra weight courses will only be given to transfer students for extra weight courses we offer in order to calculate a fair QPA.

In case of a tie in QPA, the Valedictorian and Salutatorian will be determined by using a 100-point scale. In the case of multiple Valedictorians, the next highest cumulative QPA will be named Salutatorian. The official Valedictorian and Salutatorian calculation will be based through the third quarter of senior year. The official announcement will be made by the principal at the end of the third quarter grading period.

The Valedictorian and Salutatorian candidates must have been in attendance at Resurrection Catholic School for their entire freshman, sophomore, junior, and senior years.

## **Appendix B: Committees and Activities**

RCS has many traditions of special events that enrich the academic setting and strengthen our school community. The small size of our faculty makes it necessary to request help from families to ensure the success of these events. We appreciate the assistance of our school community with the following:

Event or Activity	Responsibility
<b>Anniversary Mass Reception</b>	Teacher Committee
<b>Athletic Banquet</b>	Athletes' families, grades 7-12
<b>Booster Club</b>	All athletes' families, grades 7-12
<b>Carnival Ball</b>	All families
<b>Catholic Schools Week</b>	All grades, churches and religious studies teachers.
<b>Drawdown/Fall Festival</b>	All families
<b>Fish Fry Fridays</b>	All assigned per grade level each week
<b>Grandparents' Mass Reception</b>	PTO
<b>Haunted House</b>	11 <sup>th</sup> graders parents & students
<b>Homecoming Block Party</b>	Athletes' families, grades 7-12
<b>Homecoming Pep Rally</b>	Cheerleaders and Parents
<b>Kindergarten Moving On Mass</b>	Kindergarten teachers and parents
<b>PTO Meeting, Fall</b>	HS Parents & PTO Officers
<b>PTO Meeting – Spring</b>	Elementary parents & PTO Officers
<b>Prom</b>	11 <sup>th</sup> grade parents and teachers
<b>Ribbon Mass</b>	Teachers & parents
<b>Ring Mass Reception</b>	10 <sup>th</sup> grade parents
<b>Senior Gifts</b>	PTO
<b>Senior Mass</b>	Various Students and Teachers
<b>Sixth Grade Transition Day</b>	6 <sup>th</sup> grade teachers and Campus Ministry
<b>Sports Activities</b>	Athletes' parents, Boosters & coaches
<b>Spring Fling</b>	PTO & All grades assigned
<b>Teacher Appreciation</b>	PTO

## Campus-Sponsored Clubs and Activities

Students being considered for clubs, sports, etc. are subject to faculty review. Permission to participate is based on attendance, grades and whether financial obligations to the school have been met. (See [ELIGIBILITY FOR GENERAL PARTICIPATION](#))

### Campus Ministry Team

The Resurrection Campus Ministry Team is composed of students in the 11<sup>th</sup> and 12<sup>th</sup> grades. All juniors and seniors are eligible for application. The team is primarily responsible for conducting annual retreats for grades 6-10. In addition, members will be responsible for fostering a Christian environment throughout the school.

Aspiring members must

- be active in their own faith,
- be of good character, and must
- be pre-registered for the upcoming school year.

Aspiring members will *be selected by a committee comprised of faculty, the principal and the campus minister sponsor.*

At the end of their first year, all members are reviewed. There is a possibility that the candidate may not be selected for a second term. **If at any time a Campus Ministry Team Member displays inappropriate behavior that places them on step 3 of the discipline ladder, contrary to their signed code of conduct, or he/she receives failing grades, he/she will be placed on probation and possibly dismissed from the team.**

### Carnival Ball Participation

- Must be a current RCS student
- Must not have been suspended (OSS) for any reason during the school year
- Must be current with all financial obligations to RCS
- Grades pre-K through 8 must attend with a student from his/her class
- Grades 9-12 may attend with RCS student no more than two grades level above or below their current grade level. (exception: grade 9, no lower than grade 8 or siblings)
- Carnival Ball King and Queen must be high school students
- In order to be considered for the RCS Hall of Fame, a student must participate in Carnival Ball at least twice in high school and once in middle school.

### Homecoming Court Selection

*Eligibility for Queen*

- Must be a senior girl

- Must have been at RCS for her entire junior year and be currently enrolled or have paid tuition for entire junior year
- Must not have been suspended (OSS) for any reason
- Must be passing all classes
- Must meet attendance requirements
- Must be current with all financial obligations to RCS

#### *Eligibility for Maid*

- Must be a girl
- Must have been at RCS for the entire previous year. (in the case of a 7<sup>th</sup> grade, she must have been on the RCS elementary campus for the entire 6<sup>th</sup> grade.)
- Must not have been suspended (OSS) for any reason
- Must be passing all classes
- Must meet attendance requirements
- Must be current with all financial obligations to RCS

#### *Election Procedure*

- [Eligibility](#) list must be approved by principal prior to the election
- All students cast a ballot for queen. All senior maids are on the ballot for queen.
- The student with the highest number of votes is the queen.
- Each student in grades 9-11 votes for two maids for their grade; seniors vote for three maids from their class. Each student in grades 7-8 vote for one maid.
- If needed, a run-off election will be held.
- The announcement of the Homecoming Queen will be made at the Homecoming Game.

#### **Mr. & Miss RCS Selection**

- [Eligibility](#) list must be approved by principal prior to the election
- The faculty nominates students and then students will vote on the nominees.
- Middle School nominees must have been enrolled since the beginning of their 7<sup>th</sup> grade year.
- High School nominees must have been enrolled since the beginning of 9<sup>th</sup> grade.
- Must not have been suspended (OSS) for any reason
- Must be passing all classes
- Must meet attendance requirements

#### **National Honor Society Membership**

The National Honor Society is a nationwide organization that recognizes and encourages academic achievement as well as characteristics essential to citizens in a democracy.

Membership, according to national policies, is based upon a student's outstanding performance in areas of: Scholarship, Service, Leadership, and Character.

Sophomores, Juniors and Seniors must have been at RCS for at least three (3) semesters and must meet the scholarship requirement to be considered for membership. A Candidate Form must then be submitted to the Chapter Advisor. A Candidate Form that is not submitted by the deadline will not be considered.

Selections are made based on the following guidelines:

- Character – the student's conduct for the current semester and past semester
- Scholarship – the students has "A's" and "B's"
- Leadership – The student has held leadership positions
- Service - The student has performed service projects OR belongs to a service organization.

Information on a student's activities will be gleaned from the Student Activity Form that each academically eligible student will be asked to fill out. A student who does not complete the form on time will not be considered for membership.

Inducted members will continue to be evaluated to ensure that the standards by which they were chosen continue to be upheld.

### **National Junior Honor Society Membership**

The National Junior Honor Society is a nationwide organization that recognizes and encourages academic achievement as well as characteristics essential to citizens in a democracy.

Membership according to the national handbook, is limited to students who exhibit the characteristics of character, scholarship, leadership, citizenship, and service. A faculty council makes selection. Students are encouraged to begin working toward membership as soon as they enter seventh (7<sup>th</sup>) grade so that the criteria for membership can be fulfilled.

Membership in the NJHS is open to all second semester seventh (7<sup>th</sup>) graders, all eighth (8<sup>th</sup>) graders, and all ninth (9<sup>th</sup>) graders who have been at RCS for at least a semester and who have all "A's" and "B's" for the current semester and past semester and have had no more than five absences per semester. The faculty council will then select students for membership using the following guidelines.

Information on a student's activities will be gleaned from the Student Activity Form that each academically eligible student will be asked to fill out. A student who does not complete the form on time will not be considered for membership.

Inducted members will continue to be evaluated to ensure that the standards by which they were chosen continue to be upheld.

### **Student Council and Class Elections**

To be eligible to run for Class Officer/Student Council, a student must:

- Be registered at RCS for the coming school year and have been enrolled for the entire current and previous semesters (two full semesters)
- Have a QPA average of 2.5 or above and be able to maintain that average



- Must not have been suspended (OSS) for any reason
- Must be passing all classes
- Must meet attendance requirements

***An officer will be removed if the above requirements are not maintained. Students will be removed from Student Council for failure to attend meetings.***

#### **Who's Who and other Special Elected Recognition Selection**

- Students will nominate and vote on Who's Who and other special recognitions. Eligibility may be denied based on principal/teacher review process and recommendations.
- Must not have been suspended (OSS) for any reason
- Must be passing all classes
- Must meet attendance requirements

## Appendix C: Ministry Service Hours

*“Come, you who are blessed of My Father, inherit the kingdom prepared for you from the foundation of the world. For I was hungry, and you gave Me something to eat; I was thirsty, and you gave Me something to drink; I was a stranger, and you invited Me in; naked, and you clothed Me; I was sick, and you visited Me; I was in prison, and you came to Me.... Truly I say to you, to the extent that you did it to one of these brothers of Mine, even the least of them, you did it to Me.” -Matthew 25:34-40*

Ministry service hours are tools that are employed to strengthen students’ sense of stewardship and civic engagement, as well as assist them in meeting educational, social, and spiritual goals. Ministry hours encourage the development of our students’ social conscience by placing them in direct contact with various populations of people in need. By empowering students to bring hope to others, they will work with people who are in need such as the elderly and economically poor. This broad exposure helps clarify our students’ unique gifts, talents, and interests.

RCS Students must earn ministry service hours each year for a grade in their Religion classes.

Grade	Hours
7 <sup>th</sup> & 8 <sup>th</sup> Grades	20 hours (8 school, 8 parish, and 4 community)
9 <sup>th</sup> & 10 <sup>th</sup> Grades	25 hours (10 school, 10 parish, and 5 community)
11 <sup>th</sup> & 12 <sup>th</sup> Grades	30 hours (12 school, 12 parish, and 6 community)

Theology teachers will specify how the hours are to be divided throughout the year for grading purposes. **Half of students’ ministry hours must be performed before Christmas Break. The other half is due by the end of the school year.**

Routine family responsibilities such as chores or babysitting; work at school that is part of the student’s obligation as a student; youth group or club activities that are considered part of the student’s obligation as a member of that group ARE NOT CONSIDERED FOR PART OF THE MINISTRY CREDIT HOURS.

Students who earn DOUBLE the required credits will be recognized on Awards night. Seniors who earn double the required credits for 9<sup>th</sup> thru 12<sup>th</sup> years will also be recognized with a special cor

Examples of acceptable ministry hours:

- Any activity for a non-profit organization
- Parish related activities to help others (mowing church/rectory lawns, folding Sunday bulletins, painting, mission trips, and other youth group or parish projects)
- Visiting the elderly in nursing homes or VA Hospitals
- Participating in activities that benefit the community such as Heart Walk, Coast Cleanup, Relay for Life, and Rock-the-Night
- Helping at a local soup kitchen

- Creating and mailing care packages to soldiers overseas with collected donations.
- Organizing a canned food drive in your parish and donating the food to a St. Vincent de Paul Society.
- Collecting donated toys for children in a local hospital cancer ward.
- Visiting hospital patients and distributing Christmas cards, Valentine's cards, or other cards.
- Volunteering to help at a Special Olympics event.

**Examples of NON ACCEPTABLE ministry hours:**

- Any paid activity.
- Any IMMEDIATE FAMILY ACTIVITY (i.e. household chores, mowing the lawn, babysitting siblings).
- Any activity performed for a business.
- Any club activity that is required and not totally voluntary.

*Students are encouraged to keep a log or record of service work performed and of service hours submitted to the teacher. Verification may be required by the teacher.*

## Ministry Credit Form

Type/Number of Ministry Credit Hours

\_\_\_\_\_ School

\_\_\_\_\_ Parish

\_\_\_\_\_ Community

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

The following Service Work was performed on (date): \_\_\_\_\_

At (location): \_\_\_\_\_

For (organization or person): \_\_\_\_\_

From (time): \_\_\_\_\_ to \_\_\_\_\_

For a total of \_\_\_\_\_ hours on this date. (Use a separate form for each day).

Description of service work performed:

Supervisor's Comments on the student's service:

Supervised by: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Contact Information: \_\_\_\_\_

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This form may be copied for student use as needed. See the guidelines in the Handbook and consult with Religion teacher for the types and amount of work eligible for Service Credit.