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RESURRECTION

S C H O O L

Dear Parents,

Welcome to Resurrection School! We are pleased you have chosen Resurrection School, and look forward to working with you as partners in your child/ren's education.

As the new school year begins and you become either more informed or more puzzled, we encourage you to call the school. If your question deals with in-class events, please ask to speak to the teacher. If it deals with the overall program, curriculum or activities, please contact me directly.

One of our goals is to keep you informed of what is going on at Resurrection School. To accomplish this, my weekly *Principal's Newsletter* and our *Read Me Flyer*, are sent home each Friday. The *Read Me Flyer* includes lunch order forms, important upcoming dates, sports schedules, student recognitions, plus many other important pieces of information about what is going on at school.

We are happy to have you with us this school year. We want to assure you that we will do our best to help your child experience spiritual, academic, social and emotional growth throughout the year. With your help and cooperation, this should be an excellent school year.

Your partner in Catholic Education,

Mr. Shannon J. Kahne

Mr. Shannon J. Kahne
Principal

RESURRECTION SCHOOL MISSION STATEMENT

The Resurrection School Family seeks to meet the spiritual, intellectual, physical, emotional and social needs of its students to develop lifelong learners. By integrating CATHOLIC values through knowledge and opportunities, our school strives to provide a nurturing CATHOLIC environment that promotes opportunities for student growth, and inspires students to make positive contributions to society.

The following guidelines form a foundation for implementing our CATHOLIC school philosophy:

- ❖ Awareness of God and a response in Faith and love are daily priorities.
- ❖ Pray daily: Prayer is an integral part of the curriculum.
- ❖ The best interests of students in terms of their needs, characteristics and capabilities are the basis for educational decisions.
- ❖ The curriculum provides educational opportunities that prepare our students no matter what ethnic group, color or sex for life in a changing world.
- ❖ Awareness of developmental characteristics of students is essential to helping them grow spiritually, intellectually, physically, emotionally and socially.
- ❖ Various assessment methods are used in each curricular area to meet the students' needs.
- ❖ To promote parental involvement; which would establish a support team for the students and teachers.

(Revised - Summer 2006)

Admittance Policy

No child shall be refused admittance to Resurrection School because of sex, race or color. All students will be treated as unique individuals.

“All students will be treated as unique individuals. Student’s behavior problems will, therefore, be handled as unique situations. In the event that the actions of the staff appear to be unfair, you need only visit with the staff member involved and present your case. In the event that your case has merit; consequences will be adjusted accordingly. This is our written guarantee that your right to due process will be observed and respected in this school.”

Daily Schedule

Grades K – 5

7:50	First Bell Rings (Doors open to students)
8:00	Announcements / School Day Begins / Tardy Bell
11:20 – 12 Noon	Lunch Hour
2:45	Bus students dismiss
3:00	School Day Ends

Grades 6 – 8

7:50	First Bell Rings
8:00	Tardy Bell / Announcements / School Day Begins
12:15 – 12:45	Lunch Hour
2:35 – 3:00	Homeroom / Flex Time
2:45	Bus students dismiss
3:00	School Day Ends

School Dress Code

Any student who does not meet the uniform requirements will be sent to the office to find the proper clothing. If we do not have uniform items that fit, we will call you to bring in the required item(s).

Basic Uniform –Grades K-5 Boys

- Standard four pocket navy slacks and shorts for seasonal weather. Plain black or brown belts are **REQUIRED** for boys in grades 3 – 5. Cargo or painters pants/shorts are **NOT** permitted.
- Shirts: Light blue or white button-down or polo shirt with a collar or turtleneck
- Navy or white sweaters---pullover or cardigan
- Dress shoes and or tennis shoes may be worn. Shoes with laces **MUST** be tied at all times. All shoes **MUST** have backs. *Crocs are NOT allowed to be worn during school.*
- No hooded, pocketed sweatshirts of any kind are to be worn in school. It is acceptable to wear a “regular” Resurrection sweatshirt without a hood, provided it fits properly.
- Coats are **ONLY** to be worn in the classroom upon teacher’s permission.
- PE clothes: athletic shorts, tennis shoes and either a **PLAIN** white T-shirt or a green, gray or white Resurrection School T-shirt, which can be purchased in the school office.
- Hair styles must be well groomed and out of student’s eyes.

Basic Uniform –Grades 6-8 Boys

- Standard four pocket khaki slack and shorts for seasonal weather. Plain black or brown belts are **REQUIRED**. Cargo or painters pants/shorts are **NOT** permitted.
- Shirts: Green or white button-down or polo shirt with a collar or turtleneck
- Navy, forest green or white sweaters---pullover or cardigan
- Dress shoes and or tennis shoes may be worn. Shoes with laces **MUST** be tied at all times. All shoes **MUST** have backs. *Crocs are NOT allowed to be worn during school.*

- No hooded, pocketed sweatshirts of any kind are to be worn in school. It is acceptable to wear a “regular” Resurrection sweatshirt without a hood, provided it fits properly.
- Coats are **ONLY** to be worn in the classroom upon teacher’s permission.
- PE clothes: athletic shorts, tennis shoes and either a **PLAIN** white T-shirt or a green, gray or white Resurrection School T-shirt, which can be purchased in the school office.
- Hair styles must be well groomed and out of student’s eyes.

Basic Uniform – Grades K-5 Girls

- Educational Outfitters’ Plaid and Navy jumpers, standard four pocket navy / plaid slacks, skirts or shorts during seasonal weather. All plaid is optional. **PLAIN** black or brown belts are **REQUIRED**. Cargo or painters pants/shorts are **NOT** permitted.
- White or light blue shirts—button down or polo shirt with a collar or turtleneck. Only plain white tee shirts may be worn under the uniform shirt. Long sleeve tee shirts are not to be worn under short sleeve uniform shirts.
- Navy or white sweaters – pullover or cardigan
- Socks or tights in navy or white only
- Coats are **ONLY** to be worn in the classroom upon teacher’s permission.
- Shoes must have backs. Crocs are **NOT** allowed to be worn during school.
- No hooded, pocketed sweatshirts of any kind are to be worn in school. It is acceptable to wear a “regular” Resurrection sweatshirt without a hood, provided it fits properly.
- PE clothes (Grades 4-5): athletic shorts, tennis shoes and either a **PLAIN** white T-shirt or a green, gray or white Resurrection School T-shirt, which can be purchased in the school office.
- Hair styles must be well groomed and out of student’s eyes.

Basic Uniform – Grades 6-8 Girls

- Pants - Standard four pocket khaki slacks and shorts for seasonal weather worn at waist level and properly hemmed. **PLAIN** black or brown belts are **REQUIRED**. Cargo or painters pants/shorts are **NOT** permitted.
- Shorts / Skirts – worn at waist level, properly hemmed and should be **NO** shorter than 4 inches above the crease in the back of the knee as to reflect proper modesty.
- Shirts – plain forest green or white button down or polo shirt with a collar or turtleneck. Only plain white tee shirts may be worn under the uniform shirt. Long sleeve tee shirts are not to be worn under short sleeve uniform shirts.
- Sweaters – navy, forest green or white pullover or cardigan sweaters. Only Resurrection sweatshirts are allowed.
- Coats are **ONLY** to be worn in the classroom upon teacher’s permission.
- Shoes – dress shoes or tennis shoes may be worn for academic classes. **MUST** be tied at all times and worn with **VISIBLE** socks (white, navy or forest green). Crocs are **NOT** allowed to be worn during school.
- No hooded, pocketed sweatshirts of any kind are to be worn in school. It is acceptable to wear a “regular” Resurrection sweatshirt without a hood, provided it fits properly.
- PE clothes: athletic shorts, tennis shoes and either a **PLAIN** white T-shirt or a green, gray or white Resurrection School T-shirt, which can be purchased in the school office.
- Hair styles must be well groomed and out of student’s eyes.

Seasonal Dress Code

The dress code that is acceptable for seasonal days, May 1 through September 30 is as follows:

- The normal dress code outlined above
- Standard four pocket navy shorts for grades K-5 and standard four pocket navy/khaki shorts for grades 6-8. Shorts are to be a sufficient length (no shorter than 4 inches above the crease in the back of the knee) as to reflect proper modesty.
- All shoes must have backs

Out-of-uniform policy K - 8

Jeans without holes or tears, and properly fitted, may be worn on any out of uniform day that does not specify “dress-up”, such as Spirit Day, Student Council Activity Days, etc.

Physical Education clothing requirements

- Grades K-3 are required to wear tennis shoes.
- Grades 4 - 8 must bring tennis shoes, socks, shorts, plain white T-Shirts or Resurrection School T-shirts. These items may be kept in school lockers and should be cleaned when appropriate. All students are expected to participate in Physical Education dressed in the proper attire. Students will lose credit for PE classes if they are not properly dressed.

Attendance / Illness

1. When your son/daughter is absent, please contact the school (487-0439) before 9 a.m. to report that your child will not be in school on that day. Upon the child’s return, send a note to the teacher stating the reason for the absence.
2. If it is necessary for your child to be excused from school during class time in order to keep a dental or doctor appointment, the school must receive a written request from you to this effect. **No child will be released until an authorized person COMES PERSONALLY TO THE SCHOOL OFFICE.** Any student arriving in school after the tardy bell must report to the office for a tardy slip.
3. A student who does not attend school or who leaves school because of illness on a particular day, **MAY NOT** return after 3:00 p.m. to participate in after-school activities, including sports.
4. A student missing **more than 29 days of school in an academic year** will be retained or required to attend summer school with documentation of attendance and successful completion.

Tardiness

All students will be considered tardy after the 8:00 a.m. bell. Parents will be contacted after 5 tardies in any quarter. The first 2 tardies each quarter, for whatever reason, will be excused. Each three unexcused tardies thereafter will be subject to a **7 a.m. detention with the Principal.** Please refer to the copy of the disciplinary ticket in the back of the handbook for more detailed information how our disciplinary policy is carried through.

Retention Policy

Resurrection School strives for academic excellence. Teachers have great expectations for each student and do not promote solely for social reasons. Although recognizing that students progress

at different rates, **it is our belief that it is not beneficial for children to be in a grade where they are not academically ready for the level of work presented.**

The decision to retain a student is made only if teacher, parents and the principal feel it is in the best interest of the child. The emotional, social and physical needs of the child must be given equal consideration to the child's academic needs. This makes the lower primary grades the preferred place for retention, but does not rule out retention in the upper elementary grades.

Visitors

Upon entering the school building, **ALL** visitors are required to report to the school office and sign in. This is in accordance with the City of Lansing Ordinance #256.

Transportation

Bus

Eligible students are entitled to ride the Lansing School District school buses. For information regarding bus schedules, please contact the transportation office at 325-6105. Resurrection School will adhere to the Lansing School District bus rules.

Car

Parents are required to park in lined parking spaces only. **Under no circumstances are you allowed to park in the student drop off/pick up lane for any length of time.** Violators will be ticketed.

Lunch Program

1. The lunch period for grades K – 5 is from 11:20 a.m. to noon. The lunch period for grades 6 – 8 is from 12:15 to 12:45 p.m. Students can bring a lunch from home or order lunch using the *Read Me Flyer* order form sent home each Friday.
2. Students may not leave the school grounds during the lunch period.
3. A schedule of available hot lunches, costs, and order form will be published in the weekly *Read Me Flyer* distributed on Fridays. **Orders for each week MUST be placed on the first day of the school week.** Payment is to be made at the time of the order. Lunch/milk money and order form must be placed in an envelope with the following information clearly written on the front: child's name and grade. A separate envelope for each child's tickets facilitates distribution of tickets. However, one check may be written for the entire family.

School Closings

The decision to close schools because of weather conditions is made only after consulting with the Transportation Office of the Lansing School District. **If the Lansing School District is closed or delayed due to weather or fog, then Resurrection School and the Little Shamrocks Preschool and Daycare is also closed or delayed.**

School closings will be announced on the following stations:

WLNS 6 (cable channel 9 in the Lansing area)
WILX 10 (cable channel 4 in the Lansing area)
FOX 47 (cable channel 7 in the Lansing area)
WFMK Radio 99.1 FM
WJIM Radio 97.5 FM

School closings after students have arrived:

- Buses will pick up those children who normally ride the bus.
- Children who are transported home by car will come to the school office and parents will be called to pick them up.
- Those children who walk home will walk as usual after parents have been contacted.

Emergencies

In the event of a **tornado WARNING**, children will be kept in school until the all-clear has been sounded.

- **Emergency Drills:** Resurrection School complies with all safety regulations pertaining to emergency fire and weather drills. Children are given instructions on the proper procedures for safe evacuation of the school building and precautions during emergency weather situations.
- **Locker Searches**
Lockers are the property of Resurrection School, and we reserve the right to search them if necessary. A memorandum from the Ingham County Prosecuting Attorney regarding locker searches is on file in the school office. No combination locks may be used in the elementary building.

Resurrection School Council (RSC)

Resurrection School Council (RSC) is an active organization of Resurrection parents who establish the following:

- Fundraising
- Activities for students
- School donations

Meetings are held the 2nd Tuesday of each month in the annex meeting room beginning at 6:30PM. These meetings are open for all parents to attend.

Resurrection Parish Education Commission

The Resurrection Education Commission's purpose is to be an advisory board to all educational groups in the parish, including RCIA, REACT teens, Resurrection School, Lansing Catholic High School and Religious Education. To be a member, one must be a registered active parishioner for a minimum of three years. They meet once a month for ten months. They hear reports from each of the above mentioned groups as well as develop and revise policies, help with public relations and promotion of the school, religious education and youth group. All families with interests in the school, religious education, youth ministry, and adult education programs are served by the Education Commission. This group meets on the 3rd Monday of each month at 7PM in the Parish Hall conference room.

Medical Policy

Medicating an individual is a serious responsibility. If your child must bring medication to school, the following requirements must be met:

1. The parent or guardian will bring the medication to the school and give it to the principal or school secretary.
2. The original container of prescription / nonprescription medicine must be clearly marked as follows:
 - Name of student
 - Contents
 - Dosage
 - Directions for administering
3. A Request to Administer Medication and Release Form must be signed by the parent or guardian to permit the principal or school secretary to give the medication to the child.
4. The school may not keep quantities of medicine at the school for a specific student. If medication must be taken over a long period of time, the parent must bring enough medication for one week, each week, for the duration of the need for medication.
5. Each time a student is administered the medication, the child and the principal or school secretary will sign a record dispense form stating the time and date the medication was taken and who dispensed the medication.
6. The school may not dispense any medication without the written consent of the parent or guardian, including aspirin or Tylenol. Because of a safety factor, **DO NOT ASK FOR AN EXCEPTION.**

Academics – First and Foremost, We are a School of Faith

Classroom Rules

1. Be prepared to start class on time. This means having the appropriate books, agenda, paper, writing utensils and completed assignments.
2. Accept responsibility for your own actions, social as well as academic
3. Respect yourself and others.
4. Take PRIDE in your school.
5. Gum chewing is NOT permitted in or on the grounds of Resurrection School.

Expectations for Students:

1. Respect the human character and worth of every individual by interacting with responsible comments, encouraging phrases, and friendly invitations.
2. Know and adhere to the rules of the school.
3. Dress and maintain appearance in a manner that meets the school's standards of dress code, cleanliness and safety.
4. Conduct yourself in a responsible manner as a representative of Resurrection School when attending school related functions held on or off the school grounds.
5. Respect the authority of all school teachers and staff.

Homework

Each teacher's expectations and rules regarding homework will be addressed at the beginning of the school year.

Handheld Technology

CD players, radios, hand-held games, cell phones, palms or other hand-held computers **NOT** owned by the school are not permitted to be used during school hours. It is recommended that these items be left at home. If they are brought to school, they must be kept in their lockers and turned OFF! The faculty of Resurrection School has the right to confiscate any of these items, as well as future forms of technology, that may cause disruptions or interrupt learning during the school day. Resurrection School is **NOT** responsible for any lost or stolen items.

Computer and Internet Related Technology

Please refer to the Acceptable Use Contract at the end of the handbook.

Field Trips

In order for your child to participate in class / school field trips, the school **MUST** have a signed permission form signed by a parent / guardian. If permission forms are **NOT** turned in by the stated **DUE DATE** on your child's permission form, he/she will **NOT** be permitted to go. We will **NOT** call to get permission for your child to go. Please refer to the sample in the back of the handbook.

Driver Information Sheet

In order to be a parent driver on a field trip, the school **MUST** have a completed Driver Information Sheet on file in the school office. Please complete the form in the back of the handbook.

Disciplinary Procedures

Resurrection School is a Catholic school that embraces the disciplinary program of Love and Logic. We recognize that parents are the primary educators of their children, and are legally and morally responsible for instilling discipline and a sense of right and wrong in their children. We also recognize that our families have enjoined us as partners in the academic education of their children. Discipline will be handled with dignity, Love and Logic, followed by a consequence related to the misbehavior. We strongly believe this plan benefits all students by encouraging appropriate behavior in the school setting – accepting responsibility for their actions and behavior.

All students will be treated as unique individuals. Student behavior problems will be handled as unique situations. In the event that the actions of the staff appear to be unfair, you need only visit with the staff member involved and present your case. In the event that your case has merit; consequences will be adjusted accordingly. This is our written guarantee that your right to **DUE PROCESS** will be observed and respected in this school.

Discipline with Love and Logic reinforces the following standards:

- ❖ Catholic conduct that is socially acceptable
- ❖ Acceptance of responsibility for behavior
- ❖ Respect for the rights of others
- ❖ Self-discipline

Weapons

Students participating in school, religious education or youth ministry programs are prohibited from bringing weapons into school or parish buildings, on to school or parish premises or in the immediate vicinity of the school or parish; at school, religious education or youth ministry programs. Any student in violation of this policy will be liable to immediate expulsion.

State of Michigan Law requires the expulsion of students who possess a dangerous weapon on school property (including a school bus) or at school activities, or who commit arson or rape in a school building or on school grounds. A “dangerous weapon” refers to a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device (switch blade), iron bar or brass knuckles. This law (**PA.328**) provides for the permanent expulsion of students who violate its provision. Also, the expulsion is mandatory, meaning the school must expel the student. Michigan law does provide for possible reinstatement by the Board of Education after a certain time period. If the student is in grade six or above, the student may be readmitted after 180 school days. If the student is in kindergarten through grade five, reinstatement is possible by board action, only after a ninety (90) school day suspension. It is important for parents and students to know that the expulsion applies to all Michigan schools. A student cannot be admitted to any public school in Michigan during the expulsion period.

Harassment Policy

Providing a safe school environment for our students is of utmost importance at Resurrection School. Harassment is a violation of the law as well as contrary to Christ-like behavior. To harass or intimidate another student or staff member based on gender, race, ethnic group, physical appearance or disability is an unacceptable behavior, and **WILL NOT** be tolerated at Resurrection

School. Any such harassment should be reported to a teacher, principal or any staff member immediately. An investigation and appropriate consequences will follow.

The diocesan policy on **Sexual Harassment** is posted in the school office and every classroom.

Bullying

Bullying is a particular form of harassment that endangers school safety, and takes on many forms. Some examples of bullying behaviors are:

- Physical: hitting, pushing, tripping, kicking, spitting on others
- Verbal: teasing, name calling, ridiculing, spreading rumors
- Non-verbal: writing offensive notes or graffiti about others, using email, text messaging or internet websites to hurt others, rude gestures
- Behaviors: deliberately excluding others from a group, refusing to sit next to someone
- Threatening: threatening to take someone's possessions, food or money
- Vandalism: Stealing, hiding, damaging or destroying property

Children who bully **ARE SUBJECT TO THE HARASSMENT POLICY.**

Right to Due Process

Students will be familiarized with this policy at the beginning of the year. Thereafter, a student will be given the benefit of the doubt ONCE, and reacquainted with the policy. A letter will be sent home so the parents may be made aware of their child's lack of understanding.

Suspension

Students who receive a suspension for bullying, harassment, fighting, stealing, smoking, possession of fireworks and other serious or persistent infractions of school rules will be excluded from school-sponsored activities for a minimum of 30 days.

Expectations of parents:

1. As partners, parents will require their child's compliance with the school's disciplinary standards.
2. Arrange for appropriate time and setting for their student to attend to homework and monitor the child's homework.
3. Reinforce the student's responsibility to contribute to the constructive nature of the learning environment. Inform teachers of any pertinent or significant factors that could affect the student's learning situation.
4. Assist teachers and their child to satisfactorily resolve disciplinary problems. Contact your child's teacher if questions arise.
5. Notify teachers of planned absences. Provide instruction if child has been absent. Respond to notice of missing assignments and supervise the student in complying with the policy regarding missing assignments.

Step Procedure implemented in the order that follows when questions or concerns arise:

STEP 1: Call or set up an appointment and discuss it with the teacher.

STEP 2: If your question or concern has not been resolved by step 1, contact the principal to discuss it.

STEP 3: If the problem still has not been resolved, put it in writing and discuss it again with the principal.

STEP 4: If all the above steps have failed, discuss the problem with the Pastor.

STEP 5: If step 4 has failed, then the problem should be directed to the Diocese.

Playground Responsibilities for Parents

All parents are assigned to work as a playground supervisor for 1-2 weeks during the school year. If you are unable to do playground duty, please contact the school office to make arrangements for a substitute. A \$30 fee will be assessed to pay your substitute for the week.

A week of duty consists of five days, one shift per day, from either 11:15 a.m. to 12 noon or 12:15 p.m. until 12:45 p.m. If the week you are scheduled is not a full week of school, you may be called to fill in for someone who is ill, or you may be scheduled to serve a day or two at another time. A letter regarding parental playground responsibility will be sent home in advance of your assigned week. Please review the Parent Responsibility During Recess Duty document at the end of the handbook (Please see additional information in the back of the handbook).

Tuition Assessment and Policy

Parishioner/Non-Parishioner Definition

Education Commission Policy #300.4 (dated 2/29/88) governs eligibility for the in-parish tuition rate. Eligibility for an in-parish rate requires being a registered member of Resurrection Parish, a minimum weekly Sunday contribution and active participation in parish worship and community activities. Those who are not eligible must pay the out-of-parish rate.

A PARISHIONER is a registered member of Resurrection Parish who:

- regularly supports the parish through the use of the Sunday offering envelope with weekly contribution of at LEAST \$15.00 throughout the fiscal year (July 1-June 30).
- is active in parish worship
- is active in the parish community activities when possible.

A NON-PARISHIONER is defined as someone who is not registered at Resurrection Parish OR someone who is registered at Resurrection Parish but has failed to fulfill the definition of "parishioner" as stated above.

If this contribution requirement presents a financial hardship, a reduced Parish contribution rate may be applied for by setting up a meeting with the pastor, Fr. Koenigsnecht, at the parish office (482-4749).

Tuition Policy

Tuition Policy #300.2 of the Resurrection Education Commission states: "Any balance from the previous year's obligations must be taken care of prior to the opening day of school or your child will not be admitted until the balance is paid in full."

Resurrection Tuition Schedule for the Current School Year (Book and computer fees included)

IN PARISH:

1 child	\$2,950.00
2 children	\$3,650.00
3 children	\$4,150.00

OUT OF PARISH

\$4,150.00
\$6,050.00
\$7,750.00

4 children or more is an increase of 1200/child, which would be covered by parish subsidy. Therefore, parish families would NOT pay more than \$4,150.

FACTS - Methods for Tuition Payment – Credit Card, Check/Money Order or Automatic Payment from Checking or Savings Account

1. Annual Payment – This should be paid directly to the school (**check, money order, cash or credit card – does not include VISA**)
2. Semester Payments – Half the tuition and fees must be paid before the first day of school. The other half must be paid before the first day of the second semester.
3. Quarterly Payments
4. Monthly payments (**invoice option**) – Tuition and fees must be paid in 10 equal monthly payments, **each due on the 1st of the month, and beginning August 1st.**

Financial Assistance

- 1) You can apply for **parish scholarship**. Applications are available in the school office.
- 2) You can apply for **parish subsidy**, \$1200 per child, if you are a member of The Church of the Resurrection.
- 3) You can apply for a **\$1000 grant from the Greater Lansing Catholic Education Foundation** each February/March.
- 4) You can take part in our **SCRIP program**, and encourage your friends and family members to take part in it to help reduce your tuition payments. Credits are distributed to FACTS every three months beginning in August.

Procedure for non-Payment of Tuition

The following procedure will be implemented in the event of non-payment of tuition and/or fees, or failure to fulfill the **FACTS** tuition payment contract by parents or guardians of Resurrection School students:

1. Unpaid tuition will result in the following:
 - a. A student will not be readmitted the following school year if tuition or fees are unpaid.
 - b. Unpaid accounts will be processed for collections through the court.
 - c. No parish subsidy will be paid to Lansing Catholic High School if there is a tuition balance.

Faculty and Staff Directory

Ms. Jennifer Smith	Kindergarten / Preschool and Day Care Director
Mrs. Jeanne Gratz	Grade 1
Mrs. Joanne Fletcher	Grade 2
Mrs. Karen Delaney	Grade 3
Mrs. Linda Brown	Grade 4
Mrs. Elaine Jackson	Grade 5
Mrs. Kristi Mickelson	Grade 6 - 8 Resource Room and Pre-Algebra
Mrs. Kathleen Caruso	Grade 6 - 8 Literature
Mrs. M.L. Konett	Grades 6 – 8 Math and Science
Ms. Emily Kowatch	Grades 6 – 8 Social Studies and Grammar
Mr. Ryan Horky	Grades 6 – 8 Religion
Ms. Maggie Dowsett	Preschool
Mrs. Teresa Repichowski	Cafeteria / Day Care
Mrs. Mary DeYoung	Day Care
Mrs. Lucki Mullen	Preschool
Mr. Chris Distel	Parish Maintenance
Mrs. Grace Distel	School Custodian
Mrs. Kristine Zelle	School Custodian
Mr. Shannon J. Kahne	Principal
Mrs. Judy Edwards	Secretary
Mrs. Melanie Ford	Secretary



RESURRECTION

S C H O O L

Resurrection School is committed to maintaining a safe and respectful learning environment at the school. It is not the custom or intent of Resurrection School to monitor a student's behavior away from school. However, such behavior sometimes becomes known to the school. Moreover, a student's behavior can affect the safety of the student or of other students, or can be a sign of a significant issue in the student's life, or can affect the overall well-being of the school community. Resurrection School is a Catholic learning community in which parents, students, faculty and administration mutually pledge to assist young people to grow toward healthy, safe, moral, Catholic maturity.

For this reason, Resurrection School has full and complete discretion to impose any discipline, or take any other action, or decline to take action, as it deems appropriate for behavior occurring anywhere, including at the school and away from the school.

Index of Important Papers

Discipline Ticket

Harassment / Sexual Harassment Policy *(Complete and Return)*

Acceptable Use Contract for Student Technology *(Complete and Return)*

Internet Permission Form *(Complete and Return)*

Driver Information Sheet *(Complete and Return if Applicable)*

Sample Field Trip Form

Playground Supervisor Responsibilities

Medication Distribution Form

Michigan Catholic Conference Student Accident Insurance Application

School Calendar

HARASSMENT POLICY

Providing a safe school environment for our students is of utmost importance at Resurrection School. Harassment is a violation of the law as well as contrary to Christ-like behavior. To harass or intimidate another student or staff member based on gender, race, ethnic group, physical appearance or disability is an unacceptable behavior, and WILL NOT be tolerated at Resurrection School. Any such harassment should be reported to a teacher, principal or any staff member immediately. An investigation and appropriate consequences will follow:

The **DIOCESAN POLICY ON SEXUAL HARASSMENT** is posted in the school office and every classroom.

BULLYING

Bullying is a particular form of harassment that endangers school safety, and takes on many forms. Some examples of bullying behaviors are:

- PHYSICAL:** hitting, pushing, tripping, kicking, spitting on others
- VERBAL:** teasing, name calling, ridiculing, spreading rumors
- NON-VERBAL:** writing offensive notes or graffiti about others, using email, text messaging or internet websites to hurt others, rude gestures
- BEHAVIORS:** deliberately excluding others from a group, refusing to sit next to someone
- THREATENING:** threatening to take someone's possessions, food or money
- VANDALISM:** stealing, hiding, damaging or destroying property

Children who bully **ARE SUBJECT TO THE HARASSMENT POLICY**

Students will be familiarized with this policy at the beginning of the year. Thereafter, a student will be given the benefit of the doubt ONCE and reacquainted with the policy. A letter will be sent home so that parents may be made aware of their child's lack of understanding.

Please read and discuss the following information, and then sign and return to school.

I have read the above information and **WILL NOT ENGAGE** in harassment or bullying. I understand that these behaviors are unchristian and will NOT be tolerated.

Signature of Student

Date

I have read the above information and will **HELP** my child understand the serious nature of these behaviors, and that they will not be tolerated at Resurrection School.

Signature of Parent

Date

**SEXUAL HARASSMENT POLICY
DIOCESE OF LANSING**

1. Sexual harassment is absolutely forbidden in any parish or school or other agency of the Diocese of Lansing. The Gospel of Jesus Christ, taught in all times and places by the Holy Catholic Church, includes a profound respect for, and charity toward, each individual person. Sexual harassment is utterly at odds with the Gospel, and will NOT be tolerated.
2. Sexual harassment is exactly what the name implies – harassment of a sexual nature. It includes (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature when (3a) submission to such conduct is made either explicitly or implicitly a condition of a person's employment or education; (3b) submission to or rejection of such conduct is used as the basis for employment or educational decisions; (3c) such conduct has the purpose or effect of substantially interfering with a person's work or school performance; or (3d) such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment. Sexual harassment can include, but is not limited to, improper physical contact, lewd or sexually suggestive comments, off-color language, leering, jokes of a sexual nature, slurs and display or known possession of sexually explicit material. It can involve words or actions by any member of our community, directed against any other member of our community (or, in some circumstances, our guests and visitors).
3. If you believe that you have been subjected to sexual harassment, please contact the (pastor / pastoral administrator / principal / director of this agency) without delay. If you believe that you have been subjected to sexual harassment by the (pastor / pastoral administrator / principal / director of this agency), please contact the Moderator of the Curia (517-342-2450) or the Chancellor (517-342-2454) for the Diocese of Lansing without delay. Sexual harassment may be reported orally or in writing.
4. A report of sexual harassment will be promptly and thoroughly investigated. The facts will determine the response of each allegation. Substantiated acts of sexual harassment will result in appropriate disciplinary action up to and including termination or expulsion. All information regarding a specific incident will be kept confidential to the extent possible under law. Retaliation for a report of sexual harassment likewise will result in appropriate disciplinary action up to and including termination or expulsion.
5. If a person who reports sexual harassment or a person against whom such a report is made is dissatisfied with the outcome of the investigation, that person should contact the Moderator of the Curia (517-342-2450) or the Chancellor (517-342-2454) for the Diocese of Lansing. If a person is dissatisfied with the outcome of an investigation undertaken in the first instance by the Moderator of the Curia or by the Chancellor, the person should contact the Bishop in writing.

INTERNET PERMISSION FORM

Below are the *Diocese of Lansing* guidelines to safeguard students on SCHOOL / PARISH WEB PAGES and the INTERNET

Diocesan Guidelines for Student Safeguards

- Web page documents may include only the FIRST name and the INITIAL of the student's last name with parent's / guardian's written permission
- Web page documents on a *diocesan approved* secure Internet site may Include the first and last name of students with parent's / guardian's written permission. (Only available to parent, teacher and principal.)
- Student's personal e-mail address may not be published on school / parish Web site.
- Decisions on publishing student pictures, and audio clips are based on Parent's / guardian's written permission.
- Web page documents may not include any information which indicates the physical location of a student, other than attendance at a particular school / parish, or participation in activities.
- Documents to be copyrighted need **DATE ONLY**.

In keeping with these guidelines, we are seeking your permission for the following:

I GIVE permission for the following to be posted on the RESURRECTION SCHOOL web page.

- | | |
|--|---|
| <p>_____ My child's first name and last name
(on a secure site only which is available – Edline – to parent, teacher, principal only).</p> | <p>_____ My child's grades and attendance
(on a secure site only which is available – Edline – to parent, teacher, principal only).</p> |
| <p>_____ My child's first name & last initial
on school web pages</p> | <p>_____ Picture of my child</p> |
| <p>_____ My child's class work</p> | <p>_____ Audio clip of my child</p> |

I do NOT give permission for the following to be posted on the RESURRECTION SCHOOL web page.

- | | |
|--|---|
| <p>_____ My child's first name and last name
(on a secure site only which is available – Edline – to parent, teacher, principal only).</p> | <p>_____ My child's grades and attendance
(on a secure site only which is available – Edline – to parent, teacher, principal only).</p> |
| <p>_____ My child's first name & last initial
on school web pages</p> | <p>_____ Picture of my child</p> |
| <p>_____ My child's class work</p> | <p>_____ Audio clip of my child</p> |

Student Name	Parent / Guardian Signature	Date
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ACCEPTABLE USE CONTRACT FOR STUDENT TECHNOLOGY
Catholic Schools and Parish Educational Programs

The Diocese of Lansing, Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools and parish catechetical programs of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocesan, parish and school terms, conditions and regulations for the use of internet and other technologies including, but not limited to, computers, telephones, video, fax and digital cameras. These procedures apply to all computers/technologies whether located at school, parish center or office, home or anywhere else.

1. I will not use a computer on school/parish grounds unless an adult is present.
2. I will follow the Diocese of Lansing's and the school's/parish's code of ethics for Internet and technologies.
3. I will use only authorized computer disks/storage devices. I will not use a disk/storage device from outside the school or parish until it has been virus checked by the school and authorized for use in the school or parish.
4. I will respect the privacy of others. I will not use another's computer or computer disks/storage devices without permission. I will not use another's password, file or identity code. If I enter another's file, or know that another person has, I will notify my computer teacher, principal or parish catechetical program leader.
5. I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not reveal the name, address or phone number of others through the use of technology. I will not transmit or use photographs of others without their permission.
6. I will respect the laws of the United States, its individual states and foreign countries in regard to copyrighted material; threatening, violent or harassing material; obscene material and material protected by trade secret.
7. I will not submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; nor encourage the use of a controlled substance.
8. I will use technology in a way which preserves it and is an acceptable use of it. I will not vandalize the school's, parish's or anyone's data, software, hardware or technological equipment. I will not enter into any financial obligation nor make any purchase through the use of the school's or parish's technology.
9. I will attend and participate in one training session on acceptable use of the Internet and local area networks before I am granted the privilege of access

Access and use of the Internet, local area networks, computers and other technologies is a privilege for the user.

I have read and understand the contract for use of this privilege. I accept the terms, conditions and regulations of this contract and understand disciplinary action as set forth in the School Handbook.

Student User Signature

Date

Parent / Guardian Signature (I have read and support this student contract)

Date

Faculty / Staff Member Signature

Date

Playground Responsibilities for Parents

Memo to Parents/Guardians

TO: The _____ Family

RE: Playground duty of the week of _____

SHIFT: Report at: 11:15 – 12:00 _____ 12:10 – 12:45 _____

Parents working shift 1:

Report to the school office no later than 11:15AM to sign in and pick up a first aid kit and walkie-talkie. Supervision extends from 11:15 – Noon.

Parents working shift 2:

Report to the school office no later than 12:10PM to sign in and pick up a first aid kit and walkie-talkie. Supervision extends from 12:10 – 12:45PM

Dear Parents/Guardians:

The safety of our children on the playground during the lunch hour depends on the supervision you provide. It is important that all areas where children play are fully supervised.

All parents are assigned to work as a playground supervisor for 1-2 weeks during the school year. It is VERY important that when your name appears on an assigned WEEK, that you report for playground duty. If you are unable to, please contact the school office to make arrangements for a substitute at least a week in advance. A \$30 fee will be assessed to pay your substitute for the week.

A week of duty consists of five days, one shift per day, from either 11:15 a.m. to 12 noon or 12:15 p.m. until 12:45 p.m. If the week you are scheduled is not a full week of school, you may be called to fill in for someone who is ill, or you may be scheduled to serve a day or two at another time. A letter regarding parental playground responsibility will be sent home in advance of your assigned week.

Please review the following playground rules before reporting for your scheduled duty:

No moving vehicle will be allowed to enter or leave the roped areas of the parking lot during the school lunch hour (11:15am – 12:45pm). Signs have been posted. **As a playground supervisor, you have the authority to enforce the rules.**

Students in grades K – 3 are not allowed to retrieve a ball that goes into the street or out of the roped areas of the parking lot. They must inform a playground supervisor, and the supervisor must retrieve it. Students in grades 4 and 5 must ask permission from a playground supervisor before retrieving a ball from the street or beyond the roped areas of the parking lot and may proceed only after the supervisor has made sure that there are no moving vehicles. Students may reenter the school during recess ONLY with the permission of

their teacher or the principal. Students are to use the restroom before or after the lunch break.

If there is an injury, please inform the school office immediately. Administer temporary first aid (using safe practices) if necessary before sending the student to the office. Send a runner for Mr. Kahne if you need help. ***Never leave your area unattended*** – communicate the situation with the other playground supervisor.

No food or drink is allowed on the playground or the gym. Gum is never allowed. Eating is not allowed outside the cafeteria.

Tackle football is NOT allowed, nor is any activity resembling fighting. ***Intervene when students are getting too rough, doing any dangerous or potentially dangerous things, or using inappropriate language.*** Ask them to stop the behavior and/or take a cooling-off period. Students must show respect for adults on duty, other students and the property of others. Please inform Mr. Kahne or Mrs. Edwards of any confrontation between students and /or lack of respect.

In wintry weather, NO snowball / ice throwing is allowed. Students are NOT permitted on snow hills or icy patches. Students must be dressed appropriately for the weather. In extreme weather conditions, students will be allowed in the building.

On rainy days students will play in the gym, schedule permitting. If the gym is not available, students will report to the classroom. The playground supervisor will be informed of changes when arriving for duty. During recess time in the gym, students are ***NOT*** to wear shoes on the floor. They are only allowed in the restrooms in the gym when recess is taking place there. ***NO dodge ball or scooters are permitted during gym recess.***

Any questions you may have regarding playground duty may be addressed to Mr. Kahne or Mrs. Edwards.

