

Welcome to the 2011-2012 school year!

Clear, open and timely communication between school and home is one of our highest priorities. This Parent/Student Handbook has been developed to acquaint you with the philosophy, policies and procedures of Resurrection Catholic School. Policies that are mandated by the Green Bay Diocesan Board of Total Catholic Education are identified by policy number (GBDB 0000).

We ask that you familiarize yourself with the contents of this handbook. **The sections with an asterisk (*) need to be read and explained to your child(ren).** All other policies are intended for parents. **When you have completed this task, remove the front stapled page, sign and return it to school.**

(D/B Code 1030)

We hope you find this handbook to be helpful and informative. Please keep it available for reference throughout the year. Comments, concerns, questions or suggestions are always welcome.

TOGETHER we continue to make RESURRECTION CATHOLIC SCHOOL a wonderful place for children to learn and grow.

You can also find the information at www.gbres.org/school

RESURRECTION SCHOOL PHILOSOPHY

Resurrection Catholic School, in partnership with parents and the community, accepts the responsibility to educate the whole person. Attention is given to the spiritual, moral, intellectual, emotional, social, and physical growth of each individual. We are committed to academic excellence through the development of quality faith formation and academic programs mindful of current educational research.

- We believe that Catholic formation needs to be immediately visible in Catholic education: in the general school environment, in all areas of the curriculum, and in the total life of the school community.
- We believe that Resurrection Catholic School must have as its focal point the development of committed Catholic Christians, inspiring a life ethic of service.
- We believe in providing a child-centered atmosphere in which we strive to meet each student's individual needs by integrating academics, faith formation and thinking skills into real-life experiences.
- We believe in the kindergarten through eighth grade program, yet we recognize the unique characteristics of students at various levels of developmental growth. Therefore, we commit ourselves to the following mission and goals:

MISSION STATEMENT

Resurrection Catholic School is a nurturing community focused on building academic and life skills on a foundation of faith. We provide a secure learning environment in which we meet the developmental needs, interests and abilities of the whole child. Faith-filled activities and academics are integrated into real- life experiences, encouraging each student to develop his/her unique strengths while fostering positive self-esteem. As advocates for students, the faculty, staff and parents are committed to furthering academic excellence in a climate which emphasizes Catholic values.

RESURRECTION CATHOLIC SCHOOL GOALS

We are committed to develop within each student:

- A love for God which will be strong and enduring;
- A life of faith which is receptive, active, responsive and rooted in Catholic values;
- A sense of discipline, respect, cooperation, and trust between one-self, one's teachers, one's friends and one's family;
- A love for learning and a desire to develop one's abilities and talents toward the goal of life-long learning;
- An ability to think critically and solve problems;
- A level of excellence in 21st Century Skills in preparation for living and working in a global society.

2011-2012 RESURRECTION FACULTY AND STAFF

Parish staff, teachers and other personnel may be contacted by phone or e-mail. A complete listing of extensions and e-mail addresses is located on the parish web page

www.gbres.org .

E-mail addresses are generally first initial, last name @gracesystem.org (ex: jsmith@gracesystem.org)

School Staff	Position	Extension
Kay Gross	Principal	155
Lana Kohout	Preschool	160
Jeanne Cramer	Preschool 4K	160
Lynn Francois	Kindergarten	168
Katie McAllister	Kindergarten	123
Jodi Sullivan	Grade 1	166
Jennifer Johnson	Grade 1/Band	166/173
Susan Jarvela	Grade 2	174
Kathleen French-Wilson	Grade 3	171
Linda Trester	Grade 4	165
Sharon Gast	Grade 5	172
Stacie Stueck	Language Arts (6-8)	162
Genevieve Vander Zanden	Religion (6-8)	161
	Soc.Studies (6-8)	
Tonja Gerondale	Science (6-8)	163
Brent VanBoxel	Math (6-8)	163
Faith Petrick	Phy. Ed., Health (6-8)	134
	Athletic Director	
Denise Van Zeeland	Support Resource Teacher	170
Jeanne Ihlenfeldt	Art	175
Rebecca Krahn	Technology	143
Kelly Benzschawel	Music	173 VM 188
Mary Zeller	Librarian	
Amy Savaglia	Spanish K-8	164
Carrie Seibert	Admin. Assistant	125
Kathy Leiterman	Hot Lunch Manager	128
	Cook	
Patty Bradshaw	Assistant Cook	
Gwen Hilbert& Carol Pisani	Lunchroom Supervisor	

FAITH FORMATION TEAM

Rachel Langer	Faith Formation Coord.: Teens-	Young Adults
Rosemary Baloun	Faith Formation Coord: Youth –	Adults
Sheila DeLuca	Faith Formation – Adults	
Amberly Boerschinger	Stewardship Coord.	
Jane Lyon	Faith Formation Secretary	

Parish Personnel

Bp. Robert Morneau	Pastor
Sheila De Luca	Pastoral Associate, Family Life Director
Mary Meisinger	Pastoral Minister
Dcn. Don Ropson	Deacon
Michele Becker	Parish Liturgist & Music Coordinator
Lyle Becker	Prayse Choir Director
Sharon Pfluger	Children’s Choir Director
Debbie LeSage	Finance Manager
Jackie Jocewicz	Bookkeeper
Beth Sanders	Parish Secretary
Mary Jo Krohn	Parish Receptionist,
Alice Beauchaine	Bookkeeping Clerk
Glenn Champeau	Facilities Maintenance
Paul Doucha	Maintenance
Steve Murphy	School Custodian
John Frozena	Parish custodian

TOTAL CATHOLIC EDUCATION PHILOSOPHY

Resurrection Parish Total Catholic Education will provide faith formation opportunities that will lead to daily gospel living for all.

NONDISCRIMINATION

Resurrection School does not discriminate on the basis of race, color, religion sex, national origin or disability in the enrollment of students or the employment of personnel.

LEADERSHIP

SCHOOL BOARD – SITE ADVISORY COUNCIL

In 2011, Resurrection will be fully assimilated into the GRACE System. Our School Board will instead be a Site Advisory Council operating as liaison to GRACE and Resurrection Parish. The Site Advisory Council, the Religion Education Committee, and the Adult Enrichment Committee are all responsible for the Catholic Faith Formation programs of the parish. The Site Advisory Council consists of six to nine school parents and a parish representative as well as a staff member and school principal. The role of the Site Advisory Council is advisory to the administration and GRACE and to assist with policy making, marketing and enrollment, and third source funding as well as communication between parents and staff. All general meetings are open. Unless otherwise posted the meetings are held the 3rd Monday of the month at 6:30 in the Parish Hall.

Jackie Crown	Kay Gross
Liz Grzesk	Rachael Gugliuzza
Kay Handrick	Bill Hawley
Susan Hill	Carrie Liebhauser
Geno McKenna	Paul Zeller

Pastoral Council and all other parish committee member names can be found on the Resurrection Web page www.gbres.org.
(GBDB 1010/2010/2020)

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization is an avenue to an effective partnership between parents, students, and teachers in order that together we can provide a quality Catholic educational program for all. This organization takes responsibility for the main fundraiser for the school. The auction revenue provides additional funds for the main budget and additional school and classroom resources.

Our goal is to have every parent involved in school activities. Check the office for the Volunteer sign-up form if you are not currently involved.

Rachael Gugliuzza	Jennifer Arnold
Jenn Peebles	Jenny Hawley
Mary Ann Engebose	Kay Gross
Paul Zeller	

*** ATTENDANCE ***

***ABSENTEEISM *** Whenever a student is absent, parents are asked to phone the school office (336-3230) before 7:55 AM on each day of the absence. Messages of absences may be left on the voice mail prior to 7:30 AM. If parents do not call the school office to excuse their child or report a late entry, the secretary will attempt to call the home by 9:00 AM to determine why the child is not in school.

***APPOINTMENTS *** Students who must attend appointments during the school day are responsible for missed work. Students will not be considered tardy when coming late from an appointment, but will be marked for a half day missed when arriving after lunch. **Please make every effort to schedule appointments on Wednesday mornings during late start.**

***TARDINESS *** Students are considered tardy if they do not enter the building when the bell rings at 7:55 AM (or 8:45 AM on late start mornings). Students who are tardy should report to the school office BEFORE joining their class.

Whenever frequent tardiness is observed, a call will be made to the home in an attempt to resolve the matter. If the problem persists, the legal authorities and/or Social Services may be contacted.

***VACATIONS *** The staff at Resurrection understands that there are circumstances in which a family vacation must be scheduled when school is in session. For those times when a family vacation can only be scheduled during school times, the following guidelines will apply:

- Parents need to contact the school office and the classroom teacher personally prior to the vacation. A written note or email should also be sent to school giving the dates student(s) will be absent.
- *Work will not be given to a student before a vacation.* All work missed during a vacation is the responsibility of the student. The student must check with his/her teachers upon return to school regarding the work to be made up.

*** DAILY SCHEDULE ***

Grades Kindergarten-5:

7:30 AM Teachers Arrive
* 7:55- 8:05 Homeroom
8:05- 9:45 Classes
9:45-10:00 Recess K-5
10:00-Lunch Classes
11:05-11:45 Lunch/Recess 3/4/5
11:25-12:05 Lunch/Recess K/1/2
11:50- 1:40 Classes
1:45-2:00 Recess K-4
1:55-2:55 Classes
3:10 Dismissal
3:30 PM Teachers Leave

Grades 6-8:

7:30 AM Teachers Arrive
*7:55-8:05 Homeroom
8:05- 11:15 Classes

11:15-11:45 Lunch/Recess
11:45-3:10 Classes

3:10 Dismissal
3:30 PM Teachers Leave

*Wednesday late start time of 8:45 AM- if 2 hour delay start time 9:55 AM
Homeroom 8:45 AM-8:55AM

Thursdays 8:05 AM – 9:00 AM All-student mass celebrated in
Church.

****Note: Students should not be on the school grounds before
7:45 AM (or 8:35 on late start Wednesdays).**

At the end of the day, students may not go to the playground until their own parents are supervising. All children who walk or ride a bicycle must leave the grounds by 3:20 to cross with the crossing guard.

Crossing Guards are stationed at the corners of Libal and Hilltop and Libal and Hoffman.

If children stay at the end of the day, all playground rules must be followed.

***EMERGENCY/SEVERE WEATHER ***

In the event of a building emergency, parents will be notified and all students will be sent home or to a neighbor's house if no adult is at home. NO ONE should attempt to call school during an emergency.

When severe weather conditions occur, parents may call and arrange to pick up their children at their own discretion. When local radio stations announce that the Green Bay Public School District will not be in session, or that they will close earlier than usual, Resurrection School is required to do the same. Resurrection School will not be stated specifically.

PARENTS WILL NOT BE CALLED ABOUT EARLY DISMISSALS – we ask you to PLEASE LISTEN for announcements about closings and/or early dismissals on the following stations:

<u>TV</u>	<u>RADIO</u>
WBAY Channel 2	WNFL 1440
WFRV Channel 5	WGEE 99.7
WLUK Channel 11	WDUZ 1400
WACY Channel 32 (GBDB 4230)	WQLH 98.5

FAITH FORMATION

Resurrection Parish is committed to life long inter-generational Faith Formation. Each Wednesday all adults and children are invited to participate in the parish activities. The Second Wednesday of each month is – **Study It** night. This year the theme is *Sunday Supper*. Sacrament preparation—First Reconciliation and First Eucharist are typically scheduled on the 1st, 3rd, or 4th Wed.

CURRICULUM

A Curriculum Vision and Long Range Plan has been developed for Resurrection Catholic School in conjunction with the Green Bay Diocese.

The model for the overall vision for curriculum at Resurrection School includes the following characteristics and outcomes:

It is the goal to prepare children to be productive faith filled citizens for the 21st century.

We strive to integrate Gospel values throughout the curriculum as well as blend content and process to develop the characteristics of success in all students. Our curriculum centers around the vision to learn in an atmosphere in which living the Gospel message is essential and part of the core curriculum and everyday life.

- **Knowledgeable, faith filled life long learners** who acquire a substantial and organized body of knowledge which they can use fluently to make sense of the world, solve problems and make decisions.
- **Self-determined learners** who feel capable and continually strive to acquire and use the tools they need to be productive citizens.
- **Strategic learners** who have a repertoire of thinking and learning strategies that they use with skill and purpose to think about and control their own learning and guide their learning of new content.

- **Empathetic learners** who are able to view themselves and the world from other perspectives, including perspectives of people from different cultural backgrounds.

This is what the Lord asks of us, to act justly, love tenderly and walk humbly with God

CURRICULUM EMPHASES

The Green Bay Diocesan Curriculum Guidelines is the bedrock of our teaching in Religious Education. The Diocesan Curriculum is constantly evolving and is developed in relation to national standards. Catholic teachings, prayer, liturgy, and outreach programs are incorporated into the daily schedule.

The Mathematics standards, for example, detail what students need to know in order to be mathematically literate in the 21st century. They emphasize the need for students to develop a sense of numbers and an awareness of mathematical possibilities in their every day world.

The English Language Arts standards emphasize that language and writing are part of a natural, developmental process similar to the process of learning to speak. Subject areas are often integrated into thematic units in which children learn individual skills, such as Phonics, as they experience the “whole” picture.

Testing Program

All students will take the MAP (Measure of Academic Progress) assessment three times per year. This is a computerized assessment which measures each student’s skill knowledge during the course of the year in reading, language arts, math and science. Kindergarten and first grade will be assessed in the areas of reading and math. The assessment is designed to measure student growth throughout the year. These assessments assist our staff in determining the direction of instruction. Parents will also receive reports following each assessment session.

SERVICE PROGRAM

Resurrection School Philosophy states: “We believe that Resurrection Catholic School must have as its focal point the development of committed Catholic Christians, inspiring a life ethic of service”.

Stewardship is an important part of the mission—to use God’s gifts for service to our neighbor, and generous sharing.

The staff will seek out and plan community service opportunities. Some events will occur during school hours. Middle level students, as part of the curriculum, are encouraged to participate in service hours.

Extended service projects will be promoted throughout the school year to occur during non-school hours. Room parents and volunteers will handle specific details of the extended service project including all fundraising needed, transportation arrangements. Families will participate in fundraising and donation collection efforts toward the extended service project. Their creativity and teamwork will exemplify Resurrection School's philosophy and mission statement in practice.

BAND PROGRAM

An instrumental band program is offered to students in grades 4-8. Our band instructor offers a private or semi-private instrumental lesson as well as a full band practice which are scheduled during the school day. It is the student's responsibility to make up all regular classroom work that is missed while the student is at a band lesson or practice. More information will come directly from the Band Director.

A band fee will be assessed per student to be paid to GRACE.

COURSE OFFERINGS

Kindergarten: The academic readiness program utilizes an integrated, thematic and balanced literacy approach to instruction.

Grades 1-8 course offerings include:

Religion	Music (including General
Liturgy	Vocal & Instrumental)
Language Arts (including	Art
Spelling & Phonics)	Library
Reading/Literature	Spanish
Mathematics	Technology Literacy
Algebra	Physical Education
Science	
Health	
Social Studies	

All students are encouraged to use the academic and leadership gifts God has given. Grades for 3-8 grade are assigned on a 12pt scale.

"A+" 100-98, "A" 97-95, "A-" 94-93, "B+" 92-91, "B" 90-88, "B-" 87-85, "C+" 84-82, "C" 81-79, "C-" 79-77, "D+" 76-75, "D" 74-73, "D-" 72-71, below 70 "I" Incomplete

Grades for students K-2 are based on their proficiencies in the basic skill areas.

***COMMUNICATIONS ***

CONFERENCES

Parent-student-teacher conferences provide an excellent opportunity for all parties to work together on student progress. Formal Student-Parent-Teacher Conferences are scheduled twice a year. First trimester conferences are in the middle of the trimester. All parents are encouraged to attend. Second trimester conferences are parent/teacher requested. Additionally, during the year teachers stay in close contact with parents through telephone calls, notes, email, or work that is sent home.

FAMILY FOLDER AND POWERSCHOOL

It is a very high priority of Resurrection Catholic School to keep parents informed. Each Thursday a folder will be sent home with the youngest student of each family. The folder contains all necessary communications. Parents are asked to return the folder before the next Thursday.

In addition, we are making use of technology emailing newsletters and other information. Some teachers have blog sites in order to keep parents up to date.

Resurrection School has an automated computer system known as Powerschool. During the first trimester of the school year, parents will receive notification for the web ID and web password for each of their children. Through Powerschool parents will be able to access a variety of information including attendance, grades and lunch account balances. Fifth – Eighth grader teachers will update grades as often as possible but at least once per week. <http://newcas.gbdioc2.org/public/>

*** HOMEWORK ***

Homework is an important extension of the teaching/learning that takes place in school. Homework provides an avenue to practice and reinforce learning and can provide opportunities for study, research, and creativity. Parents can assist their children by providing a quiet place for the students to work and checking that assignments are completed.

A student has the responsibility to complete assignments and prepare for classes to the best of his/her ability.

An average of:

Primary Grades = ½ hour

Intermediate Grades = 1 hour

Middle Level Grades = 1 – 2 hours

homework each day can be expected. Depending on the student's ability, study habits, and/or special projects due, the amount of time required may vary. We strongly recommend setting aside a regular time and place each night for homework/study.

If your child does not bring home assigned work, study could include reading, practice on math facts, reading the newspaper and discussion of a topic...

Please contact your child's teacher if you have questions or concerns regarding homework.

POLICY ON ADDRESSING PARENTAL CONCERNS

The highest priority of parents, teacher, and administrators is ensuring that students have opportunities to learn in a supportive classroom environment.

Throughout the school year, situations may arise that concern parents regarding classroom activities or student/staff interactions. The method of addressing parental concerns is as follows:

Step 1

The parent(s) must discuss the concern with the teacher(s) at a mutually agreed upon time. If requested, the Principal may be present during the initial discussion of the concern(s).

Summarizing the concern(s) in a written statement to share with the teacher(s) is encouraged.

If the concern is remedied to the satisfaction of both parent and teacher, the matter will be considered resolved.

Participants are encouraged to document in writing the concern and the agreed upon solution within three (3) school days of the initial discussion. Parent, teacher and principal will receive a copy.

Step 2

If in the opinion of the parent or teacher the concern is not satisfactorily addressed or the agreed upon solution is not sustained, the concern may either a) be re-addressed with the teacher or b) parent(s) may discuss the concern with the principal.

The concern must be summarized in writing by the parent and be submitted to the principal. The statement must be signed and dated. The principal will discuss the concern directly with the teacher(s) involved.

The parent or teacher may request the presence of a third-party (e.g. teacher,

pastor, staff member) during the meeting with either the teacher or the principal.

The concern and solution will be outlined in writing by the principal and shared with all parties involved within three (3) school days of the meeting in which the concern was resolved.

Step 3

If in the opinion of the parent(s) or teacher the concern is still not satisfactorily addressed or agreed upon solution is not sustained, the parent or teacher may present their concern to the Executive Committee of the Site Advisory Council. The concern must be documented in writing and include a description of what prior steps were taken in an attempt to resolve the concern.

The parent(s) may request the presence of a third-party (e.g. teacher, pastor, staff member) during the meeting with the Executive Committee of the Site Advisory Council.

The concern and solution will be outlined in writing by the Chair of the Site Advisory Council and shared with all parties involved within three (3) school days of the meeting in which the concern was resolved.

*** BEHAVIOR POLICIES ***

*** DISCIPLINE ***

In 1972 the American Catholic bishops stated that Catholic schools were communities of faith. This means that the students and the teachers of that community recognize the presence of Jesus in themselves and in every other member of the community. This undertaking challenges us to model respect, justice and responsibility to one another in our discovery of God's creation.

In general, Resurrection Catholic School's discipline program will follow the philosophy of the National Catholic Education Association guidelines, "Discipline in the Catholic School." The principal, teachers and staff realize that students learn best in an environment that promotes positive and secure interactions. Therefore the discipline process is one that recognizes the worth and respect of every individual and encourages students to be self-disciplined.

Mutual Respect

Students, teachers, parents and others in Catholic schools respect each other because they respect Jesus who lives in them. This respect allows us to appreciate the uniqueness of others and is the foundation of discipline in Catholic schools. Students who act respectfully do not distract teachers or disturb other students. Similarly, teachers who act respectfully appreciate each child's individuality and strive to enhance each child's feelings of self worth in order to encourage them to reach their potential.

Justice

Teachers will work to maintain a positive learning environment. Students act unjustly to their parents, fellow students and teachers when they disrupt the classroom. Teachers are bound by justice to uphold the trust of parents too, in their actions toward their students. Violations of trust are also acts of disrespect. We keep in mind, equal is not always fair and fair is not always equal when working with individuals.

Responsibility

Through baptism all Christians have a responsibility to help others. This is a lesson not easily mastered and a teacher's help is vital. Parents and teachers must encourage children to join with others to respect and show justice to one another. Acceptance of this responsibility is a sign of maturity.

*** COURTESY ***

Accepted patterns of common courtesy are expected at all times. All teachers, staff, and volunteers shall be addressed by their appropriate title (i.e., Mr., Mrs., Ms., Miss.).

Respect, justice, responsibility and self-discipline are four profound concepts. They can be taught to children even in the earliest grades by story and example. Reminding the students of these principles regularly deepens their understanding of these fundamental Christian ideals. The goal of teachers is to have their classroom reflect what it means to live in harmony as brothers and sisters. If this is done in the classroom, students will extend this relationship to their lives outside the classroom.

The goals of our discipline policy therefore are:

- To ensure students are aware that we are responsible for our own actions.
- To create a learning environment in which all are treated with respect and courtesy.
- To provide a positive atmosphere of order and discipline where each student can concentrate on developing his/her skills and potential to the full.
- To promote physical and emotional safety in our school and on our playground.

There are three general school rules that we feel are essential in establishing an effective learning environment.

- Respect yourself , others and things

- Contribute, in a positive way, to the learning environment.
- Follow school and classroom procedures.

The atmosphere that teachers create through their words and actions fosters this sense of Christian discipline. Teachers constantly acknowledge and reinforce students' positive actions, particularly deeds that demonstrate personal responsibility, exceptional behavior, or academic effort.

The classroom is a place for concentrated learning and teachers will not hesitate to hold students accountable when they have acted in a disruptive or disrespectful manner. Students are expected to act in ways reflective Christian community to which they seek to belong.

Occasionally removal from the group is necessary to protect a student and/or the learning environment. This is necessary when a student:

- is in physical or psychological danger or puts another in danger.
- is irrational or unreasonable, or pushes beyond the limits of respect in speech or actions.

If repeated correction from an adult does not help the student gain self control appropriate consequences follow unacceptable behaviors which may include in or out of school suspension.

*** BULLY – FREE ***

Resurrection Catholic School is a nurturing community focused on building a foundation of faith and care for others. We are committed to making our school a safe and caring place for all. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

It is the responsibility of **all parents** to model kind actions and words toward and about others. A rule of thumb...if it is going to hurt someone don't do it or say it.

Our school defines *bullying* as follows:

Bullying is unfair. It happens when someone **purposely and consistently** hurts, fights, teases, threatens, exploits, insults, or leaves someone out.

There are times when children treat others unfairly or unkindly. These can be times when children have low self-esteem or for some reason want to control others or a situation.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Watch for signs of bullying and stop it when it happens.
- Record observed incidents.
- Respond quickly and sensitively to bullying reports.

Teach the *Second Step* program to students in grades K-8.

Provide a safe process for reporting bullying.

Provide consequences for retaliations against students who report bullying.

Assign consequences for bullying which will require the student to:

- * Take responsibility for their action

- * Understand why it was wrong

- * Make restitution to the victim

Provide periodic “focus” activities on positive actions.

Students at our school will do the following things to prevent bullying:

Treat each other respectfully.

Refuse to be unkind to others.

Refuse to let others be bullied.

Refuse to watch, laugh, or join in when someone is being treated unkindly or unfairly.

Try to include everyone in play and work, especially those who are often left out.

Report bullying to an adult.

Examples of bullying include:

Hurting someone physically by hitting, kicking, tripping, or pushing.

Stealing or damaging another person’s things.

Ganging up on someone.

Teasing someone in a hurtful way.

Using put-downs: insulting someone’s race or gender; making fun of someone’s social or economic status, physical appearance, etc.

Spreading rumors about someone.

Leaving someone out on purpose; trying to persuade students not to work or play with someone.

(GBDB 5020)

BULLYING AND TECHNOLOGY

The fastest growing area of bullying is through the internet instant message, text messaging, My Space and Face Book. When people are not face to face it seems easier to say something mean about or to someone and spread hurtful gossip.

Please take every precaution to know what your child is doing when they are using current technology.

HARASSMENT

Harassment is continuous verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or his/her friends, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- has the purpose or effect of unreasonably interfering with an individual's performance; or
- otherwise adversely affects an individual's opportunities.

Harassing conduct includes, but is not limited to:

- epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; and
- written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

A substantiated charge against a student shall subject that student to disciplinary action which may include suspension or expulsion, consistent with the disciplinary code of Resurrection School.

(GBDB 4160/4170/5170)

*** PLAYGROUND PROCEDURES ***

Students:

- obey supervisors at all times.
- be respectful to all students and supervisors in word and action.
- go in one direction (left to right, counter-clockwise, or up to down) on the monkey bars one at a time. NEVER be on top of the monkey bars.
- go down the slide feet first, ONE at a time. NEVER climb up the slide.
- only be one on a swing one at a time.
- stay within the boundaries of the playground.
- try to take care of differences on your own. If you need help, ask the supervisor.
- line up IMMEDIATELY when the bell for end of recess rings.

Students should NOT:

- play any football other than "touch". Rough play of any kind is to be avoided.
- kick or throw stones or woodchips.
- hang or climb on the basketball poles, boards, hoops, soccer goals, or trees.
- have skateboards, bicycles or roller skates/blades on the playground during the school day.
- throw snowballs, or engage in any other dangerous snow activities.
- play near the bike rack during recess or play near the dumpsters.

Rules may change from day to day because of hazardous conditions, i.e. ice storms coming in, and /or snow.

Snow hills are fun. There will be no pushing from the snow hill (king of the hill) or throwing of snow. Sliding on any ice patches is up to the supervisor on duty.

Inappropriate playground conduct will incur disciplinary action which will be dependent on the severity of the infraction.

All students are to go outside during recesses (this is part of the daily schedule). During inclement weather the recesses are held in the homeroom or the Family Activity Center.

Winter weather – It is expected that all children will be dressed appropriately for any weather situation. This includes, boots, snow clothes (jacket and snowpants) mittens and cap. We do live in an area in which we need to know how to be out in cold weather. In most circumstance students will go out for a bit of fresh air.

***TRAFFIC PATTERNS ***

In order to insure the safety of all students at Resurrection School, the following traffic pattern should be followed when bringing students to school and when picking up students at the 3:10 PM dismissal time.

We promote walking and bicycling whenever possible.

MORNING DROP OFF

1. **ENTER** the parking lot at the **EAST STUDENTS ENTRANCE** next to the soccer field, marked with the “in” arrow.
2. Turn left and let your children out of the car on the side facing school. Children should use the designated crosswalk to enter the waiting area.
3. Continue west **EXITING AT WEST DRIVEWAY**, marked with the “out” arrow.
4. Parents who need to park should not park in the first row of parking stalls closest to the building. If you park, children must be escorted to the crosswalk area. Middle level students may walk by themselves but must cross only at the crosswalk.
5. **DO NOT**, under any circumstances, drive through or park in the circle driveway.
6. Children who walk or ride bikes to school must enter the parking lot from the east driveway and stay within the designated pedestrian/bike path.

AFTERNOON PICKUP

1. **ENTER** the parking lot at the **EAST STUDENTS ENTRANCE** next to the soccer field, marked with the “in” arrow.
Park your vehicle. **DO NOT** park in the row closest to the school.
3. **DO NOT** pull in the A.M. drop off lane to pick children up.
4. Exit the lot only through the west driveway marked with the “out” arrow.

Students who walk or ride bikes to school must exit the parking lot using the pedestrian walkway located at the east side of the east driveway.

*** BICYCLE, SKATEBOARD, SCOOTER RIDERS ***

Students may ride their bicycles... to school, observing the following rules:

1. Wear safety helmet.
2. Riding on the sidewalks is prohibited.
3. Each child is to ride singly, park in the area assigned and observe the rules of safety.
4. Students **MUST** walk their bicycles on school property using the east drive pedestrian path.
5. Bikes must be locked to the bike rack.

Skateboards, scooters, roller skates or roller blades follow the same guidelines as bicycles. Any student who violates the above rules may not be allowed to ride a bicycle to school.

AFTERSCHOOL DISMISSAL

At the end of the day students in K-5 grade must wait for their parents in front of the school. Children who walk or bike to school must leave by 3:15 before the crossing guard leaves. A teacher will be outside until 3:20 to watch that all K-5 graders leave with their parents/guardian. If parents allow children to play on the grounds after school, **all playground rules apply.** (see p. 21)

For safety reasons, children should not be running or playing with balls in the dismissal and pick up area.

***LEAVING SCHOOL GROUNDS ***

When a parent requests that a student leave the school grounds between 7:55 AM and 3:00 PM, a written note signed by the parents must be presented to the Principal **PRIOR** to being excused. Leaving school grounds without prior permission may be considered truancy.

Parents are requested to avoid taking students out of school for appointments which should be made outside of school time. However, when a student needs to leave school for a doctor appointment, etc, he/she will remain in class until the parent reports to the school office. The student will then be called to the school office to be signed out by the parent.

Please make every effort to schedule appointments on "Late Start" Wednesdays.

BUS TRANSPORTATION

Free bus transportation is available to any student living two or more miles from school if Resurrection is the closest Catholic school to her/his home. Any others wishing to ride the bus may arrange directly with a bus company for transportation for a fee. Normally, the bus will not pick up students at school on scheduled early dismissal days. On these days, parents need to make other arrangements.

***LIBRARY POLICY ***

Students have the opportunity to check books out of the library each week. Students in grades K-8 who have books overdue will not be allowed to check out library books again until the overdue books are returned or, if lost, paid for. Students who owe books to the library at the end of the third trimester will not receive their report card until their library record is cleared with the Librarian and Principal.

MEDIA/FILM POLICY

Media sources may be used to support and enrich the content of the courses offered and concepts taught at Resurrection. Media sources include, but are not limited to, TV shows, movies, CDs, audio and visual tapes, etc.

Media materials need to:

- 1) Be age appropriate based on the industry rating.
- 2) Media materials must conform with the teachings and values of the Catholic Church. Follow links at www.gbdioc.org to find Catholic movie ratings and film reviews.

This policy covers all on and off-site parish activities being sponsored/offered while students are under the supervision of Resurrection Parish and staff members.

*** INTERNET POLICY ***

Computer and Telecommunications

Resurrection Catholic School is connected to the Internet. With this privilege comes the responsibility to use this resource appropriately. Resurrection students will have the opportunity to research and explore the Internet in a way that is beneficial to their current topics of study, however Resurrection Catholic Parish makes no guarantee that the available technologies are error free and without defect. We strive to ensure that students and staff have access to appropriate learning opportunities.

All students and parents will be asked to sign a Computer Agreement form at the beginning of each school year. This agreement will be kept on file in the Computer Lab. The agreement states that all users will:

- Use school computers for school sanctioned educational purposes only.
- Ensure that when finished with school equipment it will be in its original operating condition.
- Respect the property rights of others, including their files and directories.

If students violate any of these conditions, the student can expect the following actions: loss of computer or internet access until the situation can be investigated, and possible permanent loss of access to the internet upon review by school personnel along with other consequences that would be expected from violations of normal school rules.

(GBDB 4135)

SCHOOL VISITORS

All parents, guest speakers and visitors must report to the school office upon entering the school building. Individuals will sign in at the office and will be given a visitor pass to wear during their stay.

***TELEPHONE ***

The school phone is a business phone. Calls concerning non-school business, such as asking to go to someone's house after school, will not be allowed. To encourage responsibility, students will be discouraged from calling home for forgotten books, assignments, lunch money, instruments, etc.

*** CELL PHONE-ELECTRONIC EQUIPMENT ***

Cellular phones, pagers and other electronic devices must **be turned off** while in the school building and kept in the locker. Students are not permitted to use ipods, mp3 players, or radios, with or without earphones, or other electronic equipment during the school day unless deemed appropriate by the instructor. **Cell phone calls are not permitted during school hours.** Students may use the school office or classroom phone with the permission of the teacher or in the event of an emergency. Students are discouraged from bringing these items to school and must take full responsibility for them if they choose to do so.

*** EMERGENCY DRILLS ***

Fire drills and severe weather drills and lock-down drills are held throughout the year. Students are shown the proper method and route to take to exit the building safely and where their class should seek shelter. Emergency procedures for fire (fire drills), tornado (tornado procedure), bomb threat, hazardous spills, and crisis situations will be practiced throughout the year and are on file in the office and located in each classroom. Evacuation procedures and routes are posted in each classroom. (D/B Code 4230)

*** FIELD TRIPS ***

Field trips serve the instructional program by utilizing those resources of the community that are related to the curriculum. Such trips are encouraged since they contribute to the learning process. These activities do not automatically include all students. Unacceptable conduct, incomplete homework and/or lack of written permission by the parent/guardian, can exclude a particular student from participating. Parents will need to sign a permission form indicating their consent for their child to participate in the field trip and accepting responsibility for him/her while participating. The permission form is an absolute necessity. **ANY STUDENT WITHOUT A SIGNED PERMISSION FORM IS NOT ALLOWED TO PARTICIPATE IN A FIELD TRIP.**

Parents may be asked to serve as chaperones for small groups. All chaperones must have Virtus Training and have done a background check through the diocese. Parents may also be asked to drive for small groups.

Private/Personal Passenger Vehicles

If there is not a sufficient number of students attending an off-campus school/religious education sanctioned event to warrant a bus, a private passenger vehicle may be used. If a private passenger vehicle must be used, the following criteria are recommended:

1. Driver must be at least 21 years of age and exhibit the maturity necessary to provide safety to those he/she is transporting.
2. Driver must possess a valid, non-probationary driver's license and no physical condition that may impair the ability to drive safely.
3. Driver must complete Background Questionnaire/ Authorization Form.
4. The vehicle must have a valid registration.
5. It is recommended that the driver's vehicle be insured at current coverage standards and have \$1million liability umbrella.
6. Driver must provide copy of vehicle insurance card.
7. Every person in the private vehicle must have/wear a seat belt.
8. All drivers must be informed of their responsibilities.

*Diocese of Green Bay Total Catholic Education policy D/B Code 5030

*** FIREARMS, WEAPONS AND OTHER DANGEROUS OBJECTS ***

Firearms, weapons and other dangerous objects are not permitted in schools. The possession or use of such by employees, volunteers, or students is not permitted in the aforementioned buildings or on the grounds or property owned, used or operated by the parish or school. Police shall be notified immediately if an assault or battery occurs resulting from use or threatened use of a firearm, weapon, or dangerous object. When possible, such dangerous objects shall be taken from the person. Parents of students found in possession of such dangerous objects shall be notified.

Any students in possession of a firearm while participating in any school program shall be immediately suspended pending a hearing before the Site Advisory Council. (GBDB 4220)

*** LOST AND FOUND ***

Every effort is made to return lost items to the proper owner. Please have your child check the lost and found box located in the student entrance area as soon as it is apparent something is missing. Please mark with the child's name easily lost items such as hats, mittens, sweaters, etc. to facilitate return. From time to time, unclaimed items are given to charitable organizations.

LUNCH PROGRAM

Hot lunch will be offered to students daily. Prices for the hot lunch program are: \$2.50 each day for students in grades K-8, and \$3.00 for adults. For an additional \$1.00, students in grades 4-8 may "SuperSize" their lunch. Super Size includes an additional entrée and additional milk. Adult guests must call the school office by 9:00 AM if they plan to join their student for lunch. Please sign in and pay for your lunch at the school office when you arrive.

If a student brings cold lunch, he/she may purchase milk using the automated deposit system for \$0.30 a carton. Fruit juice is allowed with cold lunch, but not soda.

Hot lunch and milk will be offered on a daily basis through the use of an automated computer system. Each student will have their own lunch account. Deposits can only be made at the school office or through the envelope system. Parents are to keep track of their child's lunch account by checking through Powerschool computer system. Deposits should be made prior to the account going into arrears. Balances in accounts will carry over as long as the student remains at Resurrection School. Students may not hand in money while going through the lunch line. If a negative balance is more than \$100, parents will be notified that their child may only receive a PBJ sandwich.

If any student has a food allergy, please send a copy of the physician's diagnosis.

LUNCHTIME SUPERVISION

The lunchroom will be supervised every day by the lunchroom supervisor. Parents are responsible for assisting on designated days in the cafeteria, kitchen and playground. Parents assisting in the lunchroom should arrive by 11:00 AM. Lunch supervision duty usually lasts a little over one hour. Parents assisting outdoors, may arrive at 11:20. Please check in the office.

All parents helping in the kitchen, will also help in the cafeteria area after serving. Introduce yourself and ask for any extra requirements from the supervisor. If you have any problem or have any concerns, please report them to the main playground supervisor.

If you are unable to fulfill your obligation, it is imperative that you arrange for a substitute. Due to having to pay someone to work for you if you do not show up, substitute pay is \$10.00 if you have not contacted someone to work for you. Through your cooperation the children will benefit by having a lunch room that encourages responsible socialization.

*** LUNCHROOM GUIDELINES ***

Basically, the student should conduct him/herself as if eating dinner at home or at a restaurant.

- Go to the restroom before going to lunch.
- Use “inside” voices in lunch line and in the lunchroom.
- Remain seated until you are finished with your meal. (K-4 graders are excused by a supervisor)
- Raise hands for help.
- Pick up food and paper from tables and floors before emptying trays.
- Scrape trays off; stack them to fit together. Put paper in waste baskets; food in waste pans, not in the silverware.
- Food must be eaten in the lunchroom.
- Milk, juice or water are acceptable beverages. Soda is not.
- Trading hot lunch food with cold lunch students is unhygienic and not permitted.
- Always listen politely to lunchroom supervisors and treat them courteously.

***STUDENT BIRTHDAY CELEBRATIONS ***

Birthdays are a special time to celebrate God’s gift of life to the world. We ask that parents celebrate their child’s special day by donating a book to that child’s classroom or school library if they so choose. Summer birthdays may be celebrated on your child’s half birthday (ie: June – December, July-January, August-February.)

A day will be chosen at the end of the month designated as that month’s recognition of birthday celebrants (which will be announced via the Parent Newsletter). If students

choose hot lunch that day, the menu will be pizza, veggie, fruit, and BIRTHDAY CAKE! Students not taking hot lunch that day will get a piece of cake or a cupcake with their lunch. In addition, a bulletin board, in the cafeteria, will honor all students with birthdays that month.

On the designated birthday celebration day for the month, all students being recognized may have a dress-down day.

Parents may sign their child out over the lunch hour if they wish to take them out for a special lunch. Students may participate in our excellent hot lunch program or bring in a bag lunch. (It is preferred that parents do not bring “fast food” in for lunch.)

STUDENT RECORDS

In accordance with Federal and State Laws regarding the confidentiality, maintenance and parental or guardian accessibility of pupil records, Resurrection School has established the following guidelines:

- We must have written parental permission to release student behavioral records when a pupil changes schools. Behavioral records include psychological tests, personality evaluations, achievement tests, ability tests, physical health records, and other behavioral data.
- No behavioral records will be maintained for more than one (1) year after the date a pupil graduates or last attends school unless the parent-guardian specifies, in which case they shall specify how long the records should be maintained.
- Pupil progress reports (grades, courses taken, attendance and extra-curricular activities) will be maintained for ten (10) years after the pupil ceases to be enrolled.
- Cumulative records are kept indefinitely after progress reports have been removed.
- Parents may be allowed to examine their child’s school records in the school office after filing a request with the school office. No file may be removed from the office.
- A parent may challenge the contents of their child’s records by applying for a hearing first with the Principal, then with the Site Advisory Council.

These laws and guidelines have been designed primarily to preserve the privacy of you and your children.

NON-CUSTODIAL PARENT

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

information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENT MEDICATION

No medication shall be given to a student by any school personnel unless written instructions for dispensing the medication, along with written authorization from the parent/guardian authorizing school personnel to give medication in the dosage prescribed, is given. In order for school personnel to dispense the medication, parents must complete a "Medication Consent Form." **Students are not allowed to keep any medication in their backpacks, desks, or on their person with the exception of a rescue inhaler for asthma.**

The classroom teachers are asked to monitor any unusual behavior of children on medication and report this to the Principal. However, teachers will not administer medication.

If your child has a medical history that might call for immediate attention (i.e. severe allergic reaction), please inform the school office and your child's teacher and have a consent for treatment form signed and on file in the office. This consent form would be enacted when neither parent nor guardian could be reached and the situation was an emergency.

(GBDB 5070 WI statute 118.29)

SICKNESS/FIRST AID

In the event that a child becomes ill or is injured, parents (or the party designated on the child's emergency record filed at school) will be contacted. Parents/guardians will come to the school office to sign out and pick up sick or injured children. Students will not be allowed to stay in for recess due to illness or injury. It is our policy that if a child is too sick, to be outdoors for recess, he/she should remain at home.

COMMUNICABLE DISEASES – Headlice

When a child is diagnosed as having head lice, he/she will be sent home after the parent has been notified. The child should remain home until treatment is provided (under normal conditions the child should not need to miss more than one day of school.) Parents will be instructed to remove all headlice and nits (eggs) from the child's hair before sending him/her back to school.

SPECIAL EDUCATION and HEALTH SERVICES

Specialists from the Green Bay Public Schools are available to service our school by testing for exceptional educational needs, learning difficulties or emotional disabilities and speech and language problems.

Resurrection School is fortunate to have a number of quality specialized services available for our use. The Brown County Community Health Nurse conducts testing for vision and hearing.

ATHLETIC BOOSTER CLUB

Resurrection Parish has initiated an Athletic Booster Club made up of parents and parishioners in support of the athletic programs for students from the Parish.

*** ATHLETICS ***

The athletic programs at Resurrection are parish programs. Children of all parish members are eligible to participate. The programs are coordinated by our Athletic Director in conjunction with the Principal and Booster Club.

Athletic Mission Statement

We, the teachers, parents, and students of Resurrection Catholic Parish and School welcome all to participate with patience, fortitude, cooperation, and understanding of the differences we all provide.

We will assist our Christian community in providing a sound basis for personal improvement by using strong values, reality, and meaningful use of time and energies.

We will meet our goals and objectives by being models of Christ's undying love for us all. We must be generous with our time and talents and understand that we are blessed in the fact that we are a caring, nurturing, family oriented steward to the betterment of our growth in a Christian community.

Resurrection adheres to the policy and regulations on grade school athletics approved in 1985 and amended periodically by the Diocesan Board of Education. In addition, there are parish policies regarding conduct, care of uniforms and equipment, practice times, etc. Eligibility to compete will be determined by a player's effort and conduct both in school/religion education and in the program itself. In school this determination will be made by the teacher and Principal. In the program, a recommendation will be made to the Principal by the coach and Athletic Director. A player may be suspended or dropped from a team if persistent or serious problems arise.

No student will be allowed to participate in a practice or contest if he/she has not been in attendance the second half of the school day. If the student is not in attendance by 12:00 noon, he/she will not be eligible to participate. (GBDB 6050)

Rules for Coaches

The following rules will be followed strictly:

- 1) **All** coaches **will have** *Virtus* training before the start of their season. If the training is not complete before the start of the season, the coach will not be allowed to coach.
- 2) **All** parents/parishioners/guardians that sign up to help coach should be given a role. There are many different roles to complete to make a team successful. (Some roles include keeping track of rotations, substitutions, attendance, inbounds plays, offense, defense, calling coaches for reminders, etc.) If an acceptable role can not be agreed upon, then the Athletic Director will step in to solve the problem.
- 3) All students play time is contingent on:
 - a) attitude of player
 - b) practices attended
 - c) being on time
 - d) respect for the coach, other players, behavior, and,
 - e) effort of the student during practice, games, etc.although, play time should be as equal as possible.
- 4) All attendance, attitude remarks, play time, etc. needs to be documented.
- 5) All coaches will abide by the FAC rules:
 - a) All outside doors are to be locked at all times. (A parent should be assigned to be in the lobby to help late players to enter.) No door should be propped open with cones or left unlocked unless someone is stationed in the lobby. In the winter, the heat is on. Help us keep our costs down.
 - b) Locker rooms and bathrooms will be checked after practice and/or games.
 - c) All messes should be cleaned up by the people/person that made them.
 - d) All lights are turned off when leaving the building if there is no one left to come in to use the facility. That includes the lights in the storage room.
 - e) Never leave children alone. Make sure all participants are picked up before you leave. Don't push your responsibility onto someone else.
 - f) All equipment should be returned to storage and put away appropriately. It is hard to get the day started when it begins with cleaning up other's messes.

Athletic Grievance Procedure

In striving to maintain a healthy respect for the time and talent given to our youth by volunteers, the following will be the appropriate grievance procedure. This procedure will be **strictly** followed.

If you have a problem or a concern, please do the following in order, with documentation:

1. If the person/guardian/coach/student athlete has a problem, meet with the person(s) involved privately. Make sure that -documentation is given to the Athletic Director.

If the child/student athlete needs moral support, the Athletic Director would be more than happy to help out.

2. If the resolutions from the first documented meeting between the parent/guardian/coach/student aren't resolved, then the meeting will take place with the Athletic Director.
3. If one of the above meetings with the parent/guardian/ coach/student/Athletic Director did not work, then the meeting will be held with the Principal.
4. If one of the above meetings with the parent/guardian/coach/student/Athletic Director/Principal did not work, then the meeting will be held with the Priest.

Please remember when scheduling meetings that all of the involved parties should be in attendance. If someone can not attend, then the meeting shouldn't take place. Also know that, when there is a problem, it needs to be solved promptly to alleviate any hurt feelings.

All documentation needs to be filed with the Athletic Director. The Athletic Director will not meet with parent/guardian/coach/student unless the proper documentation has been filed, although guidance will be rendered when needed.

2011-2012 fees for Resurrection Athletics are \$50.00 per sport (excluding golf).

Athletics at Resurrection include:

- Soccer - Fall
- Volleyball - Fall
- Basketball - Winter
- Track – Spring

VOLUNTEERS

All parents and other volunteers must complete Virtus Training and a background check to volunteer or work with students for more information on virtus training dates go to www.gbdioc.org. Click on the link "Protecting God's Children" or Volunteer /Employee GBDB

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Medications: My child is taking medication at present. My child will bring all such medications necessary, and such medications will be well-labeled. **Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:**

Please initial your choice(s):

_____ I hereby grant permission to give my child the prescribed medication above.

_____ ONLY after immediate contact with myself or a named representative, I hereby grant permission for non-prescription medication to be given to my child.
(ie: throat lozenges, allergy relief)

Signature: _____ Date:

By law, asthma rescue inhalers (ie: albuterol) may be in the possession of the student. Please let the school know if your child has a prescribed inhaler in school.