



ELEMENTARY HANDBOOK

POLICIES AND PROCEDURES FOR THE ELEMENTARY CAMPUS

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Resurrection Catholic School

Parent /Student Handbook

2026-2027



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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TABLE OF CONTENTS

Special Documents and Announcements

<i>RCS Vision Statement, Vision Statement, Mission Statement</i>	4
<i>School Motto, Statement of Policy, and School Governance</i>	4
<i>History of Resurrection Catholic School</i>	5
<i>Notice and Approval for 2025-2026</i>	6

RCMHS Policies and Procedures

<i>ACADEMICS</i>	7
<i>REPORT CARDS AND GRADING SCALE</i>	7
<i>PROMOTION, RETENTION, HOMEWORK, HONOR ROLL</i>	8
<i>FINANCIAL POLICIES</i>	9
<i>ATHLETIC EVENTS</i>	11
<i>FUNDRAISERS</i>	11
<i>BELL SCHEDULE</i>	15
<i>EXPECTATIONS</i>	13
<i>ADMISSION POLICY</i>	14
<i>ARRIVAL AND DISMISSAL</i>	15
<i>ATTENDANCE POLICY</i>	16
<i>BEHAVIOR</i>	17
<i>DISCIPLINE POLICY</i>	20
<i>RELIGIOUS DUTIES</i>	23
<i>STUDENT RECORDS</i>	23
<i>CAFETERIA PROGRAM</i>	23
<i>UNIFORM POLICY</i>	24
<i>GENERAL INFORMATION</i>	26

Resurrection Catholic School Vision Statement

Through spiritual, intellectual, and social formation in the Catholic tradition, we empower our students to reach their full potential as disciples of Jesus Christ.

Resurrection Catholic School Mission Statement

Our mission is to provide a safe, nurturing environment where all students become intentional disciples of Jesus Christ who, through their spiritual and academic formation, can meet the challenges of a changing society and live a life of “truth, honor, and integrity.”

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

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 Rehabilitations 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 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.

Notice and Approval for 2026-2027

“ . . . 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.

RCES POLICIES AND PROCEDURES

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.

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. Parent-teacher conferences are arranged as the need arises and at the request of the teacher or parent.

Grading Scale

Honor Roll

Honor Roll is an 85 and above.

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

Promotion/Retention/Grades

The promotion or retention of a student depends on the work completed and their ability. To be promoted in grades 1-3, a child must pass reading and math and demonstrate adequate reading skills for age and grade. To be promoted in grades 4-6, 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. 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 students' hard work and academic success, Honor Roll will be recognized each nine weeks for grades 1-6.

- Students on the Principal's Honor Roll will have straight A's in every subject;
- Students with an 85 and better in all subjects will be on the Honor Roll.
- An Unsatisfactory conduct grade (U) will prohibit students from being on the honor roll.

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.

Uniform Costs

Students must wear uniform items purchased through the school. Our uniform provider is Educate and Celebrate.

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.*
- Pre-K Tuition and Fees: Any delinquency past 15 days will result in removal from Resurrection Catholic School.

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.

Insurance

The Diocesan Plan covers each student at RCS. 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. 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.

Eligibility for Family Tuition Rates and Discounts

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 additional Parish assistance, you must contact your pastor directly BEFORE the registration form is submitted. Catholic Families must have their registration form signed by their priest in order to receive the "B" Rate.**

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.

BELL SCHEDULE

7:30	ARRIVAL
7:55	TARDY BELL
8:00	ANNOUNCEMENTS/PRAYER
8:00-11:00	INSTRUCTIONAL TIME
11:00-12:30	LUNCH
12:30-2:40	INSTRUCTIONAL TIME
2:40	FIRST BELL
2:45	SECOND BELL
2:55	END DISMISSAL

EXPECTATIONS

“Train up a child in the way he should go; and when he is old he will not depart from it.”-Proverbs 22:6

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 working with all our students and families with the ultimate goal of learning and growing as God intends.

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

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 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 the 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 in all religious aspects of our school day: this includes 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.

ADMISSION POLICIES

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

Pre-K 3 students must be 3 years old by September 1, Pre-K 4 students must be 4 years old by September 1, Kindergarten students must be 5 by September 1, and First Grade students must be 6 by September 1 of the year they are enrolled in school.

Students who have a satisfactory academic, disciplinary and attendance record are eligible for admission to Resurrection Catholic School. The principal will interview prospective parents and their child to ensure that the child's needs can be met by Resurrection Catholic School. The applicant is accepted based on 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.

*Screening and placement tests may be given to all students entering RCS upon application. Students transferring from a home school program or non-accredited school must take a placement exam as determined by the principal before being considered for admission. Resurrection Catholic School currently uses Renaissance STAR Reading, Freckle Math as well as additional tests that may be given at the discretion of the principal to determine placement.

ARRIVAL AND DISMISSAL POLICY

ARRIVAL: School begins promptly at 7:55 with prayer. All students should be at school before the bell rings at 7:55. Daycare Students may be dropped off starting at 6:30 a.m. in the school cafeteria. All students arriving after 7:30 must go through the car rider line. Students are not allowed to be dropped off in the church parking lot.

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

DISMISSAL:

Full day student dismissal procedures:

- Closing prayer and dismissal procedures begin at 2:45 p.m. Aftercare begins at 2:55 p.m.
- Students will line up on the pavilion at 2:40 p.m. Cars file through the pick up under the awning at the direction of RCS Staff. Students are placed in the cars.
- Children are not allowed to cross the traffic line, 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.
- Parents may walk up to the pavilion to pick up their child at dismissal time.
- **PLEASE REFRAIN FROM TALKING OR TEXTING ON CELL PHONES WHILE IN THE LINE OR WAITING FOR YOUR STUDENT BEHIND PAVILLION.**
- ***FAILURE TO FOLLOW THE PROCEDURES CREATES SAFETY ISSUES AND WILL BE ADDRESSED BY THE PRINCIPAL.***

Half day PK2/PK3 student dismissal is at 12:00 p.m. Parents may park in the church parking lot and pick up their student at the side preschool door that faces the Delmas building.

ATTENDANCE POLICY

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 their classmates'. Please work with the school to protect instructional time by scheduling appointments after school and scheduling vacations during school holidays. ***To be considered present, a student must attend 60% of the instructional day.***

Absences

According to Diocesan Governance No. 38, "unexcused absences should be considered unlawful when they exceed eight (8) days."

Written Excuses

All written excuses for any absence should be submitted within three (3) school days after the absence. Parents are asked to call the office on the first day of their child's absence. Absences for illness, for death in the family may be considered excused.

A letter from the principal will be sent to parents after the 8th absence. The principal may also request a parent conference. After the fifteenth absence, a student may be referred to the local attendance officer for truancy intervention.

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. All parent designees should be listed in FACTS. If a parent designates someone else to pick up a child, the office must be notified prior to pick up preferably in writing

Extra-Curricular Eligibility

Students may not participate in school/Diocese sponsored activities if absent more than 34% of the school day.

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 must accompany students to the office to sign them in. Parents may NOT accompany their child to class to explain tardiness or deliver forgotten items.

- After the tenth (10) tardy, the parents will receive a letter from the principal.
- After the fifteenth (15) tardy, the parents will be called for a conference.
- Perfect Attendance is earned for the year if the student has had no absences, tardies or early checkouts.
- Any student who does not attend school 60% of the instructional day will not be allowed to participate in CYO sports or other after school extra-curricular activities.

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

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 Night meetings once the school year begins.

Each person in a classroom is responsible for helping 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.

Behavior 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 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 physical behavior, social media activities, internet posts and interaction with local and national media. Do not create Facebook pages using the Resurrection name without approval from administration.

Discipline Ladder

FIRST OFFENSE: Verbal warning and redirect behavior

SECOND OFFENSE: A teacher-student 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 can return to school. If the student is Catholic, his/her pastor may be notified and asked to set up a counseling session with the student.

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

***Placement on the discipline ladder is at the discretion of the principal*

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

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.

Behavior 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
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

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, including, but not limited to CYO sports and extra-curricular activities that take place after the school day ends. 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 a recommendation. If a student is recommended for expulsion, the Discipline Committee must 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.

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 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:

- 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)

RELIGIOUS DUTIES

Parents 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 Thursday. **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 accordance 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.

CAFETERIA PROGRAM

The school cafeteria has trained personnel who furnish nutritious balanced meals. Schools using the Federal Meal Program must follow certain regulations. ***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 juice or may purchase milk for lunch. No student will be allowed to skip 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. Each child has a FACTS account that can be debited for meals or snacks. Monthly menus are sent home for planning purposes.

UNIFORM POLICY

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.

Girl's Uniform

- Official Resurrection uniform jumpers with an emblem sewn on the 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 their skirt or jumper.
- ***Mass Dress: Girls grades K-3 wear jumper. Gr. 4-6 wears the skirt.***
- Uniform slacks, polo dresses or uniform shorts may be worn with the proper light blue uniform polo shirt on all other days.
- Small color coordinated hair bows or bands are permitted. ***Not permitted: polka dots, animal prints, purple, orange, turquoise, etc.***
- Small earrings and necklaces are allowed.

Boy's Uniform

- Navy uniform pants or shorts worn with light blue uniform polo shirts bearing the school emblem.
- Male students may not wear earrings.

General Uniform Requirements (all students)

- Uniform shorts are permitted year round other than Mass days.
- ***Athletic shoes may be worn at the elementary.*** Athletic shoes may be black, brown, white, gray, blue, or any combination of these colors. Shoes CANNOT have neon or bright colors. This means **NO** orange, pink, purple, red, teal or aqua, etc., 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**.
- Socks: Solid **white, navy or black** crew socks that cover the ankle; **free of emblems**
Girls may wear white or navy knee socks. 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.
- Students may not wear a watch or bracelets.

- All shirts are to be tucked in at all times.
- Pre-kindergarten 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 hair must not obscure their vision.*** 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 for order through the school 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 lunch detention
- Recurring problems: Parent conference with the principal.

GENERAL INFORMATION

Class Visits

We welcome properly scheduled visits by parents, patrons, volunteers, and friends of our school. Campus security and protection of instructional time is of utmost importance. **Contact the office to arrange a class visit.** To facilitate smooth operation, we appreciate your cooperation in scheduling visits through the principal's office. ***All Visitors must report to the office to sign in and receive a visitor's pass, allowing them to visit the school. No parents may go to the classroom without permission from the office.***

Disruptive Items

Cell phones, video games, toys, squishees or Needohs of any kind, 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 lead to 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 are asked not to bring birthday cakes or king cakes without the teacher's 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./7:30 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. All daycare is billed through FACTS.

Field Trips

All field trips will be planned with the approval of the principal. Parents must sign a permission slip for their child prior to any field trip. Transportation will be indicated on the permission slip but every child must be in a seat belt (unless on a 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. Parents must complete this process to drive on field trips each year.

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. This form must be on file at the school **BEFORE** the student begins school.

The Diocese of Biloxi requires all students of Catholic schools to receive the immunizations mandated by the State of Mississippi for entry to school unless a student is entitled to a medical exemption. A medical exemption is allowed when a child has a medical condition that prevents the child from receiving a vaccine. No other exemptions will be allowed. The purpose of this policy is to fulfill Christ's commandment to "love one another" and uphold the sanctity of life by endeavoring to protect our students through immunization. ***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

In order for students to be given medication at school, the parent/guardian must complete the proper documentation to be kept on file in the office. All medication will be kept in a locked cabinet in the office. **NO MEDICINE IS TO BE KEPT IN THE CLASSROOM.** All medicine must be clearly labeled with the student's name. Permission to give over the counter medication is kept on file in FACTS. Only the secretary, principal or designee is allowed to dispense medication.

Office Hours and Appointments

The principal's office may be reached by calling 762-7207. 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.

Parties

In order to protect the required instructional time necessary to retain our accreditation, parties at RCES will be very limited. 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 classroom teacher's direction. 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.**

Snacks

Students may bring a snack to school. Snack time each day is incorporated into the class schedule. We encourage healthy snacks such as fruit, trail mix, granola bars etc... Students should not bring candy or gum to school. Individual classes may sometimes arrange for snacks for the entire class. **CHEWING GUM IS PROHIBITED ON CAMPUS.**

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 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.**

Transportation

Even though RCS does not operate regular bus routes each day, our students and faculty/staff use buses for athletic events and field trips. Each year, the transportation director will review all bus safety rules and emergency exit procedures with students and staff. RCS adheres to Nathan's Law. Senate Bill 2472 or Nathan's Law was signed into law by then Governor Haley Barbour and went into effect on July 1, 2011. The legislation was named for Nathan Key, a 5-year-old who was killed in December 2009 when a vehicle illegally passed his school bus as he was unloading. The following are major components of Nathan's Law: Motorists must stop at least 10 feet from a school bus when the bus is loading or unloading children, and motorists must not proceed until all children have crossed the street to or from the school bus and the flashing red lights are no longer activated and the stop sign on the side of the bus is retracted. In addition, Nathan's Law prohibits school bus drivers from using cell phones, wireless communication devices, vehicle navigation systems or "personal digital assistants" while operating the bus, except in an emergency.

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 can 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.

