

RESURRECTION CATHOLIC SCHOOL AT THE CATHEDRAL

425 North 15th Street, Kansas City, KS 66102

913-371-8101

Office Hours: 7:30-4:00

School Hours: 7:50-3:30

Preschool Hours: 7:50-3:30

www.rcskck.org

STUDENT/PARENT HANDBOOK 2023-2024

The main entrance to Resurrection Catholic School is located on 15th Street. Please ring the bell to the right of the entrance, gently pull on the right door and the door will release so that you can enter. Office hours on regular school days are 7:30 am to 4:00 pm.

THE ARCHDIOCESE OF KANSAS CITY IN KANSAS

The Archdiocesan Office of Catholic Schools serves as a consultant to local school administrators. Canonical authority for the school rests with the Resurrection Catholic School Board of Trustees.

ARCHDIOCESAN MISSION STATEMENT

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

RESURRECTION SCHOOL MISSION STATEMENT

Resurrection Catholic School exists to live Christ's love and to develop our talents to serve Him always.

RESURRECTION SCHOOL VISION

Resurrection Catholic School at the Cathedral is a community that treats everyone with respect, where children achieve academic excellence, where families actively practice their Catholic faith and where the school and parish communities support each other.

FAMILIES WHO CHOOSE TO HOMESCHOOL

Families who choose to educate their child(ren) at home must be enrolled in an accredited virtual program or a registered homeschool program so as not to be considered truant. A valid transcript must be provided in order to re-enroll in upcoming years at Resurrection.

PARENTAL RESPONSIBILITY

Parents shall:

- Model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
 - Support the efforts of the schools in the education of their child(ren);
 - Share talent, time and treasure with their parishes and schools;
 - As their child(ren)'s first teacher, encourage and help them to learn;
 - Promote regular attendance and punctuality;
 - Provide an appropriate environment and schedule adequate time for completion of school work at home;
 - Maintain Christian decorum in all manner of communication with school personnel and other members of the school community
 - Ensure home environments that do not create conflict between home and school experiences as described in policy #6000. Principals and teachers shall assist parents in understanding the approach, content and methods of Catholic education and school matters.
- Parents also need to be involved in the following:

- Help/Volunteer for at least two activities throughout the year. This includes, and is not limited to, Taste of KCK, serving as a Room Parent, grounds cleanup, and other activities. Opportunities will be shared with families throughout the school year through email and the Sign Up Genius.
- Participation in the Fall raffle. Parents must sell a set number of raffle tickets each year in order to avoid that amount being added to the parents' tuition.

STATEMENT OF ACCOUNTABILITY

A commitment of support from the school community is essential to fulfill the purpose and goals of our mission. To this end, certain responsibilities are accepted. **Schools may reserve the right to reevaluate a student's enrollment based upon parental behaviors that violate this policy.**

Students will:

- Show respect for the Catholic ideas on which the school is centered.
- Maintain an attitude of accountability for their own learning, and cooperate with school personnel and other students.
- Treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith.

Parents/Guardians will:

- Model Catholic behaviors and attitudes including fulfillment of a Sunday obligation and an active participation in the sacraments and in ongoing faith formation.
- Support the efforts of the school in the education of their child(ren).
- Share talent, time and treasure with the school.
- As their child(ren)'s first teacher, encourage and help them to learn.
- Promote regular attendance and punctuality.
- Provide an appropriate environment, schedule adequate time for completion of schoolwork at home.
- Maintain Christian decorum in all manners of communication with school personnel and other members of the school community.

Faculty and Staff will:

- Model Christian behaviors and attitudes.
- Display professional attitudes and a dedication to Church teaching.
- Participate in ongoing spiritual and professional formation.
- Use instructional strategies that are most effective in promoting mastery learning.
- Communicate effectively with students, parents/guardians, teachers and administrators.
- Present content using a variety of methods which are sensitive to the individual needs of our students as well as the diocesan curriculum outcomes.
- Maintain a classroom conducive to learning.

Local Administrators will:

- Model Christian ideals for teachers, students and parents/guardians.
- Communicate effectively with pastors, faculty, students, parents/guardians, the Board of Trustees and parish community.
- Provide leadership in curriculum and staff development.
- Supervise the instruction provided to students.
- Maintain an atmosphere conducive to learning.
- Participate in ongoing spiritual and professional formation.

Board of Trustee Members will:

- Model Christian behavior and attitudes.
- Participate in formation of policies and the five year on-going Strategic Plan.
- Support decisions regarding implementation of policies.
- Participate in long range planning to extend Catholic Education into the future.

BOARD OF TRUSTEES

Among other powers described in the corporate documents, the Board of Trustees ensures that Resurrection School fulfills the spiritual mission of a Catholic elementary school by establishing and following policies for the school that assure a sound Catholic education and spiritual formation program consistent with the applicable policies of the Archdiocese.

Resurrection School welcomes positive as well as constructive feedback on how we can improve. When a parent or stakeholder has information to share or a concern about the activities at school, it is important to communicate first with the teacher, if the matter involves the classroom. If the matter is not resolved, the parent should contact the principal, **Kevin O'Brien**, at kobrien@rcskck.org, or by phone, 913-371-8101. If more action is needed, the Board of Trustees president, **Norberto Ayala-Flores**, should be notified by leaving a message or note at school or by emailing her at boardpresident@rcskck.org. Any message taken at school will be given to her promptly with confidentiality.

RESURRECTION PARENT COMMUNITY (RPC)

RPC is designed to assist the school with community building and stewardship efforts through communication, volunteer work, event planning, brainstorming, community involvement and leadership. Meetings and volunteer opportunities are scheduled throughout the year.

For more information, see the latest information at rckck.org by clicking on the “Parents” tab.

SACRAMENTAL PROGRAMS

Sacramental Preparation and Celebration for students at Resurrection Catholic School at the Cathedral

General Introduction

1. The Archbishop has the primary and principal role in the “Teaching Mission” of the Church in the Archdiocese.
2. The pastor of the parish, as the co-worker with the Archbishop, closely shares this role. The pastor is the delegate of the Archbishop in all matters on the parish level pertaining to the parish school, except in those matters the Archbishop reserves to himself or to others.
3. The principal, teachers, and staff collaborate with the pastor and the superintendent of schools according to their contracts, the policies in the Archdiocesan Handbook and all administrative guidelines approved by the Archbishop.
4. The Archbishop, pastor, principal, faculty and staff are bound by the legal and civil relationships of employer-employee according to the laws and regulations of the State of Kansas and the Federal Government.

The Parish

A parish is a definite community of the Christian faithful established on a stable basis within a particular church; the pastoral care of the parish is entrusted to a pastor as its own shepherd under the authority of the Archbishop.

Evangelization & Catechesis

1. The evangelization and catechesis of all parishioners is a primary responsibility of each parish.
2. Parish evangelization is directed to engendering an ever-deepening conversion and commitment to Christ, reaching out to inactive Catholics and the unchurched, incorporating the Gospel message into the hearts of individuals and society at large.
3. Parish catechesis is a comprehensive life-long process which promotes knowledge of the faith, moral formation, liturgical education, involvement in community, formation in personal and communal prayer and missionary initiatives.
4. Sacramental preparation programs are an integral part of each parish’s catechetical ministry.

The Sacraments

“The Sacraments of the New Testament, instituted by Christ the Lord and entrusted to the Church, as they are actions of Christ and the Church, stand out as the signs and means by which the faith is expressed and strengthened, worship is rendered to God, and the sanctification of humankind is effected, and they thus contribute in the highest degree to the establishment and manifestation of ecclesial communion; therefore both the sacred ministers and the rest of the Christian faithful must employ the greatest reverence and the necessary diligence in their celebration.”
(CCL 840)

First Reconciliation

1. “The follower of Christ who has sinned, but who has been moved by the Holy Spirit to come to the sacrament of penance should above all be converted to God with his whole heart. This inner conversion of heart embraces sorrow for sin and the intent to lead a new life. It is expressed through confession made to the Church, due satisfaction and amendment of life. God grants pardon for sin through the Church, which works by the ministry of priests.” (Introduction to Rite of Penance, ¶ 6)
2. In accord with Canon 914, children who have reached the use of reason are to have made sacramental confession before the reception of First Eucharist. Therefore, catechesis on Reconciliation must precede the catechesis on First Communion. While the relationship between Reconciliation and Eucharist needs to be understood, each sacrament is distinct and preparation for each is to be provided separately through a clear and unhurried process.
3. Pastors, parents and teachers are to provide adequate catechesis so that the child may receive this sacrament knowledgeable and freely.
4. Catechesis for the Sacrament of Reconciliation is to be a collaborative endeavor of pastors, parents and catechists.
5. The primary role of parents in this preparation is both a right and a duty.
6. Pastors and catechists will provide programs that involve the parents in catechesis.
7. Catechesis for the Sacrament of Reconciliation should ordinarily be given during the first semester of the second grade.
8. Since catechesis and participation in Penance is on-going, parents are responsible for continuing to provide opportunity for their child to enter more deeply into the sacramental experience of forgiveness and reconciliation.

First Holy Communion

1. “For the administration of the Most Holy Eucharist to children, it is required that they have sufficient knowledge and careful preparation so as to understand the mystery of Christ according to their capacity and can receive the Body of the Lord with faith and devotion.” (Canon 913)
2. “It is the responsibility, in the first place, of parents and those who take the place of parents as well as of the pastor to see that children who have reached the use of reason are correctly prepared and are nourished by the divine food as early as possible, preceded by sacramental confession.” (Canon 914)
3. Every parish is to have a process of preparation for children to assist them in understanding and appreciating the gift of the Most Holy Eucharist.
4. This process is to include both catechesis and spiritual formation.
5. It is to involve parents, teachers and pastors in a communal commitment to share with the children the riches of the Holy Eucharist.
6. On-going catechesis and ever more intentional participation in the Eucharist are to be encouraged by parents, pastors, and catechists.
7. Normally preparation for First Holy Communion takes place during the second grade year. It should be done separately from the preparation for First Reconciliation which is celebrated prior to First Holy Communion.
8. Preparation is to involve both parents and children, with the parents playing an active role in sharing their faith with their children.
9. Those approaching the Eucharist must exhibit a basic understanding of the Eucharist prior to receiving Holy Communion.
10. Normally the celebration takes place at a parish church at Eucharist on a Sunday.

Confirmation

1. Those who have been baptized continue on the path of Christian initiation through the sacrament of Confirmation. In this sacrament they receive the Holy Spirit, whom the Lord sent upon the apostles at Pentecost.
2. “This giving of the Holy Spirit conforms believers more perfectly to Christ and strengthens them so that they may bear witness to Christ for the building up of His body in faith and love.” (Canon 879)
3. It is the responsibility of the people of God to prepare the baptized for Confirmation.
4. It is the responsibility of the pastor to see that all the baptized come to the fullness of Christian initiation and are carefully prepared for Confirmation.
5. The initiation of children into the sacramental life is for the most part the responsibility and concern of Christian parents.
6. Every parish is to provide a process of preparation for candidates for Confirmation.
7. The preparation for the Sacrament of Confirmation is situated within family life and parish living.
8. The school, under the guidance of the parish priests, implements a program that includes catechesis, spiritual formation, mentoring/faith sharing and Christian service.
9. Preparation programs should actively involve the pastor, catechists, youth ministers and others who are trained and qualified to assist in the on-going formation of young people.
10. Confirmation is usually conferred during the eighth grade with the minimum age being twelve.

Sacramental Preparation and Celebration

1. Resurrection Catholic School at the Cathedral is supported by the following parishes: St. Peter’s Cathedral, St. Mary-St. Anthony, St. John the Baptist, Holy Family and All Saints. Students in second grade will be preparing for Reconciliation and First Communion. Students in 8th grade will be preparing for the sacrament of Confirmation. All students who receive sacraments must be baptized.
2. The Sacrament of First Reconciliation will take place during the Advent season at one of the designated parishes (which will be shared with parents at the start of the school year). First Communion will take place on the first weekend in May at the home parish in which the student and family attend. Students will celebrate with their class and school community at the May Day All School Mass in May.
3. Confirmation for 8th graders will be celebrated as a class in a ceremony at Cathedral of St. Peter. The date will be determined by the Archbishop.
4. Students will receive instruction and preparation in their religion classes at Resurrection School.
5. Students who are baptized and in 3rd grade or older who wish to receive the sacraments will obtain sacramental preparation at school beginning in September and will make their First Reconciliation and First Communion at a school service and Mass during Advent. Parents who would like their child to participate in this preparation must notify the school office.
6. Any students who have not been baptized and wish to receive the sacraments are to visit with their parish priest as soon as possible. If they are 7 years old or over, sacramental preparation will be given and sacraments will be received at their home parish.

Students Who Are Not of the Catholic Faith

Students who are not of the Catholic faith are welcome in Catholic schools in the Archdiocese of Kansas City in Kansas. However, since the Catholic school curriculum and activities are designed to teach the Catholic faith, promote the Catholic mission and support community-building, it is important for all students to participate in all school activities. To this end, non-Catholic students are expected to participate in liturgical and prayer services (with the exception of receipt of sacraments, open only to members of the Catholic faith) and are not exempted from these or religion/theology class requirements. (#7020).

FINANCIAL REQUIREMENTS

For all families, a nonrefundable registration fee is required per family. Parents have the option of paying tuition monthly or annually. Annual payments are due July 1st. Parents not opting to make one annual payment need to sign up with **FACTS Tuition**. There is a fee to sign up for this payment plan. All payments must be made to this tuition company. Failure to make monthly tuition payments to FACTS Tuition (Monthly payments should not be made in the school office.) may result in monthly interruption days for your child(ren). **Contact information for parents: <https://factsmgt.com> or 866-441-4637.**

Student Interruption Day

All financial obligations, included but not limited to, tuition, fees, fundraising obligations, must be current by each interruption day indicated in the school calendar. Failure to meet your financial obligations may result in your child being excluded from all school activities as well as access to all student grades and records until financial obligations are met. Please speak to the principal if you find you need financial assistance during the school year.

ADMISSIONS

Resurrection Catholic School at the Cathedral admits students of any race, color, and national or ethnic origin and gender. Preference in admissions is given to members of the following parishes and members of the Catholic faith: All Saints, Cathedral of St. Peter, Holy Family, St. John the Baptist and St. Mary-St. Anthony. Resurrection School is committed to meeting the needs of all students. There are some conditions, however, for which the school cannot provide the necessary resources. The first step towards admission is submitting the Information Request form found at rscskc.org under the "Enroll" page tab. Upon submission, someone from the school office will contact parents to set up a time for a meeting with the principal.

For more information about admissions and enrollment, please visit reskck.org and click on the "Enroll" tab. Each year, both returning and new families must complete the enrollment process. The enrollment process will be considered complete when all required paperwork and the non-refundable enrollment fee have been submitted to the office. Failure to complete the enrollment process by set deadlines may impact financial aid and placement availability.

Guiding Principles

The student is a reflection of God's love...the child is made in the image of God. Every measure must be taken to respect and nurture the dignity and potential of each child and young adult in the Catholic Schools in the Archdiocese of Kansas City in Kansas. Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teaching of our faith. Any measure taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus

Placement Status

Children who apply for admission by transfer from non-public schools or from public schools, will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school principal. After such evaluations have been completed, the principal will determine the final grade placement of the child.

Children who apply for admission to Resurrection who have been homeschooled will be evaluated by the school for placement. A valid transcript must be provided in order to enroll.

The principal will make the final decision based upon an interview, student portfolio, and achievement tests or any other informal curriculum assessment administered by the school.

Age Requirements

The entrance age of students shall be in conformity with Kansas State law. Children entering kindergarten must be five years of age on or before August 31. Those entering first grade must be six years of age on or before August 31.

New Students

Students transferring to Resurrection Catholic School at the Cathedral at any time of the year are on academic and behavioral probation for the first year. New students and parents will agree in writing to an academic and behavioral contract before beginning the first day. Any action that is contrary to the rules, regulations and expectations of the school handbook may be cause for expulsion.

Health Assessment

Every student up to the age of nine years who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the local school office.

Immunization Records

As required by law, all students entering a Kansas school for the first time must have a Kansas Certificate of Immunization on file. Failure to have these tests and vaccinations or complete them in a timely manner shall be deemed non-compliant, and schools may reserve the right to deny admittance. Students are expected to have their immunizations remain current throughout their time at Resurrection.

Baptismal Certificate

Upon enrollment all new Catholic students are to present a Baptismal Certificate.

Birth Certificate

To establish proof of age and proof of identity as required by Kansas Law, the presentation of a valid birth certificate is required at the time of enrollment for all students entering kindergarten or first grade. For students entering second through eighth grades, a birth certificate and a certified transcript or other pupil records are necessary to establish proof of identity.

Admission Forms

For the safety, health and welfare of the children, all state and school enrollment forms required for students must be properly completed and on file in the school office prior to the opening date of each school year. Non-compliance with this policy may result in a child not being allowed to attend school until all forms have been received.

Withdrawal

If a child is transferring to another school during the school year, the principal and teacher(s) are to be notified in advance of the departure date. Official records are released at the request of the school to which the child transfers. Once all financial obligations to Resurrection School are met, the records will be sent.

Request for Records

Official student records may be released to other educational institutions upon written request of a parent or guardian or upon the written request of the receiving educational institution, only after all tuition and fee requirements at Resurrection Catholic School at the Cathedral have been met. Records may be released to other agencies or institutions upon written request of the parent or guardian or upon receipt of court order. Upon compliance with an institutional request, the parent will be notified in writing that the records have been transferred. Records may be released to parents but should be stamped that the documents were "Released directly to parents." (7510.1)

Withdrawal/Readmittance

Students who have withdrawn from Resurrection Catholic School for any reason may be readmitted to the school only upon approval of the principal.

SCHOOL DAY

The school day begins for K-8 at 7:50 am and students will be dismissed beginning at 3:30 pm. Students may enter the building at 7:20 and proceed to the cafeteria for breakfast or classroom. Breakfast service will end at 7:40 and any student who arrives will be guided to their classroom. Any student arriving in the classroom after 7:50 will be considered tardy.

Arrival/Dismissal Procedures

Please refer to the map located at the end of the calendar/handbook. **Students' safety is a priority at Resurrection Catholic School at the Cathedral.** To keep students safe, please follow all drop-off and pick-up procedures. All K-8 students should be dropped off at either the 14th or 15th Street door between 7:30 and 7:45. Teachers are present at the entrance to supervise students as they enter the school doors. Grades K-8 will be picked up in the parking lot at designated stations. Preschool will be picked up on the 15th St. side. No parking will be allowed inside the Cathedral parking lot or on 14th St. side of the school in order to ensure smooth pickup and safety. **It is important to follow all rules of the road so that students stay safe. Students are only allowed to cross the street at designated crosswalks. Parents are asked to cross at crosswalks only.**

ATTENDANCE

Absences

Daily attendance is vital for each child's achievement and success in school. Parents/guardians must call the school office by 8:00 am to report a child's absence.

Each Archdiocesan School, through its designated Reporting Officer, shall report to the Social and Rehabilitation Service (SRS) any child who is enrolled and is inexcusably absent from all or a significant part of the school day on either three (3) consecutive school days or five (5) school days in any semester or seven (7) school days in any school year, whichever comes first. Before any report is made, the principal shall serve written notice to a parent/guardian of the child. The notice shall inform the parent/guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official. The principal determines the criteria for valid excuse. The principal may consult with the Superintendent of Catholic Schools if there is a question. If the child does not begin attending school, or if the parent or guardian does not present an adequate response, as determined by the principal, within five (5) days after the registered mail receipt has been returned, the matter shall be reported to the Secretary of Social and Rehabilitation Services or the County/District Attorney, as specified above.

Any student who is absent from school will not be allowed at any afterschool activities that day.

Tardiness

Any student who arrives in the classroom after the 7:50 bell will be recorded as tardy for the school day. Parents need to call the school office by 8:00 am to give a lunch status for the child.

Accumulated tardiness to school will result in an unexcused absence as defined by the Kansas statute when a child is inexcusably absent from school. Seven unexcused tardies equal one unexcused absence.

Early Dismissal

Medical and dental appointments should be scheduled for after school whenever possible. If an appointment is necessary during school hours or if a student is to leave the building for any other reason, the procedure listed below is to be followed:

1. The parent/guardian or person authorized by the note to pick up the student must check in at the school office and sign out the child/children.
2. Students who need to be picked up early should leave no later than 3:00 to avoid crowds at the office door.
3. After the parent or authorized person arrives at school, the child/children will then be called to the school office by the secretary/principal or authorized school personnel.
4. If a student is being picked up by someone other than a parent, notification by note or a phone call must be sent to the school office.
5. Parent or guardian will remain outside and the student will come out to them.

Truancy

Regular attendance is an important part of education and preparing students. Students are required to attend school and all classes every day. By attending classes, a student will develop the skills and knowledge necessary to function in a global society. It is the expectation that attendance will be reported and recorded every day. If a student is absent, the parent and/or guardian shall call the school as soon as possible after the school is in session. If an absence is not reported the school shall notify the parent of the student's absence. All absences, regardless of reason, shall be recorded on the student's permanent attendance record.

An excused absence is defined and has been classified excused.

Absences shall be excused for the following reasons:

- Illness of the student or medical appointments
- Urgent need of the child to be at home due to illness in the immediate family
- Death in the family
- Or absences approved by the principal and prearranged by the parent, student, and principal

What is an unexcused absence?

- No Transportation
- Out of Town
- Vacations
- Babysitting

According to the Kansas State law, a student is truant if he/she is absent without a valid excuse.

Truancy is:

- **3 consecutive unexcused absences**
- **5 unexcused absences in a semester**
- **7 unexcused absences in a school year.**

The Wyandotte County Truant Officer will be notified of any truant students this school year.

NOTE: No student shall be considered truant while subject to out of school suspension or expulsion.

ACADEMICS/INSTRUCTION

Accreditation

Resurrection Catholic School at the Cathedral is accredited through Cognia and the State of Kansas.

Curriculum

The curriculum includes religion, English language arts/literacy (reading, writing, listening, speaking, language), technology, mathematics, science, social studies, physical education, library media, music and art. You may find a complete listing of the outcomes for each subject and grade at www.archkckcs.org. Resurrection Catholic School at the Cathedral will provide students with appropriate learning activities to enhance students' abilities to master Archdiocesan curriculum outcomes. Students who meet eligibility requirements participate in Federal Title programs.

Homework

The school day is too short to provide a student the necessary practice to implement the various skills each child must learn. Therefore, all children are expected to spend some time each afternoon or evening engaged in learning at home. Each child should be comfortable with the material as it reinforces what has been taught at school. Some students may require more or less time, depending on their ability level and the nature of the task at hand. Parents are responsible for providing a home environment conducive to such learning and encouraging their children to develop regular home study habits. In order to stress the development of responsible students, we strongly encourage parents **NOT** to bring forgotten supplies (including homework) to school. Students will not be allowed to call home for forgotten homework. The Homework Policy will be outlined at Back to School Night and posted on our school website, www.rcskck.org. Children who are absent because of vacations will not be able to make up work until after their return. Trying to compile books, assignments, etc. in advance is not always possible.

Assessments

Achievement and ability testing provide school personnel and parents with student academic information as well as information that can assist in curriculum improvement. However, parents and teachers should be aware of the limitations of these evaluations and the information received. The Measure of Academic Progress (MAP) will be given to students in grades 2-8 and the MAP for Primary Grades (MPG) will be given to students in grades K-1. The DIBELS screening tool will be given three times a year to some students in grades K-6 when more information is needed for instruction. Students in grades 3-8 are also given the Kansas State Assessment Test. As addressed by the state, these tests are given in the areas of Reading, Math, Writing, Science and Social Studies. Students in fifth and eighth grades will also take the ACRE Test. This test measures what our students know about their Catholic faith.

Student Report Cards

Report cards will be distributed to the family at the end of each quarter and will be sent home after the final tuition payment is made in June. Grades can be accessed through the school website (www.rcskck.org) throughout the year. Please call the school office for your login and password. Students who maintain a 3.5 grade point average at semester grade time will be recognized with Principal's Honor Roll.

Grading Scale

Grades K-2 use the symbols of S+ for consistent performance, S for satisfactory progress, S- for progressing, and N for needs improvement. Grades 3-8 use this scale: A = 94% – 100%; B = 87% – 93%; C = 75% – 86%; D = 68% – 74%; F = 67% & below.

Parent-Teacher Conferences

Required parent-teacher conferences will be held twice each school year, in the fall and spring semesters. It is important that parents meet with teachers during parent-teacher conferences. Parents and teachers can always schedule a conference anytime during the school year to discuss academic progress or behavior issues. Parents should first discuss any concern with the child's teacher. If the matter cannot be resolved, then it should be discussed with the principal. Individual problems cannot be solved unless there is open and honest communication with all involved.

Liturgy and Prayer

Liturgies and prayer are an integral part of the school day. Masses are scheduled weekly for all grades (Refer to the school calendar for specific days and times.). Students also participate in weekly rosaries/stations of the cross. Various celebrations, including Our Lady of Guadalupe, All Saints Day and May Crowning will be observed.

Service Hours

Each student is expected to earn a certain number of service hours each quarter. Service projects for grades K-7 will be teacher directed. Those students in 8th grade will be required to have 8 hours of service each quarter for Confirmation. Expectations for service hours are at the discretion of the classroom teacher.

Retention of Students for Academic/Social/Emotional Reasons

No child should be retained unless there is sufficient data and evidence that he/she will profit academically and suffer no emotional strain from being retained. Retention should only be considered in exceptional circumstances where there is strong evidence that it is in the best interest of the student. The decision for retention must involve the Student Intervention Team and the team may ask for input from the Associate Superintendent for Student Services. This consultation and evaluation process should take place within an acceptable time line to allow all parties sufficient time to consider the decision. When considering if a student might be retained, the principal and teacher must consult with the parent(s) with the final decision being made by the parent. Research demonstrates the potential for negative effects consistently outweighs the potential for positive outcomes with respect to student retention. Accordingly, educational practices have shifted to the almost exclusive use of promotion with intervention for students who are at academic risk.

See John Hattie's research on retention: *Hattie, J. (2009). Visible Learning: A Synthesis of Over 800 Meta-Analyses Relating to Achievement. New York: Routledge. (#7520)*

Instruction for Children with Special Needs

District 500 of the Kansas City, Kansas Public Schools provides support services for many students identified with special needs. Some of the support includes speech, occupational therapy (OT), remedial education, and gifted programs. Resurrection School has a Student Intervention Team (SIT) that assists both the classroom teacher and parents in meeting the needs of all students. Parents with concerns should contact their child's teacher. Resurrection Catholic School at the Cathedral is committed to the goal of "Teaching All God's Children." Students who are struggling can be supported on a variety of levels: home, classroom interventions, school interventions, and through special education. Resurrection School is committed to meeting the needs of all students. There are some conditions, however, for which the school cannot provide the necessary resources.

SIT

The Student Improvement Team process is a systematic approach to addressing academic or behavioral needs of a student. Any needs of a student K-8th grade who is struggling either academically or behaviorally will be brought to the Student Improvement Team. The team of teachers, parents of the child and child (if age-appropriate) will meet to devise and implement strategies to help the student find success.

Technology

Technological resources, including the internet, are provided to each student at Resurrection to support and enhance educational goals and objectives. Internet access is a privilege, not a right. Resurrection School will provide a written protocol for the terms and conditions of internet use. This policy will be sent home in school packets. Parents and students who are new to our school must sign and return the policy to school before the child will be allowed to use the internet at school.

In addition, in order to assure child safety and protection, RCS shall maintain filtering software on all computers used by and/or accessible to students.

Students are not allowed to take pictures during the school day without written consent of the student's teacher and the principal. Failure to adhere to this policy may result in suspension or expulsion.

Field Trips

Classroom teachers schedule field trips throughout the year to enable students to share and learn from opportunities outside the school. All field trips can be denied if a student fails to meet the academic or behavioral requirements. Buses will be used to transport students on field trips.

COMMUNICATION

Communication between parents/guardians and staff is needed and encouraged. Effective communication takes time, understanding, trust, mutual support and cooperation. Emails should only be used to set appointments between parents and teachers, and should be checked regularly for important updates. Communication regarding student's progress will be conducted by telephone or in person. Parents are expected to be respectful of teachers' time and recognize that teachers have the right to personal time outside of school hours.

Emergency Information/Change of Address

It is essential that the office be notified as soon as possible of any change in address or home/business/cell phone numbers or email address. In case of an emergency, this information needs to be current and accurate. Please have phone numbers of two individuals who are able to reach you during the school day on file in the office.

Newsletter/Calendar

There will be a principal memo sent each week on Friday afternoon through email to parents. Parents can also check the calendar online at rcskck.org/parents. Current teacher webpages will also be made available to parents throughout the school year. Any changes or additions to the calendar will be sent home as needed.

Telephone Use/Cell Phones

Unless an emergency arises, students will not be called to the telephone during school hours. Messages will be taken and given to the child as soon as possible. **Students will not be allowed to call home for forgotten assignments or library books.** Since office phones are in use for school business, students may not use the phones for personal matters. **Students may not carry cell phones.** If a student brings a cell phone to school it must be turned off and turned into the office or classroom teacher. They may NOT carry it in their backpacks or lockers. If a student uses a cell phone on school property, including before or after school without

teacher/staff permission, or a cell phone goes off during the school day, the phone will be confiscated and a parent will need to come to the office to pick up the cell phone. Resurrection School is not responsible for cell phones or any non-school related personal items.

Social Media

Parents and students should not request or engage with teachers or faculty on social media platforms. Parents are welcome to join the private Resurrection Parent Page on Facebook, where they can access information and answer one another's questions within the parent community. Students are encouraged to refrain from social media usage during their time at RCS. As outlined in bullying policy, harmful language, behavior, or actions through social media could result in disciplinary actions (including suspension and/or expulsion) and possibly law enforcement involvement.

Resurrection School App

The teachers and staff will utilize the school app to send notifications and reminders to families. Families are able to download the free app and create a login to the app using the email address the school has on file.

Inclement Weather

Decisions to close school or change school hours because of snow and ice shall be made by the principal. When the decision is made to close school, phone calls, emails and/or text messages will be sent through our School Messenger system to inform parents about school. If there should be a heavy snowfall or freezing rain during the day, classes will continue until regular dismissal time. However, children will be dismissed to their parents if they wish to pick them up before dismissal. It is crucial that we have current phone numbers and email addresses so that parents can be reached.

Child Custody

In cases in which a student's parents are divorced, it is the responsibility of the parents to provide to the school copies of the most recent custody agreements. The school will abide by such agreement and shall not deviate from any specified procedures unless both parents indicate (in writing) agreement to change (e.g. The school will only release a child to the parent whom the custody orders designate unless both parents authorize in writing a change.). Resurrection Catholic School at the Cathedral shall be diligent in remaining neutral in child custody situations. The school should not become involved in volatile or conflict situations between parents. Unless otherwise specified by court documents, school shall communicate with both parents regarding matters involving the child. In addition, in difficult custody situations, school administrators may refer parents to their pastors for pastoral care and/or alert pastors to the family situation.

Child Abuse

Any teacher or other school employee who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse shall report such a belief to and consult with the principal as soon as practicable. Kansas Law requires a teacher, principal, or other employee of a school who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse report the matter promptly to the Department for Children and Families (DCF) or appropriate law enforcement agency, if the DCF office is not open for business.

UNIFORMS

School uniforms are worn at Resurrection Catholic School to provide a consistent appearance and to promote Resurrection’s identity in order to build a sense of community and belonging. Uniforms also promote self-discipline and a responsibility for personal appearance.

We request and expect parents’ cooperation with our efforts to maintain correct uniform among our students. Please work together with your child to ensure compliance with the dress code. Students out of uniform may be sent to the office and remain in the office until the proper uniform is provided.

PreK4 Boys and Girls:

- Blue pants or shorts (can be elastic waistband) Belts are not needed.
- Red polo (need not tuck in)
- Students in PreK4 may wear shorts with elastic waistband
- Students in PreK4 may only wear Resurrection sweatshirt purchased through Dennis Uniform
- Shoes must be plain athletic shoes or leather styled shoes that fasten
- Socks must be worn

All Students K-8

- | | |
|----------------------------------|-----------------------------|
| <u>Girls</u> | <u>Boys</u> |
| K-4 Plaid jumper, skirt or skort | K-8 Blue pants or shorts |
| 5-8 Plaid skirt or skort | K-8 White or red polo shirt |
| K-8 White or red polo shirt | 6-8 Khaki pants or short |
| K-8 Blue pants or shorts | |
| 6-8 Khaki pants or short | |

K-8 Uniform Guidelines

Shirts/Sweaters/Skirts	Shorts/Pants	Shoes/Socks	Hair/Makeup	Accessories	Dress Down
Shirts must be tucked in and pants, shorts and skirts must be worn at the waist.	Students may wear shorts at any time during the year. The length of the shorts, skirt or skort should be knee length or slightly above.	Shoes must be plain athletic shoes or leather styled shoes that fasten (no heels, no slip-ons, no Crocs, no open toed shoes, no boots).	Hair should be well groomed and appropriately styled with no unnatural dye or bleach. Boys’ hair may not touch their eyebrows, ears or collar, should be cut to a height below 1 inch, should not be in pony tail.	Belts must be worn with pants or shorts and should be solid black or brown leather type belt with a latch style buckle.	On Dress Down Days, the following are not allowed:

Undershirts/undergarments must be solid, short-sleeved white shirts.	Shorts must be worn under skirts and jumpers.	Socks must not contain writing or images (girls - ankle and knee socks, boys - ankle or crew socks)	Razor cuts and fad hair styles are unacceptable . Other hair styles will be at the discretion of the administration .	Military style belts may not be worn as part of the school uniform. There may be no embellishments or lettering on the belt.	Jeans or pants with holes Open-toed shoes or sandals Sleeveless shirts Coats worn in classroom
Shirts/Sweaters/Skirts	Shorts/Pants	Shoes/Socks	Hair/Makeup	Accessories	Dress Down
Students may only wear Resurrection sweat shirts purchased through Dennis Uniforms.	Students in grades K-5 must wear uniform-style blue pants . Students in grades 6-8 may wear blue or khaki uniform-style pants .	Shoes and socks must be worn at all times.	Boys are strongly encouraged to be clean shaven. As facial hair begins to grow on boys, it is recommended that parents monitor and support the clean-shaven look .	Kindergarten is encouraged, but not required to wear a belt. First grade and up will require a belt.	If leggings or tight-fitting pants are worn, the entire back side of the student must be covered with shirt or dress.
Girls may wear solid red, blue, black or white tights or leggings under their skirts or jumpers.	No stretch pants, tight-fitting or jean type fabric is allowed. "Dickies" brand pants may not be worn.		No make up, nails or nail polish may be worn.	One simple religious necklace, no larger than the size of a nickel (cross, crucifix, small saint medal) may be worn. A rosary may not be worn as a necklace. No fad jewelry is allowed.	
Skirts may not be rolled up and need to be at an appropriate length (typically to the fingertips with students arms are down).	Students must wear plain uniform pants with no extra pockets, decorative stitching or embellishments . Pants must have a hem completely around the bottom of the pants. Pants may not be cut, slit or torn at the hem .			Small stud earrings (no hoops or dangle earrings) may be worn on the lower earlobe by girls only. Boys cannot wear earrings of any kind. No bracelets (except Student of the Week bracelet or a religious bracelet approved by administration) or rings may be worn.	

Where to buy uniforms and uniform infractions

- All uniform items may be purchased at Dennis Hoffman Uniform. You can also purchase used uniforms at our used uniform sales during the summer. The dates of those sales will be shared on our Website and Social Media.
- Students will be given a uniform infraction sheet to be signed by a parent when not following accepted uniform code.
 - With **second offense**, a parent will be called to bring correct uniform.

PLEASE NOTE: ALL UNIFORM ITEMS SHOULD BE WELL MARKED WITH THE CHILD'S NAME INSIDE. ITEMS OF CLOTHING, WHEN FOUND, WILL BE PLACED IN THE LOST AND FOUND.

DISCIPLINE

The student is a reflection of God's love...the child is made in the image of God.

Every measure must be taken to respect and nurture the dignity and potential of each child and young adult in Catholic schools in the Archdiocese of Kansas City in Kansas. Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith. Any measures taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus.

We will be using a school wide positive behavior program:

Resurrection Catholic School at the Cathedral – Developing Christ-like behaviors using the three R's:

- **Recognize you are a child of God**
- **Respect**
- **Responsibility.**

In keeping with the mission of Resurrection Catholic School at the Cathedral, students will conduct themselves as children of God. Students will be respectful of human dignity and the rights of others. Every student will demonstrate respect for all students, faculty, staff, visitors, and volunteers within the school or at school-sponsored functions.

"Human virtues are firm attitudes, stable dispositions, habitual perfections of intellect and will that govern our actions, order our passions, and guide our conduct according to reason and faith. They make possible ease, self-mastery, and joy in leading a morally good life" (Catechism of the Catholic Church 1805).

Extreme caution should be exercised in disciplining children. Schools should implement a school-wide Virtuous Behavior Formation Program to routinely teach and recognize students demonstrating virtuous behavior. Every attempt should be made to discover the cause of the student discipline problem. When disciplinary action is required it should be designed to help the student grow in understanding of himself/herself and of his/her Christian responsibilities to others. Extreme and unusual forms of punishment are not permitted. Extreme behaviors such as cheating, stealing, or hurting other students may result in immediate consequences. **Schools may reserve the right to inspect student property or individuals if student behavior indicates a need for such inspection. School leaders determine the need for inspection.** Local policies and procedures for such inspections shall be published in local handbooks.

Discipline that promotes self-discipline forms the basis of all classroom management programs. In partnership with parents, we will endeavor to assist the child in developing sound character based upon Catholic values, self-control, empathy for others, and the ability to direct their own behavior choices for the good of oneself and others. The goal is not to judge the student, but rather to help him/her develop appropriate behavior that fosters the development of individuals in God's kingdom.

Our school-wide management program includes a variety of age appropriate and recognized methods, but all will inform the child that every behavior has consequences. By emphasizing positive consequences for appropriate choices, teachers will help children develop good habits that limit the desire to choose behaviors resulting in negative consequences.

All students will be encouraged to grow in personal responsibility and be provided the opportunity to make healthy choices. However, those students choosing to abuse these opportunities will likewise choose to accept the negative consequences. At no time will a student be permitted to be disruptive, hurtful, or distract from the learning of others, nor the ability of the teacher to direct instruction. Early intervention will be used to first stop the behavior, and second, to help the child acquire the missing skills that led to their disruptive or harmful choice.

Teachers will communicate regularly with parents when continued behaviors impact the learning of self and others. Attitude affects performance, and student behaviors that lower the ability of other children to perform at their best will be consistently addressed. Students that are asked to leave the classroom because of disruptive behaviors may be sent home immediately.

Disruptive and/or hurtful behaviors may include but are not limited to:

- Classroom disruptions
- Failure to follow directions
- Violation of handbook policies and general regulations, playground, hall, or lunchroom guidelines
- Use of profane language including gestures, remarks, or expression
- Inappropriate dress
- Academic dishonesty

Repeated inability by a student to choose appropriate behaviors may result in one or more interventions:

- Conference with student and teacher
- Parent/guardian contact
- Mandatory student, parent/guardian, teacher conference
- Behavior contract developed by student, parent/guardian, and teacher
- Community or school service
- Denial of participation in school activities
- Referral to principal, and/or pastor
- Detention
- Loss of grade credit for proven academic dishonesty
- Referral for additional intervention beyond the school staff

Long-term suspension that is not an expulsion is an out of school suspension imposed on a student for **more than five (5) school days**. While on long-term suspension, including any intervening weekends and holidays, a student shall not attend or participate in school sponsored or supervised activities. **Expulsion** is the removal of a student from school for the remainder of the school year, for one calendar year or permanently.

Although there may be intermediate steps in the process of promoting self-discipline, short-term isolation, suspension, or expulsion may result for any of the following, and a police report may be required.

- Willful violation of any published regulation
- Conduct that substantially disrupts, impedes, or interferes with the operation of the school
- Conduct that substantially infringes on the rights of others
- Disruption or interference with the operation of the school
- Verbal abuse or threats to others, bullying or harassment of others
- Inciting to fight, or engaging in physical contact with another person
- Vandalism
- Theft, including the exchange of money for protection
- Possession and/or sharing of any material determined to be obscene
- Leaving school grounds without permission
- Serious misuse of computer network privileges
- Possession of any object that might reasonably be considered a weapon or be used as a weapon
- Possession and/or use of any controlled substance (including alcohol, tobacco, vaping, and drugs) at school, on school property or at any school sponsored activity
- Involvement in or association with a gang

Resurrection Catholic School reserves the right to search student desks, lockers or coat/book cubby area at any time.

Gum chewing is not allowed. Any student chewing gum during the school day will receive consequences according to our Virtuous Behavior System.

Serious offenses may result in automatic suspension or expulsion. A disciplinary hearing may be held to determine the status of the student(s) involved in these actions. Criminal investigation may also be pursued in accordance with Archdiocesan policies to protect all students, faculty, and parents. Any child who is suspended may not be present on school property or attend any school related function during the time of their suspension. This includes and is not limited to eighth grade graduation, family nights, and social events.

Bullying and Harassment Policy

I give you a new commandment: Love one another as I have loved you. John 13:34

Resurrection Catholic School at the Cathedral is committed to providing a Catholic, faith filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation and bullying. If any such behaviors do occur, all community members will be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

“Bullying” means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- **Excluding or isolating a student within the school community;**
- **Harming a student or staff member, whether physically or mentally;**
- **Damaging a student’s or staff member’s property;**
- **Placing a student or staff member in reasonable fear of harm to the student or staff member; or**
- **Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.**

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), using the three “R’s” discipline plan, restoration of a positive, Christ-like environment, and support for victims and others impacted by the violation. False reporting of harassment, intimidation or bullying also constitutes violation of this policy.

Prevention

1. Resurrection Catholic School at the Cathedral will communicate with all students, employees, volunteers and patrons that bullying behaviors will not be tolerated.
2. Bully prevention lessons will be taught regularly through counseling and/or classroom activities. Lessons will be taught in correlation with the three “R’s” discipline plan as well as the Archdiocese’s “Virtue Behavior” curriculum.
3. School rules are posted, and students/parents will sign a behavior contract.
4. Religion classes will support the teachings of Jesus and Christ-like behaviors.

Procedures

1. Report of incident is made to a trusted adult. Incident report forms are available to all students both in paper and digitally. Digital incident reports are encouraged to be utilized.
2. The incident is reviewed by a trusted adult and appropriate measures are taken to correct the situation.
3. Reconciliation of students is the goal.
4. Each incident will be monitored to ensure repeat offenses do not occur.
5. If such incident reoccurs, measures taken are at the discretion of the school’s disciplinary committee and/or the principal.

Emergency Safety Intervention

The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student at some point in time could manifest problem behaviors. Creating a safe and faith filled environment for all our students is our primary

concern. Through the implementation best practices, the use of preventative strategies and de-escalation techniques, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where a teacher or administrator is concerned about the physical safety of the student in the classroom. On these rare occasions, **Emergency Safety Interventions (ESI)** may be required.

The only time the use of Emergency Safety Interventions (seclusion or physical restraint) is permitted in Catholic schools in the Archdiocese of Kansas City in Kansas is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint). Physical restraint means bodily force used to substantially limit a student's movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is **PROHIBITED**. Chemical restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is **PROHIBITED** in the Archdiocesan Schools.

In order to use physical restraint (standing or seated) with a student, a school employee should be trained to ensure the safe use of this behavior intervention strategy. The Archdiocese of Kansas City in Kansas has chosen the Safe Crisis Management (SCM) program. Allison Carney, Associate Superintendent of Student Services, is a certified trainer in SCM and has trained Resurrection employees. Physical restraint does not include physical escort (temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out, for the purpose of inducing the student to walk to a safe location).

Seclusion, when used with a student, means ALL of the following conditions are met.

1. The student is placed in an enclosed area by school personnel.
2. The student is purposefully isolated from adults and peers.
3. The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

Other aspects about seclusion:

- o No student may be put in seclusion unless supervised by a school employee at all times.
- o Time-out is not seclusion. Time out is defined in the regulations as a behavior intervention in which the student is temporarily removed from a learning activity without being confined.
- o In-school suspension is not seclusion. In-school suspension does not involve the student being isolated from adults and peers and thus does not meet the definition of seclusion.
- o In the event a parent is concerned about the use of implementation of Emergency Safety Interventions on their child, the parent has the right to file a formal complaint with the principal or Board of Trustees President. Upon receipt of a complaint, the principal will schedule a hearing.

Weapon Possession

A student shall not possess weapon(s) at school, on school property or at a school supervised or sponsored activity. If it is determined in accordance with the policies concerning long term suspension/expulsion that a student knowingly possessed a weapon at school, on school property or at a

school supervised or sponsored activity, the student shall be expelled from school for not less than one calendar year. The principal has sole discretion to modify such expulsion. **A student determined to be in possession of a weapon at school, on school property, or at a school supervised activity shall be referred to local law enforcement and, if under 18 years of age, shall also be referred to Department of Children and Families. (DCF).** Students shall not knowingly possess any object that might reasonably be considered a weapon or is being used as a weapon at school, on school property or at a school supervised or sponsored activity. Violation of this policy may result in discipline up to and including expulsion in accordance with applicable student conduct policies.

HEALTH OFFICE

Medication Dispensing

Resurrection Catholic School must follow adopted policies of the Archdiocese. The following Archdiocesan policy governs dispensing medication at school:

All medication, prescription and non-prescription, is to be brought to the school office by a parent immediately upon arrival at school. The school office or school nurse, as applicable, shall keep and dispense the medications. No medication may be kept by the student except inhalers as authorized by a physician and the school nurse. Special forms must be completed by the parent and physician before a student is allowed to carry any medication.

Prescriptions:

1. If a medication has been prescribed, it must be in the original pharmacy container which clearly states the child's name, dosage, prescription number and physician's name. The label must be clearly identifiable.
2. All medication must be accompanied by written permission from the physician and parents/guardians allowing the school to dispense the medication. Forms are available in the school office.

Non-prescriptions:

1. Annual written permission from the doctor must be on file in the school office if a child is to receive any other over the counter medications.
2. Annual written permission from parents allowing the school to dispense over the counter medications must be on file in the school office.
3. The medication must be in its original container with the label clearly identifiable.
4. Students are not allowed to carry items such as cough drops, chapstick and hand sanitizer.

****The school reserves the right to refuse to administer prescription and over-the-counter medication.**

Any student diagnosed with a serious allergy must have an Action Plan, provided by the student's physician, to assist school personnel in recognizing and providing appropriate reaction prevention and intervention strategies for the student.

Illness/Injury

In case of illness or injury, the school will make every attempt to contact a parent/guardian immediately. If we are unable to reach a parent/guardian, we will call another adult listed among the family's emergency contacts. Please be sure to notify the office of any phone number changes of emergency contacts.

Illness Policy

While school attendance is essential, it is also essential for sick students to not be in school to avoid spread to students/staff. Please check the school web site for updated policies regarding signs and symptoms of when to keep students at home and for how long. You can find an updated illness policy from our school nurse at <https://www.resckk.org/illness-policy>.

FOR YOUR INFORMATION

Hot Lunch and Breakfast Program

Resurrection Catholic School provides a hot lunch and breakfast program. It is the responsibility of the family to complete the application for free and reduced meals each year. Families are expected to pay the full price for lunch and breakfast until all paperwork is turned in and is approved. The cost of lunch is \$3.25 per meal. Breakfast is \$1.00 per meal. Families must prepay for the hot lunch/breakfast program. Students with a negative lunch and breakfast balance at the end of the month will not be able to eat hot lunch or breakfast until their account is current; therefore parents must provide a sack lunch. This includes reduced lunch accounts and extra milks. Fast food is not allowed due to state and federal regulations. Extra milk at meals is not included in the free and reduced lunch. Students can purchase extra milk with their meal for \$0.30 and written permission from parent on file in the school office. Breakfast is served between 7:20-7:30. A monthly lunch and breakfast menu will be posted on the school website at the beginning of each month.

Lunches Must Be Paid in Advance

- When a student's lunch account has a negative balance (no money in lunch account), two notices will be sent.
 - The first notice will notify the family that the balance is negative.
 - The second notice will notify the family that the student must bring their own lunch.
 - If the balance is not resolved, parents will be called to bring the student a lunch for that day and the student will not receive a school lunch until balance is paid.
 - The delinquency policy is mandated by the State of Kansas to collect delinquencies.

After School Care

After School Care will be provided for students of Resurrection Catholic School and will remain open until 5:30 pm. Please contact the school office to enroll your child for after school care. Students must be enrolled and pay for the entire semester. Fees must be kept current each month in order for student(s) to utilize this service

Parents/Visitors

All parents/guardians and visitors are required to report to the school office using the intercom system. For the safety and security of the children, all doors are kept locked and students are instructed not to open the doors for anyone.

Money/Valuables Sent to School

Do not send valuables to school with your children. All money sent to school with your child needs to be in a sealed envelope with your child's name, classroom teacher, reason for sending the money and the amount enclosed. No change will be given at school. Resurrection School is not responsible for non-school related personal items.

Out-Of-School Activities

Parents are reminded that the school staff members attend functions outside of school (i.e. games, parish/school social events, etc.) for enjoyment and not for the purpose of discussing school matters. Furthermore, school may not be responsible for certain events outside of school, and all rules set by the establishment or event committee need to be followed and consulted.

Emergency Drills

Tornado drills are conducted each semester.

- During tornado drills, each classroom goes to a designated area within the building.
- Detailed escape plans are posted inside the door of each room.

Fire drills are conducted each month.

- For fire drills, each class has an escape route to an outside area at a safe distance from the building. Children are guided to these designated areas in a safe and orderly manner.

Lockdown and active shooter drills will also be practiced each month with faculty and students.

- Lockdown and active shooter drills have specific requirements on locations and actions for children and staff, depending on what area of the school they are located.

Crisis Management Plan

A crisis management plan will be implemented and practiced by all students.

Classroom Parties

Snacks or treats sent for sharing, such as birthday and classroom party snacks **must be in prepackaged wrappers with the ingredients listed**. For classrooms with students with a peanut or dairy allergy, snacks must be peanut and dairy-free. **Home baked food items are not allowed**. Students may pass out party invitations at school and on school grounds **ONLY** if all students (all girls, all boys) in a given class receive an invitation. Information on classroom parties will be provided by the homeroom teachers at the beginning of the school year. Parents can attend parties as long as they have gone through appropriate **VIRTUS training and are on record according to our VIRTUS coordinator**. No exceptions will be made for non-VIRTUS-trained parents or adults. See information below for VIRTUS training.

Virtus Training

All employees of Resurrection Catholic School and volunteers that will have an on-going contact with students will be required to participate in this safe environment training. This is required and sponsored by the Archdiocese of Kansas City in Kansas. Schedules for training can be found at www.archkck.org under Protecting God's Children. Resurrection Catholic School at the Cathedral annually requires classroom teachers to teach

lessons to students regarding appropriate behavior of adults toward students as well as students toward each other. Schools must document when these lessons have been taught.

GRADUATION **8th Grade Graduation Requirement Policy**

All eighth grade students are eligible to receive a diploma after satisfactory completion of required studies of both the State of Kansas and the Archdiocese of Kansas City in Kansas. All eighth graders who qualify for graduation from Resurrection Catholic School at the Cathedral must fulfill the following requirements:

1. **Academic:** Passing grades in religion and core subjects; mathematics, language arts, science, social studies and literature. “Passing” means holding at least a “D-“average for every quarter of the eighth grade year.
2. **Behavior:** Maintaining an acceptable level of behavior in following school and classroom rules as outlined in the School Handbook, and by individual teachers and the principal.
3. **Graduation Ceremony:** Any student who fails to meet the academic requirement may participate in the graduation ceremony, but will not be awarded a diploma.
 - **The diploma will only be awarded when the student meets the needed remedial requirements given by the teacher and/or principal.**
3. **Graduation Dress:**
 - a. Girls need to wear a modest dress, skirt, or dress pants under caps and gowns. No capris, spaghetti straps, halter tops, or strapless tops are allowed.
 - b. Boys need to wear a shirt, tie, and dress slacks. Shoes for both boys and girls should be neat in appearance.

Any serious or repeated behavioral violations may prevent a student from participating in the graduation ceremony and/or receiving a diploma. Final decision on this matter will be made by the principal and/or a discipline team.

All tuition and fees must be paid in full before the day of graduation. Students will not receive a diploma until all tuition and fees are current.

Graduation exercises in the elementary school shall be kept simple and appropriate. They should be in keeping with the meaning and purpose of Catholic education. Parents, family members and graduates are expected to keep the evening graduation ceremony dignified with appropriate word and actions. Please refrain from loud outburst as we are in the church in the presence of the Blessed Sacrament.

Elementary schools shall not sponsor graduation parties or dances. If such social affairs are to take place, they are the responsibility of the parents.

Daily Affirmation

I am a child of God.

I am loved by God.

I rule my own choices, and I can make good choices.

I was made for a purpose.

I will be a positive, mindful problem solver and grow my brain.

I will love and serve God through my actions today.

St. Ignatius of Loyola....Pray For Us

St. Elizabeth Ann Seton...Pray For Us

Live Jesus in Our Hearts...Forever.

