

**RESURRECTION
ACADEMY
PARENT STUDENT
HANDBOOK**



Designed to create tomorrow's leaders, today.

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**RESURRECTION ACADEMY PARENT STUDENT HANDBOOK
ACKNOWLEDGEMENT AND ACCEPTANCE OF CONTENT**

Our family has received and reviewed the Resurrection Academy Parent Student Handbook. We acknowledge our understanding of the policies and procedures outlined in the handbook and commit to adhering to them. We are aware that the school may make amendments to the Parent Student Handbook as necessary during the school year, and we agree to follow any additional or amended policies and procedures.

In the event we fail to fulfill our responsibilities under the Parent Student Handbook, including future amendments, we acknowledge that the school reserves the right to decrease merits on the student merit conduct card which will impact the conduct grade, request the withdrawal of our child(ren), or may not extend an invitation for them to return the following year.

By signing below we confirm our commitment to comply with the requirements and expectations outlined in the Parent Student Handbook, both currently and in the event of any future revisions.

Family Name: _____

Student Name and Grade: _____

Student Name and Grade: _____

Student Name and Grade: _____

Student Name and Grade: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

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RESURRECTION ACADEMY

A ministry of St. John XXIII



17434 Miller Ave.

Fontana, CA 92336

909-822-4431

www.resurrectionacademy.net

Pastor Fr. Cletus Imo

Principal Ms. Angelica Regalado

Resurrection Academy is part of the Diocese of San Bernardino and is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

Right to Amend

The purpose of this handbook is to present the philosophy, organization, and policies of Resurrection Academy. This handbook is not a binding contract with Resurrection Academy. Rather, it is a unilateral set of policies that students and families are expected to, and must, follow. The principal, or appointee, with the support of the pastor, reserves the right to amend this handbook as circumstances arise. Parents, guardians, and students will be given notification if changes are made. Please read the handbook carefully and retain it for reference during the school year. A copy of this handbook can be located on the school website www.resurrectionacademy.net.

A Letter from the Principal

Dear Resurrection Academy Community,

I extend a warm and joyous welcome to each member of our school community. It is with great excitement and anticipation that I present to you an updated edition of the Resurrection Academy Parent Student Handbook. This handbook serves as a compass, guiding us through the policies, procedures, and expectations that define the essence of our school mission.

Choosing Resurrection Academy reflects a shared commitment to the values and principles that form the foundation of our Catholic educational mission. Through the collaborative efforts of families, administration, faculty, and staff, we aim to provide a nurturing and academically rigorous environment where students can flourish spiritually, intellectually, and socially.

This handbook is more than a set of rules; it is a testament to our shared commitment to creating a positive and enriching school experience for your child(ren). The handbook is designed to be a resource that enhances the partnership between the school and our families, enabling us to work together effectively for the benefit of our students.

Thank you for entrusting us with the education and development of your child. We are enthusiastic about the learning, growth, and achievements that await us. May God's blessings be upon you and your family, and may this academic year be filled with grace, joy, and success.

In faith and partnership,

Ms. Angelica Regalado
Principal
Resurrection Academy

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RESURRECTION ACADEMY

HOME OF THE SAINTS

Administration, Faculty and Staff

Ms. Angelica Regalado	Principal	aregalado@sbdiocese.org
Mr. William Ooms	Office Manager	office@resurrectionacademy.net
Ms. Tommie Maciel	Preschool Director/Teacher	t.maciel@resurrectionacademy.net
Mrs. Rose Briones	Preschool Teacher	r.briones@resurrectionacademy.net
Mrs. Leticia Ocampo	Kindergarten Teacher	l.ocampo@resurrectionacademy.net
Mrs. Leslie Katiyar	First Grade Teacher	l.katiyar@resurrectionacademy.net
Mr. Matthew Gerovac	Second Grade Teacher	m.gerovac@resurrectionacademy.net
Mrs. Dee Herrera	Third Grade Teacher	d.herrera@resurrectionacademy.net
Mrs. Deydre Kopka	Fourth Grade Teacher	d.kopka@resurrectionacademy.net
Mr. Andrew Barajas	Fifth Grade Teacher	a.barajas@resurrectionacademy.net
Mrs. Rosalie Vilchis	Sixth Grade Homeroom, Middle School ELA Teacher	rvilchis@sbdiocese.org
Mr. Alejandro Michel	Seventh Grade Homeroom, Middle School Religion, Social Studies, & Spanish Teacher	a.michel@resurrectionacademy.net
Mr. Ronald Marquez	Eighth Grade Homeroom, Middle School Math, Science, & Technology Teacher	r.marquez@resurrectionacademy.net
Mrs. Rocio Nava	Kindergarten Aide	r.nava@resurrectionacademy.net
Mrs. Priscilla Hickman	First & Second Grade Aide	p.hickman@resurrectionacademy.net
Mrs. Nora Hernandez	Custodian	

Resurrection Academy Goals

- To provide our students with a well-rounded academic program with Catholic fundamentals as its core.
- To strongly promote and recognize Christian values and moral behavior.
- To instill a positive attitude towards the learning process while providing students with the opportunity to achieve academic excellence.
- To promote unity, love, respect, and understanding, among all people.
- To encourage faculty and staff to strengthen their Christian commitment and professional growth.

Diocese of San Bernardino/Riverside Catholic School's Mission Statement

“The Catholic school forms part of the saving mission of the Church, especially for education in the faith.” “It is not simply an institution which offers academic instruction of high quality, but even more important, is an effective vehicle of total Christian Formation.”

The Catholic school teaches this message, fosters community, and models service. Our schools have a clear focus as centers where the Church evangelizes, educates, and contributes to the formation of a healthy and morally sound lifestyle. In doing this the Catholic school fosters everyone's growth in personal holiness and his/her relationship to Christ.

The Catholic school is dedicated to academic excellence, reinforcing a sense of social concern, and encouraging a life balanced by social and physical activities. The Catholic school also recognizes, supports, and assists parents as the first and primary educators in a child's life. Schools work with the parents and encourage them to participate in the decision-making processes affecting their children.

The Catholic school challenges clergy, parents, students, and parish communities to work together in mutual trust, support, and dedication to the common goal of providing quality, religious, and academic education for our children.

(Quotes from The Catholic School, USCCB, Teach Them)

Revised June 2005

Mission Statement

Resurrection Academy, a ministry of St. John XXIII Catholic Community, is a diverse preschool through eighth-grade school offering a rigorous Catholic academic education grounded in Gospel values. Immersed in technology with a focus on 21st-century skills, our students learn to communicate, collaborate, create, and think critically. Serving Fontana and the greater Inland Empire for over sixty years, we are a worshipping community that is caring, respectful, compassionate, and life-giving—committed to creating tomorrow’s leaders, today.

Vision Statement

Resurrection Academy will maximize the use of technology to enrich and expand the tradition of excellence in Catholic education.

Philosophy

We at Resurrection Academy are a community of dedicated Catholic educators whose goal is to provide a Gospel-centered environment for our students and families. For sixty years we have served as a ministry of the community of St. John XXIII grounded in an atmosphere of service and stewardship wherein our students may discover a respect for self and others thereby developing their God-given potential for service and peace.

We believe in the personal dignity and worth of every individual. We encourage and develop a sincere spirit of caring, a sense of civic duty, community service, and pride throughout the student body, faculty, and families. We celebrate a rich Catholic tradition through faith sharing, liturgy, sacramental preparation, Reconciliation, and Holy Eucharist.

Our goal is to provide a multi-faceted curriculum that promotes spiritual, academic, social, emotional, and physical growth. We are committed to fostering a positive self-image and desire within our children to be life-long learners, creative critical thinkers, responsible Catholic citizens, and effective communicators by developing their sense of personal growth and independence, challenging their limitations, and building on their strengths. We prepare our students for leadership roles and to meet the demands of our rapidly changing world by immersing them in technology, collaboration, and creativity.

We believe that parents are the first and most important educators of their children. We instill the values of Catholic schools, including service, respect for self and others, discipline, high academic standards, prayer, and worship, with the support and commitment of the parents. We work to provide a well-rounded experience and to form our students into disciples of Christ. To

this end, we build bridges of communication that will enable us to work in partnership with our parents to improve each student's potential for individual excellence.

Finally, our school is blessed with students from various racial, cultural, religious, social, and economic backgrounds. We recognize, utilize, and celebrate these differences as gifts that enrich our school community.

History

Since its founding in 1961, Resurrection Academy has consistently upheld a standard of academic excellence and a rich tradition of Catholic values as an integral part of the Diocese of San Bernardino. Resurrection Academy is a ministry of St. John XXIII.

Originally established as a modest four-room facility in 1961 and staffed by the Daughters of the Divine Charity, Resurrection Academy has grown over the years. A second structure was added in 1964 to facilitate the annual inclusion of new grade levels. Early on, grades kindergarten through fourth functioned as self-contained classrooms, while grades five and six, and seven and eight operated as combination classes. In response to changing needs, the seventh and eighth-grade combination classes were discontinued in 1980 due to low enrollment. Subsequently, the school adapted to community needs with the addition of a preschool in 1985. Recognizing a need for extended care services, an extended care program was established in 1986. The construction of the social hall in 1988 further addressed the growing needs of both the school and the parish.

In 1994, Resurrection Academy took a significant step by constructing a dedicated middle school building to accommodate grades six through eight. Grade seven was established that year and grade eight the following year. In 2003, the preschool was expanded to accommodate 30 students through a capital improvement grant of \$50,000 from the Children and Families Commission of San Bernardino County.

Resurrection Academy prides itself on being a parish school with a dedicated and qualified administration, faculty, and staff. Our parents have chosen our school because of the Christian values taught, our high-quality education, our dedication to service, and our small school environment. Parental support is evident through both financial contributions and volunteerism in various school activities.

Guided by parent expectations, the administration, and teachers have set high academic standards for our students, fostering a culture of lifelong learning. Typically, over half of our graduates pursue a Catholic education in high school. Many alumni return to share their success in high

school and college. Additionally, some alumni choose to return to the school as educators and some entrust the education of their children to Resurrection Academy.

Throughout the years, Resurrection Academy has embraced students with diverse ethnic backgrounds and various learning abilities. We celebrate this diversity through cultural events and provide differentiated educational support, including tutoring, and small-group instruction. The thriving success of Resurrection Academy is a testament to the collaborative efforts of the administration, faculty, staff, parents, and students.

Accreditation

Resurrection Academy is fully accredited by the Western Catholic Educational Association (W.C.E.A.) and by the Western Association of Schools and Colleges (W.A.S.C.).

Advisory Board

The School Advisory Board for Resurrection Academy is an advisory group whose general purpose is to support and implement the school's mission, market the school, and help build enrollment. The general responsibilities of the consultative school Advisory Board are in the following areas: strategic planning, policy development, resource development, institutional advancement, and marketing of the school. The recommendations by this advisory board must be consistent with and supportive of the policies of the Bishop and the Diocesan Board.

The board is consultative with the principal and Pastor and collaborates with them in the following areas of responsibility:

- Planning (establishing mission statement, goals, long-range strategic plan);
- Policy Development (formulating policies which give general direction for administrative action);
- Public Relations (communicating with various publics, recruiting students, promoting the school);
- Evaluation (evaluating strategic goals and plans, evaluating board's effectiveness).

Limits of Jurisdiction:

Neither the Advisory Board as a whole nor any individual member shall formally entertain nor consider communications or complaints. Only in those cases where satisfactory adjustments cannot be made by the principal and/or Pastor, shall communication or complaints be referred to the Office of Catholic Schools.

Individual members have status as Board Members only when acting formally as members of the Board while it is in session, or when specifically entrusted by the Board to carry out definite assignments.

The School Board meets monthly or bimonthly (every two months). At times, the Board may consider it necessary to go into Executive session for discussion, deliberation, and vote. Implementation of the policies is the responsibility of the Principal, who is accountable to the board for reporting policy execution.

Finance Committee

The School Finance Committee consists of the Principal, the Pastor or Designee, the Academy financial bookkeeper, and appointed members of the school/parish community. The purpose of the School Finance Committee is:

- To assist in the preparation and administration of the Academy budget;
- To determine and assist in the implementation of financial policy as it relates to the general direction of the Academy as decided by the Pateral Coordinator Principal, and Board;
- To prepare the annual financial statement of the Academy which will be included with the Parish financial statement, published, and distributed to all PT members and parishioners at the end of every calendar year; and
- To act as the forum for all financial matters relating to the Academy.

The responsibilities of the Committee are to provide legal and financial advice to the administration, School Advisory Board, and staff, and to evaluate the financial needs of the school.

The policies recommended by this Committee must be consistent with diocesan statutes as outlined in the Diocesan Policy Manual

Finance Committee members may be appointed from outside the school community. They are individuals with skills and expertise in financial matters, business administration, and civil law. Members must exhibit great responsibility for trust and maintain confidentiality. The Paster and Principal are members of the committee.

Parent Teacher Guild (PTG)

The Parent Teacher Guild (PTG) is an important unit for fostering a good home/school relationship and creating an active interest in school life. When a child is registered in

Resurrection Academy, the parent automatically becomes a member of the PTG. The PTG is for school support, not a policy-making body. It is a service organization that is to assist in the development of the school, primarily through fundraising. The activities of the group must be consistent with and supportive of the policies and goals of the Parish Community and the School Administration.

Parents are invited to attend the General PTG Meetings, as announced. The general activities and events in the school are discussed and reviewed at these meetings to build a closer relationship between the school, home, and the parish. Board members are nominated or appointed in front of the school community and/or principal.

STANDARDS FOR ALL SCHOOL WORKERS REGARDING INTERACTION WITH YOUTH

- (1) School workers must be aware of their own and others' vulnerability to appearance or perception of impropriety when working alone with youth. At all times, School workers should, therefore, use a team approach to managing youth activities. At least two adults (preferably a team of several adults) will organize and supervise youth activities.
- (2) Except in an emergency or urgent circumstances involving the youth's safety, School workers shall never be alone with a youth during any school activity or setting. For example, adults should avoid situations that put them in a position of being alone with a minor in a rectory, parish building, school, or other closed room (except as required for the Sacrament of Reconciliation).
- (3) School workers will observe careful boundaries concerning any type of physical contact with youth. Beyond a simple handshake or a friendly, brief hug, any physical contact should only take place in public circumstances, and prudent discretion and respect should be applied by School workers in order to avoid any appearance of impropriety.
- (4) Clergy and religious shall never permit a youth to stay overnight in their private accommodations or residence nor shall clergy or religious ever be permitted to share a room overnight with a youth. An exception can be made in the case of immediate family members of the clergy or religious, provided that a parent or adult guardian of the youth also stays overnight and that separate accommodations are provided for the youth and his or her parent or adult guardian.
- (5) School workers will not provide shared, private, overnight accommodations for individual youths, including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.
 - (a) School workers will use a team approach to managing emergency situations. A team of adults will consult with each other about the best approach to take in emergency situations.
- (6) School workers are prohibited from taking the youth home or to another location unless another adult is present in the vehicle or the parent/guardian of the youth has given express prior permission. School workers likewise shall not permit other adults to take a youth home or to another location, unless at least two adults will be present in the vehicle or the parent/guardian of the youth has given express prior permission.
- (7) School workers shall not give gifts to a specific youth under their care or supervision unless a gift is given to all other youth under their care, and even in such situations, any such gifts shall be modest, inexpensive tokens of friendship or appreciation. This provision shall not be construed as precluding clergy and religious from giving gifts to youth who are members of their immediate families, such as nieces and nephews.
- (8) School workers will familiarize themselves with, and understand the contents of, the child abuse regulations and reporting requirements for the State of California, and will comply with those mandates. School workers shall also complete, in a timely manner, any safe environment and/or youth protection training required of them.
- (9) School workers shall take all necessary action to ensure that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs. School workers shall take all necessary action to ensure that youth under their care or supervision do not have access to illegal drugs or alcohol. School workers may

never serve or supply alcohol to youth or adults under the age of 21. Persons under 21 may, of course, partake of both species of the Eucharist, including the Precious Blood, according to the norms of canon law.

For more detailed information please access the Diocese of San Bernardino Code of Conduct on the diocesan website.

<http://www.docyp.org/>

Schoolwide Learning Expectations

The Schoolwide Learning Expectations (SLE) embody a comprehensive preschool-8 framework committed to nurturing positive relationships, advancing academic achievement, and embodying Catholic social teachings through impactful community service initiatives. Rooted in the school’s charism, the SLEs not only guide students in acquiring knowledge and skills but also emphasize spiritual values. These expectations serve as a compass, and outline the attributes students embody upon graduation from Resurrection Academy. We expect students and graduates who attend Resurrection Academy to become:

<p>Lifelong and essential learners who:</p>	<ul style="list-style-type: none"> ● Can work both cooperatively and independently. ● Demonstrate a strong interest in expanding their Catholic faith. ● Are internally motivated to enhance intellectual growth. ● Utilize and expand their knowledge of technology.
<p>Effective communicators who:</p>	<ul style="list-style-type: none"> ● Utilize verbal, auditory, artistic, and written forms of communication effectively and appropriately. ● Understand, utilize, and apply appropriate terms when communicating with various audiences. ● Apply technology to assist in research and presentations for oral and written expression. ● Demonstrate active listening skills.
<p>Creative critical thinkers who:</p>	<ul style="list-style-type: none"> ● Can analyze and integrate the information and resources around them to make their own decisions. ● Cognitively and rationally distinguish between moral and immoral choices. ● Use the Gospel values and teachings of the Church as well as cultural belief systems when deciding appropriate courses of action. ● Use logic and reasoning to make responsible decisions. ● Use creativity to discover ways to overcome challenges and resolve conflicts peacefully.

Responsible Catholic Christian citizens who:	<ul style="list-style-type: none">• Are active, positive participants in their communities and churches.• Appreciate and respect, self, others, authority, community, and environment.• Take responsibility for their actions.• Model Christ-centered behavior.• Foster Catholic Christian values such as compassion, tolerance, and respect for the dignity of life.
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GENERAL ADMISSION POLICIES

Non-Discrimination Statement

The schools of the Diocese of San Bernardino do not discriminate based on sex, race, color, national and ethnic origin in the administration of their educational policies, admission policies, scholarships and loan programs, athletics, or other school-administered programs.
(5010 of the Diocesan Handbook)

Admission

All new and returning incoming students are admitted as follows:

Priority I - Students whose families are registered and active parishioners of St. John XXIII, with forms and fees submitted by the required dates.

Priority II - Transferring Catholic school students whose families register in the parish and become active.

Priority III - Other students who, by their behavior and attitude, demonstrate an acceptance of the philosophy of Resurrection Academy..

Baptismal and Birth Certificates

A Baptismal Certificate and a Birth Certificate must be presented at the time of registration.

Requirements for Acceptance of New Students

All newly admitted students at Resurrection Academy are placed on probation during their first year. As a religious, private non-profit school, Resurrection Academy adheres to all applicable rules and requirements. While every incoming child is considered a valued child of God, it's important to note that Resurrection Academy may not be able to address all the needs of every

child as effectively as alternative placements might. Prospective students must exhibit both academic and behavioral readiness to gain admission.

Upon enrollment, students are expected to demonstrate ongoing academic and behavioral success at Resurrection Academy. Those who fail to maintain acceptable grades, attendance, or behavior may be asked to leave if a below-average pattern becomes evident within the first trimester or after either of the final two trimesters.

The continued enrollment of struggling new students depends on various factors, including the efforts of the child and parents, alternative placement options, and the likelihood of future success at Resurrection Academy. Final decisions rest with the Principal, who consults with the Teacher(s), Student Success Team, and/or Pastor. All newly accepted students are probationary for the first trimester.

Preschool applicants must:

- Be 3 to 4.9 years of age
- Be fully potty trained
- Provide copies of birth and baptismal certificates
- Provide up-to-date immunization records

Pre-Kindergarten applicants must:

- Be 4 by September 1st
- Be fully potty trained
- Provide copies of birth and baptismal certificates
- Provide up-to-date immunization record
- Provide Health Exam for School Entry form completed by a physician

Kindergarten applicants must:

- Be 5 years of age by September 1st
- Complete the developmental readiness screening
- Provide copies of birth and baptismal certificates
- Provide up-to-date immunization records
- Provide Health Exam for School Entry form completed by a physician.

First-grade applicants must:

- Be 6 years of age by September 1st
- Be evaluated for readiness in language, motor skills, and perception
- Provide a report card from Kindergarten, if transferring from another school
- Provide copies of birth and baptismal certificates
- Provide up-to-date immunization records

Second, through Eighth-grade, applicants must:

- Be enrolled in good standing at their current school
- Provide report card and latest test scores if transferring from another school
- Be evaluated for readiness in language arts and mathematics
- Provide copies of birth, baptismal, and first communion (grade3-8) certificates
- Provide up-to-date immunization records and TB clearance

Seventh-grade must:

- Provide Tdap vaccination report before first day of school

Mid-year Admission

Mid-year registration and admission is available on a case-by-case basis, class size permitting. Tuition is prorated for the remaining months of the school year. Payment amount and schedule will be arranged at the time of registration. All new students are admitted on academic and conduct probation, allowing the school to assess whether it can effectively meet the child's needs. Students admitted during the third trimester may not receive a Report Card, instead, a Progress Report may be issued.

Students with Learning Disabilities and Exceptional Needs

At Resurrection Academy, we believe the education of a student is a partnership between the parents and the school. We make every effort to accommodate or modify for identified special needs. However, our school does not offer a special education program. Children with exceptional needs requiring special class placement are to be accepted if their needs can be adequately met in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the placement proves unsatisfactory, the parents will agree to enroll their child in another school system that provides for the special needs of exceptional children.

Students with Physical Disabilities

Resurrection Academy makes every reasonable effort to accommodate students with physical disabilities.

Immunization Records

State regulations require that any new or returning student must have an up-to-date California Immunization Record on file to attend school. In some categories, the information requested may be repetitious, but it is necessary to complete all requests. Returning students may be requested to re-submit immunization records to verify compliance with changes in California law. Failure to provide the requested verification will result in suspension of the student.

Immunizations must be completed by the first day of school for school entry. For detailed information on immunizations required by the State of California Department of Public Health visit the [California Department of Public Health Immunization Branch](#)

Health Policies

Parents are expected to contact the school office when their child(ren) has an infectious health condition (i.e. COVID-19, COVID-19 exposure, measles, chicken pox, head lice, strep throat, pink eye, etc.). Return to school following communicable diseases must first be cleared through the physician and school office.

Special Medical/Special Circumstances Policies

Special Circumstances Policy (#5119.1)- “In cases of special temporary health, physical, legal, or other circumstances, the school will consult with the Office of Catholic Schools, the policies of the Education and Welfare Corporation, and local school district and community resources to determine the best course of action to support the student and family, as well as the entire school population.”

Student Medication

Medical treatment is the responsibility of the parent(s)/guardian. Medications, both prescription and over-the-counter, are rarely given at school. No medications of any kind can be administered by school personnel without appropriate forms on file in the office. **Expired medications will not be given to the student. A separate form must be used for each medication.** No student is permitted to take medication to the classroom or keep it on their person or in their backpack/lunchbox, etc. All medications will be sent home at the end of each school year.

If a student must take medication prescribed by a doctor while at school, the medication must be sent to the school office in the container received from the pharmacy and must have its original label containing the following information:

- Child's name
- Name of the doctor prescribing the medication
- Frequency
- Dose
- Date

Special forms are available from the school office to allow the school to supervise students as they take prescribed medication. Students who suffer from Asthma must have their inhalers in the school office, not their backpacks or lunch boxes. Expired medications will not be administered.

All medications (prescription & over the counter) must be sent to the office. Teachers cannot administer medication in the classroom. The school administration must be informed if your child is under the medical care of a physician, psychiatrist, or therapist. This allows us to monitor student behavior and interactions for the safety of all students. All medical conditions are considered confidential.

First Aid and Illness

Minor accidents are taken care of by a member of the school staff or school nurse. In case of a serious accident, the principal, nurse, or other school authority will contact the parents as soon as possible. If the parents cannot be reached, the emergency number on file will be tried. If the emergency number cannot be reached, the injured child will be taken to the hospital immediately. If a child becomes sick at school, the parents will be contacted. The parents or another adult designated by the parents must come to take the child home. No child will be allowed to go home alone. A child running a fever must be picked up and will not be allowed to remain at school. All communicable diseases, including strep throat, chickenpox, pink eye, and skin diseases should be reported.

Students should remain home for the following reasons:

- Temperature of 100 degrees or above
- Vomiting, nausea, or severe abdominal pain
- Marked drowsiness or malaise
- Sore throat, acute cold, or persistent cough
- Red, inflamed, or discharging eyes
- Acute skin rashes or eruptions
- Swollen glands around jaws, ears, and neck

- Suspected scabies or impetigo
- Earache
- Pediculosis
- Other symptoms that are suggestive of acute illness

Limited Physical Activity

Students may be excused from participation in physical education activities due to illness or injury for one day with a written notice from a parent/guardian. If a student needs to be excused for two days or longer, a physician's note must be provided.

Emergency Information

Emergency forms are included in every registration packet and distributed at the start of each school year. It is crucial to promptly complete and return these forms. All students must maintain an updated emergency contact form on record in the school office. Please designate additional individuals to be contacted in case of an emergency if the parents are unavailable. If someone other than the child's parents or guardians will be picking up the child from the classroom, that person (18 years of age or older) must have a valid California ID and their name must be on the Emergency Form. For individuals not on the Emergency Form coming to pick up students, the parent must use a **One Day Pick-Up Form**, (available on the school website) signed by the parent.



FINANCIAL POLICIES

Resurrection Academy operates under a tuition agreement. Each parent or guardian enrolling a student at Resurrection Academy must sign a tuition contract, committing to pay the specified tuition and fees for the school year. Parents of the school who have not fulfilled all financial obligations (both monetary and service-related) before final registration will not be considered registered and will not be accepted for the upcoming school year.

There are two tuition plans available. Families may select a tuition plan that suits their needs. Families who do not participate in fundraising and the Parent Involvement Program (PIP) are required to enroll in Tuition Plan A, which incurs a higher tuition rate. If a family has not fulfilled the mandatory PIP points by May 31st, will be invoiced \$30.00 per unfulfilled point.

Tuition

There are two different tuition rates at Resurrection Academy. The tuition rate for each family will be determined at the time of registration and re-registration. All tuition payments will be collected through FACTS. To use FACTS, a FACTS Form, available online, needs to be completed at the time of registration. The fee for using FACTS is \$50.00 per family per year.

Tuition is an annual fee. Annual tuition rates and acknowledgments can be found in the Tuition/Registration Agreement given to parents at the time of registration or re-enrollment. All families are required to have an agreement set up through FACTS Tuition Management Co. for processing payment of tuition and incidental fees incurred during the school year.

Tuition Policies

- Families are responsible for late payment charges for all delinquent payments.
- Families are responsible for all insufficient fund charges for returned checks or lack of funds for automatic debit
- Families are responsible for all FACTS fees
- If financial obligations are delinquent for more than two months, communication will be sent by the principal for the collection of past-due payments
- Families with accounts delinquent for 90 days or more may but are not limited to:
 - Student(s) will be sent home until accounts are brought current.

-Student(s) will be asked to withdraw from school.

- Resurrection Academy reserves the right to deny readmission to any family delinquent in the payment of any tuition, fees, and fines or who has not met the service or fundraising requirements.
- Graduating Grade 8 students may not receive diplomas and report cards in the case of any outstanding financial, service, or fundraising obligation and will receive the Resurrection Academy diploma and report card when all financial obligations are met in full.

Tuition Confidentiality

Families may only discuss financial issues of concern with the office manager of the school or principal, rather than other parents or school personnel. These matters are confidential and should not be discussed with others.

Delinquent Tuition and Fees Policy

To ensure a quality Catholic education for all, active parental participation as primary educators involves the timely payment of fees for the financial well-being of the school. Consequently, the following Delinquent Tuition Policy will be enforced:

1. Upon a missed payment, a notification via email and/or letter will be dispatched to the parent, requesting payment by an assigned date.
2. If payment is not received by the specific date or contact is not made with the school office, an email notification or letter will be sent, informing the parent that the student will face suspension from school until the payment is made. Gradelink accounts will be temporarily disabled.
3. If payment is not received within two weeks of the email or letter notification, the school may consider small claims action or referral to a collection agency, and the student's enrollment may be terminated. Gradelink accounts will be disabled.
4. To ensure a smooth kindergarten promotion or 8th-grade graduation, all fees must be settled in advance to prevent the withholding of diplomas or report cards.

It is imperative to adhere to these guidelines to foster a supportive financial environment and uphold the educational mission of the school. Gradelink accounts will be disabled. Delinquent accounts will be forwarded to a collection agency or small claims court and may be subject to additional fees. Families with unpaid and delinquent tuition fees on the last day of the school year will not be permitted to re-register, nor will their re-registration be considered.

Withdrawal Policy

To initiate permanent withdrawal from Resurrection Academy, the withdrawal request must be made in writing or a withdrawal form must be completed before the student departs. In the event of a student's consecutive absence for two weeks without notification or communication, the school reserves the right to dismiss the student. If the student is leaving mid-trimester, teachers will provide a summary of the student's progress, which will be placed in the student's permanent file for transfer to the next school of enrollment.

A two-week notification is preferred when a student is withdrawn from school. Total months tuition will be charged for withdrawals past the 15th of the month.

Tuition Rates and Fundraising Requirements

Refer to the Tuition and Fee Schedule.



ACADEMIC POLICIES

Curriculum

All teachers at Resurrection Academy integrate content and skills across the curriculum using diverse teaching methods and activities tailored to students' learning styles. The selection of textbooks adheres strictly to state recommendations and diocesan approvals, ensuring the appropriateness and consistency of subject matter. The school follows directives from the Diocese of San Bernardino aligning the curriculum with Diocesan Curriculum Guidelines and State Common Core standards. In pursuit of our school mission statement, philosophy, and Schoolwide Learning Expectations, we are committed to delivering a comprehensive Catholic Christian education.

Core Curriculum

- English Language Arts (ELA)
- Mathematics
- Religion / Family Life
- Sacrament Preparation (Third Grade)
- Science
- Social Studies
- Weekly Liturgy

Enrichment Curriculum

- Art
- Physical Education
- Spanish (Middle School)

Enrichment Programs

- Academic Decathlon
- Advent Program
- Altar Server Ministry
- Athletics (volleyball, flag football, basketball, track, soccer)
- Buddy Class Activities
- Charism Project
- Choir

- Community Service Projects
- Field Trips
- History Fair
- International Day
- Knights of Columbus Contests
- Literature Fair
- Local and National Contests
- May Crowning
- Retreats
- Schoolwide Charism Service Project
- Science Fair
- STEAM Day
- Student Council

Book Rentals and Fees

Textbooks are issued on a rental basis and must be checked in at the end of the school term or before withdrawal. Lost or damaged books shall be replaced at full cost before nine-week grades can be released. All students are required to cover books and carry them in a book bag/backpack. Any debt incurred by an eighth-grader to the school must be paid before graduation. Failure to do so will result in that student not participating in graduation exercises.

Religious Education

Parish Activities

Seasonal religious activities at Resurrection Academy are planned by the priests, principals, and teachers. These endeavors encompass a diverse range of liturgical and para-liturgical experiences, in addition to activities integrated into the formal daily religion program. Every Friday at 8:30 A.M. the school gathers to celebrate Mass. Family, friends, and parishioners are welcome to celebrate the liturgy with the school. Grades 2-8 take turns each week as Lectors and Gift Bearers in Mass. Throughout the school year, Resurrection Academy teachers and students take charge of liturgy preparation at a monthly Sunday parish Mass or on a Holy Day of Obligation Mass. Furthermore, during Advent and Lent, students, teachers, and staff have the opportunity to engage in the Sacrament of Reconciliation.

Retreats

Retreats provide students an opportunity to focus on their relationship with God, explore avenues to live out their faith, and nurture a sense of community. Teachers are encouraged to customize retreat programs to suit the varying needs of students across different grade levels. Currently, 7th

and 8th grade retreats are held annually. In collaboration with the classroom teacher and/or parish ministry leaders, the 3rd-grade retreat is thoughtfully planned to complement preparations for First Holy Communion

Sacrament Preparation

Resurrection Academy offers preparation and celebration of the Sacrament of First Reconciliation to eligible 3rd-grade students. Eligible 3rd-grade students undergo preparation and celebration of the Sacrament of First Holy Communion. Students in grades 3rd through 8th who have yet to receive the sacraments of Reconciliation and First Holy Communion are eligible to do so upon successful completion of a two year preparation program offered at the school.

Classroom Religion Curriculum

Each grade, over the academic year, delves into the Pflaum Gospel Weeklies and the Family Life curriculum published by RCL/Benzinger. Through engaging activities, song, and prayer, the Pflaum Gospel Weeklies connects students' existing knowledge and experiences with the Sunday Gospel. The Family Life program guides K-8 students towards a deeper appreciation for all created life. The program's themes address family living, personal growth, self-understanding, respect for oneself and life, Christian sexuality, and Christian social living. Parents receive a family component to facilitate their involvement in sensitive topics covered in the Family Life program.

"...in order to respond to the obligations of educators set forth in Church documents, each school in the Diocese of San Bernardino shall provide a course of instruction in family life for parents and their children which includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official diocesan guidelines formulated in the Office of Catholic Schools."

APPROVED: DIOCESAN SCHOOL BOARD
DATE: FEBRUARY, 1989
SECTION: 6225

Campus Ministries

Resurrection Academy provides opportunities for spiritual engagement through altar server formation and participation in the school choir. Altar Server eligibility is open to Catholic students who have received their First Holy Communion. The orientation class is organized by designees from St. John XXIII Parish. Students in grades 3-8 are invited to join the choir. The choir contributes music for weekly school mass and other school-sponsored occasions. Students are expected to attend regular weekly rehearsals.

Homework

Homework holds a crucial role in the educational program, serving the following purposes:

- Reinforcing skills and concepts introduced in the classroom.

- Encouraging students to cultivate independent work habits.
- Providing students with the opportunity to take responsibility for completing assigned tasks.
- Fostering creativity through engaging projects and special assignments.

We urge all parents to take an active interest in their child's homework. Parents are encouraged to:

- Be aware of homework standards as outlined by the teacher
- Offer counsel but insist that the student(s) do their work
- Provide a suitable time, place, and environment for study
- Communicate with teachers if there are problems
- Designate a time for daily reading

Gradelink

Resurrection Academy uses a web-based grade and assignment reporting system – Gradelink. Parents and students can access the Gradelink network 24 hours a day, 7 days a week. The Gradelink site, www.gradelink.com, provides information on student's grades, conduct, and current assignment status. Parents are encouraged to visit the website weekly or set up automatic email alerts. Families with delinquent accounts will automatically be locked out of Gradelink. Enrollment and re-registration is handled through www.gradelink.com.

Grading

At Resurrection Academy, our grading policies are designed to foster the mastery of academic standards through diverse assessment methods, providing ample opportunities for students to demonstrate their knowledge throughout the academic year. Our approach aims to support and inform parents about their student's performance levels. Teachers utilize a combination of summative and formative assessments to comprehensively measure each student's performance.

Grade Weight:

Formative Assessments

In the classroom, Formative Assessments constitute 30% of the overall evaluation, offering diverse methods to gauge student learning. Examples include observations, questioning, discussions, extra practice, presentations, visual presentations, classwork, and homework. It's important to note that the list is not exhaustive, and various other formative assessment strategies may be employed.

Progress Reports

Transparent communication between parents, teachers, and students is very important. Concerns or issues regarding academic progress should be addressed promptly and openly with the student's teacher(s). To facilitate continuous communication, parents are encouraged to utilize the online platform www.gradelink.com. At the beginning of each school year and upon request, usernames and passwords for this platform are provided to both parents and students. This tool allows for real-time access to academic records, ensuring that all stakeholders remain informed about the student's journey toward academic excellence.

Progress Reports are distributed in the first, second, and third trimesters to provide parents with timely updates on both academic achievements and behavioral aspects impacting their child's performance. In cases where students persist below grade level, retention letters are provided alongside the second Progress Report. Parents are encouraged to initiate contact with the teacher(s) to engage in a discussion about their child's progress.

Promotion

For K - 5 students, promotion is contingent upon meeting the minimum knowledge criteria specified in the school curriculum for the respective grade.

Middle school students (6th - 8th) are promoted based on the attainment of minimum knowledge specified in the school curriculum for the respective subjects.

Placement (Diocesan Policy)

If a student's academic performance is below grade level, and he/she is unable to be promoted, the student may be "placed" in the next grade. This designation is for students who have not met the academic criteria for promotion to the next grade, but for whom retention is not a feasible option. Feasibility for placement and retention depends upon previous retention or placement, physical size, chronological age, sibling in same/next grade, academic ability, learning disability, attitude of student, and social consideration.

Retention (Diocesan Policy)

In case of slow progress, students are evaluated individually. Any decision concerning non-promotion must be made after considering all facts related to the student's development collected from a wide range of sources throughout the year. The decision to retain a student requires

approval from the principal and the Superintendent of Catholic Schools.

Academic Suspension

Students who accumulate 12 or more missing assignments may face academic suspension. During this period, the suspension is conducted “in school” and takes place in a designated classroom. Students are permitted to return to their regular classroom once they have completed the outstanding assignments. The teacher and principal will jointly verify the completion of the assignments before allowing the student to resume regular classroom activities.

Graduation

Celebrating the transition from student to graduate is a cherished tradition at our school, symbolizing not only academic achievement but also the embodiment of Christian principles in daily life. We believe that each student is uniquely gifted, and while academic excellence is esteemed, it is not the sole measure of success. Beyond academic proficiency, graduation from our school entails fulfilling various requirements, including the completion of Student Service Hours, ensuring current financial obligations for tuition and fees, and maintaining a minimum GPA of 2.0. Students progress to the next grade level upon satisfactory completion of their current academic year. If a student falls short of meeting our academic criteria for graduation, we extend the opportunity to receive a “Certificate of Completion” in recognition of their efforts and dedication.

Renaissance STAR and ACRE Student Assessment

The Renaissance STAR Early Literacy, STAR Math, and STAR Reading Assessments will be conducted thrice throughout the school year, aligning with each trimester. These assessments play a crucial role in evaluating student progress and growth, offering detailed insights that aid teachers in tailoring future instruction to meet individual and class needs. Parents receive a Parent Report of the assessment results.

The ACRE Student Assessment for grades 5 and 8 students is scheduled for January 2024. ACRE is designed to assist in the evaluation of catechetical/religious education programs in Catholic schools and parishes.

Collectively, Renaissance STAR assessments and ACRE assessments, furnish information to measure mastery and growth in various concepts.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled following the publication of the first Report Card. Additional conferences are recommended when a parent or teacher recognizes a need. For any questions regarding your child, grade-specific curriculum, or classroom concerns, please direct your inquiries to the classroom teacher rather than other staff members. Frequent communication with your child's teacher is strongly encouraged. Appointment requests can be made by contacting the teacher using Classroom Dojo, email, in person, or by contacting the school office. It is important to note that teachers are not available for appointments during school hours.

Report Cards

Report cards are published on Gradelink three times a year at the end of each trimester.

Student Success Team (SST)

The Student Success Team (SST) embodies a comprehensive approach to assessing and addressing students' needs within our school community. The Student Success Team comprises the Principal and dedicated faculty members. This team collaborates with the classroom teacher to identify and support students who may require specialized attention or accommodations. The collective goal is to identify students who may benefit from additional assistance and to equip teachers with effective strategies to promote each student's success and growth.

Student Records

Parents or guardians have the right to review a student's records in the presence of the Principal or their delegate. Typically, a student's transcript includes the scholastic record, directory information, and the permanent health record. In the event of a student transferring to another school, the former school sends the transcript upon receiving a written request signed by the parent or legal guardian. Transcripts are mailed directly to the receiving school and are never provided to parents or students for personal delivery.

Awards

Weekly and Monthly Awards

Recognition for students who have earned the Student of the Month and Perfect Attendance awards takes place during the Monday morning prayer assembly on the second Monday of the following month. Students who have earned a Citizenship Award are recognized weekly during the Monday morning prayer assembly.

<p>Citizenship Award (formerly known as High Five Award)</p>	<p>Students earning a Citizenship Award have demonstrated disciplined behavior through acts of service to others, embodying the Schoolwide Learning Expectations (SLEs). They consistently exhibit respect towards both adults and peers, fostering an environment of kindness, helpfulness, and thoughtfulness.</p>
<p>Student of the Month Award</p>	<p>Student of the Month Award recipients exemplify positive role models for their peers and have achieved a high conduct grade (A or A-). The high conduct grade reflects whole-hearted cooperation in school and class activities, adherence to school and classroom expectations, and consistently demonstrated Christian behavior.</p>
<p>Perfect Attendance Award</p>	<p>Perfect Attendance Award recipients have maintained flawless attendance, with no absences, tardiness, or early departures from school. Recipients are recognized monthly and at the end of the year.</p>

Academic Awards for Grades 1 - 4

Subjects that are used to determine academic awards:

- Religion
- ELA/Reading, Language Arts, Spelling
- Mathematics
- Social Studies
- Science

Academic awards will not be conferred if the conduct grade is lower than a B-/G or if there is a grade below C/S in any subject. Additionally, no academic awards will be granted if the student has faced suspension during the trimester.

Academic Excellence	Students who have earned no grade below an A, O, or 97% in all subjects, and maintain an A, O, or 97% in Conduct and Effort.
Academic Achievement	Students who have earned no grade below a B, VG, or 87% in all subjects, and maintain a C, G, or 78% in Conduct and Effort.
Merit	Students who have earned no grades below a C, G, or a 78% in all subjects, and maintain a C, G, or 78% in Conduct and Effort.
Effort	Students consistently exhibit continuous effort and demonstrate improvement from the previous trimester.
Christian Values	The Christian Values Award honors students who exemplify integrity. These individuals display respect towards both adults and peers extend a helping hand to others, and consistently embody the school's philosophy, both within and beyond the classroom.

Academic Awards for Grades 5 - 8

Students in Grades 5 - 8 qualify for academic awards based on their Grade Point Average (GPA). Academic awards will not be conferred if the conduct grade is lower than a B- or if there is a grade below C in any subject. Additionally, no academic awards will be granted if the student has faced suspension during the trimester.

Principal's Award	4.0 - 3.94
High Honors	3.93 - 3.60
Honors	3.59 - 3.0
Merit	2.99 - 2.60
Effort	Students consistently exhibit continuous effort and demonstrate improvement from the previous trimester. Schoolwork must be submitted in its entirety and on schedule.
Christian Values	The Christian Values Award honors students who exemplify integrity. These individuals display respect towards both adults and peers extend a helping hand to others, and consistently embody the school's philosophy, both within and beyond the classroom.

Annual Awards

Saint John XXIII Award for Excellence in Religion	One recipient per homeroom	Criteria: <ul style="list-style-type: none"> ● Academic Effort ● Appropriate Conduct ● Exhibits interest in the Catholic Faith ● Goes above and beyond the norm.
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<p>Spirit of Resurrection Academy</p>	<p>Preschool - 2: One boy and one girl in each homeroom</p> <p>Grades 3 - 4: One student per homeroom</p> <p>Grades 5 - 8: One award per grade</p>	<p>Criteria:</p> <ul style="list-style-type: none"> ● Spirit of Reverence ● Academic Effort ● Respect for Others and School ● Integrity ● Evidence of service (willingness to help/serve)
<p>St. Vincent de Paul Service Award</p>	<p>Grades 6 - 8: One award per grade</p>	<ul style="list-style-type: none"> ● Commitment to service within and beyond the school ● Commitment to service beyond classroom service projects
<p>Pastor Award</p>	<p>Awarded to families</p>	<ul style="list-style-type: none"> ● Awarded to families that have enrolled 2 or more children in Resurrection for 10+ years ● Strong commitment to Catholic education ● Active parishioners and supporters of the school



CONDUCT EXPECTATIONS

Resurrection Academy is committed to providing a safe and healthy learning environment for all students, faculty, staff, and parents. In accordance with our Catholic values, we emphasize mutual respect, tolerance, and acceptance for every individual. Any behavior that compromises the safety or well-being of students, parents, faculty, or staff will not be tolerated, including intimidation, harassment, and various forms of misconduct.

Code of Christian Conduct

Enrollment in Resurrection Academy comes with the expectation that students conduct themselves, both on and off campus, in accordance with Christian principles upheld by the school, as determined by Resurrection Academy at its discretion. Likewise, parents/guardians of enrolled students are required to adhere to standards of conduct consistent with the Christian principles of the school. The Christian principles encompass the following expectations:

- Parents/guardians are expected to collaboratively and courteously work with the school to support the student in meeting the Christian, academic, moral, and behavioral expectations.
- Both students and parents/guardians are encouraged to express concerns about the school's operation and personnel respectfully. However, expressions of concern should avoid being discourteous, scandalous, profane, rumor-driven, disruptive, threatening, hostile, or divisive.
- These expectations extend to all school-sponsored programs and events, including extended care, athletics, field trips, and extra and co-curricular activities.

Resurrection Academy retains the discretion to determine which actions fall short of meeting the Christian principles. Failure to adhere to these principles will typically result in a verbal or written warning to the student and/or parent/guardian and may lead to disciplinary action such as suspension of the student or the suspension of the parent/guardian's privilege to be on campus and/or participate in Parish/school activities, volunteer work, etc. Withdrawal from the school may be required in extreme cases.

Anti-Bullying Policy

Resurrection Academy has a zero-tolerance policy for bullying. This includes but is not limited to direct physical contact (e.g., biting, hitting, shoving), verbal assaults (teasing, name-calling), and social isolation or manipulation. All incidents of bullying must be promptly reported to the Principal or a designated staff member. Immediate intervention is expected from staff witnessing such incidents, and thorough investigations will follow. Consequences may involve family counseling and disciplinary action, including potential exclusion from school for a determined period.

General Conduct

Expected Conduct

- Courtesy, respect, and Christian behavior are mandatory in all classrooms and on school grounds.
- Students should not disrupt teaching or learning.
- All students are required to learn and adhere to specific classroom rules as provided by their teachers.
- Teachers and staff have the authority to discipline/correct student conduct.
- Homeroom teachers will communicate behavior expectations and consequences to parents.

Schoolwide Rules

- Kindness, respect, and courtesy are essential at all times.
- Prompt obedience to directions is required.
- Students must keep their hands, feet, and objects to themselves.
- Responsibility for the protection and care of school property is paramount.
- Adherence to the school uniform code and non-uniform standards is mandatory.
- Inappropriate behaviors such as cursing, put-downs, teasing, or obscene gestures are not acceptable.
- Rough games, public displays of affection, and the consumption of prohibited items (e.g., soda, gum, etc.) are not allowed.
- Entry into classrooms is restricted when a teacher is not present.

Unacceptable Conduct

- Lack of respect to teachers, staff, and adult volunteers.
- Disobedience, defiance, disruption of class, or destruction of school property.

- Violation of social rules, including bullying or failure to comply with uniform regulations.
- Derogatory messages on any form of social media regarding students, teachers, parents, clergy, or the Catholic Church.
- Recess/lunch violations such as disrespect towards schoolmates, school staff, or volunteers; or engaging in disruptive behavior.

Disciplinary Action

Discipline at Resurrection Academy aligns with moral guidance and aims to foster responsibility, self-control, and a sense of community. The principal and teachers may take the following steps based on the discretion and seriousness of the situation:

1. Verbal warning (documented by an adult supervisor).
2. Written reprimand (conduct referral, loss of merits) and/or phone call, requiring a signed acknowledgment.
3. Principal and/or teacher and student conference.
4. Loss of recess and/or lunch playtime. The student will spend their recess and lunchtime in the school office or designated area.
5. Principal and/or teacher, student, and parent conference.
6. A parent called to pick up the student - principal, student, parent conference.
7. In-school suspension (1-3 days at the principal's discretion)
8. Out-of-school suspension (1-5 days at the principal's discretion).
9. Meeting to discuss Disciplinary Contract or possible expulsion.
10. Behavior modification counseling, expulsion, or voluntary withdrawal from the school.

Due Process and Appeals

We commit ourselves to a hearing in any disciplinary situation. The student is told what he/she did wrong, conferences with the principal, and is given a chance to be heard.

Probation

A student may be placed on probation for unacceptable conduct. The probation will continue for two weeks. At the end of that time, the principal will evaluate the conduct of the student to determine additional courses of action. Students involved in extracurricular activities may be denied the privilege to participate due to unacceptable conduct.

Suspension

A student may be suspended for serious misconduct, on or off campus during school-related activities/events, or for continued misconduct after having been placed on probation.

In-School and School Suspensions

A student may not attend a particular class activity, and during that class time will be required to report to a designated area for supervision. In severe cases, the student will serve an in-school suspension or out-of-school suspension. During in-school suspensions, the student will be required to report to a designated area and will complete independent classwork. The student will spend their recess and lunchtime in a designated area for the length of the suspension. In the event of an out-of-school suspension, the student will be assigned independent classwork to complete at home. The student may lose the right to participate in school activities on or off campus for a specified length of time.

Guidelines for Student Suspension:

1. The principal must approve all suspensions.
2. The length of any suspension is left to the discretion of the principal in accordance with the nature of the conduct and all circumstances.
3. The student shall be given oral or written notice of the charges against him/her and a fair opportunity to present his/her side.
Notice is given to parents by phone, or other appropriate method, within a reasonable time, followed by a written notice signed by the principal.
4. A conference with the parents, student, teacher, and principal shall be arranged. The pastoral liaison is notified of the conference and allowed to attend.
5. The suspension notice must be written and signed by the parents and student. The exact length of and reasons for the suspension must be noted clearly. Parents and students must understand that continued or repeated misconduct could end in expulsion.
6. The principal maintains dated documentation of the facts, the parent conferences, and keeps the signed suspension notice.

Expulsion

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for repetition of conduct for which the student has been suspended more than once. Expulsion is a permanent termination of a student's enrollment.

Expulsion may be considered for, *but not limited to*:

- Incurable or disruptive behavior that impedes the progress of others.
- Assault, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property during school-related activities.
- Habitual or persistent violation of school regulations.
- Bringing a weapon to school.
- Use, sale, distribution, or possession of narcotics, and/or alcoholic beverages and/or tobacco.
- Malicious damage or destruction of real or personal property of the school.
- Theft, extortion, arson.
- Habitual truancy, absenteeism.
- Hazing and harassment.

Guidelines for Student Expulsion:

1. The final decision to expel a student rests with the principal with the approval of the Superintendent of the Office of Catholic Schools.
2. A conference with the parents, student, teacher, and principal shall be arranged. Where applicable, the pastoral liaison is notified of the conference and allowed to attend.
3. The notice of expulsion must be written and signed by the parent(s), student, and principal.
4. The principal maintains dated documentation of the facts, the parent conferences, and the signed expulsion notification.

The procedure for appeal and review of disciplinary action rests with the Superintendent of Catholic Schools. After a conference with the parties involved in the action, the superintendent will determine whether the school's action is in accordance with applicable Diocesan policies. Concerning offenses taking place off school premises, which constitute grounds for expulsion, the school must have evidence of the offense and establish its relationship with school discipline and the welfare of students.

Individual Classroom Rules

There are individual classroom rules/expectations that each teacher will post in the classroom. Every student will be expected to know these rules. Infractions of these rules will result in warnings (oral) or a reduction in conduct grade.

Right to Search

Because the school has an interest in the personal safety and protection of all students within their care, the school administration reserves the right to conduct searches when there is

reasonable suspicion that the search will reveal evidence that the student is violating the law or school guidelines. The school officials do not need a warrant or permission from a parent or guardian to search. School officials reserve the right and responsibility to conduct, and a student must submit to, a search of his/her items such as pockets, shoes, bags, and electronic equipment. The school also reserves the right to search any area of the campus and school property, including electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion. Whenever the administration determines that there is a justifiable need for a search, according to the precedent established by the U.S. Supreme Court decision in *TLO vs. New Jersey* (1985), which states in part, "...a school official may search a student if that official has a 'reasonable suspicion' that a crime has been or is in the process of being committed, or reasonable cause to believe that the search is necessary to maintain school discipline or enforce school guidelines."

Bullying

All persons are to extend the courtesy of respectfulness to one another and each person shall have the freedom of safety in our school environment. "Bullying" is behavior resulting from one exercising power over another, constituting an unfair advantage that tends to be a repeated pattern of action. This type of behavior may be in the form of physical strength, social skill, verbal talent, or other resources. Verbal abuses could be in the form of name-calling, teasing, or threats. Other bullying behaviors may take the form of physical abuse such as striking another person, intimidating, pushing, or shoving. Social bullying may be the result of excluding one from a group or playing mean or cruel tricks on another person.

At Resurrection Academy, we are committed to fostering a safe and nurturing environment for all members of our school community. Recognizing the importance of early intervention, we have established clear expectations for reporting any suspected instances of bullying behavior. We believe that by encouraging prompt reporting and involving all members of our community, we can address bullying behavior early on, preventing more serious consequences. Together, we create an atmosphere where everyone feels valued, respected, and safe. Your commitment to reporting ensures that our Catholic school remains a place of love, compassion, and mutual respect.

Expectations

Reporting Responsibility

- Each student, parent, teacher, or staff member is obligated to report any suspected instances of bullying behavior promptly.
- Reporting shall be made to the proper school authority, ensuring a swift and effective response.

Inclusion of Bystanders

- A student who is either a recipient of or becomes aware of bullying behavior is equally responsible for reporting it.
- Bystanders play a crucial role in upholding our school's values and creating a supportive community.

Eliminating the Fear of Reporting

- Reporting bullying behavior is not an act of "tattling" or "snitching" but a commitment to maintaining a safe and respectful environment.
- Students should feel empowered to present information to school authorities, knowing that it contributes to the elimination of bullying actions.

Consequences

- Consequences for bullying behavior will be determined at the discretion of the principal, taking into consideration the severity and nature of the incident.

How to Report

- Suspected bullying incidents should be reported to the principal or any trusted teacher or staff member in person or in writing.

Harassment

Harassment is deemed unacceptable conduct that goes against our core values of love, compassion, and respect. Harassment is defined as conduct that is severe, pervasive, and deliberate, occurring when an individual is subjected to treatment that is hostile, offensive, or intimidating based on their race, creed, color, national origin, gender, or physical ability. Harassment of any student is strictly prohibited and will not be tolerated. Resurrection Academy condemns all forms of demeaning behavior within our school community. It is the policy of Resurrection Academy and the Diocese of San Bernardino to provide an educational environment in which all students are treated with respect and dignity. Students, parents, and staff are encouraged to promptly report any incidents of harassment to the principal or teacher. By working together as a community and upholding the principles of respect and dignity, we can ensure that Resurrection Academy remains a safe and inclusive space for all students.

Threats of Violence

All threats of violence, threatened or acted, will be taken seriously and will be handled on a case-by-case basis. Assault, battery, or any threat of force or violence directed toward other

students, school personnel, or other persons on school property, during school-related activities/events will be addressed accordingly.

Weapons

Students using or possessing any item used or hinted to be used as a weapon, hazardous materials, or other contraband will undergo disciplinary actions up to or including suspension or expulsion by the administration.

Internet and Technology Conduct

At Resurrection Academy, students are provided with school-owned technological devices such as iPads and Chromebooks for educational purposes. Personal devices are not permitted on the school premises. To foster responsible technology use, all parents and students are required to sign a Technology Use Agreement annually. Students are entrusted with the responsibility of accessing only appropriate websites. To uphold the safety of all students, teachers, and staff have the right to search all devices.

Unacceptable actions include and are not limited to messaging using school-owned devices, sending, displaying, or downloading offensive content, using obscene language, harassing, insulting, or threatening others, plagiarism, using another person's sign-on or password, trespassing in someone else's folder, work, or files, revealing personal information, and engaging in cyber-bullying.

Activities such as taking pictures, playing educational games, and listening to music are only allowed when directed by the teacher for academic purposes. Failure to comply with these guidelines will result in the forfeiture of technology usage privileges for the remainder of the school year. Additionally, inappropriate use of a device outside of school may lead to consequences. Inappropriate use includes but is not limited to harassment, cyber-bullying, use of school or Parish name, offensive communication, and safety threats. We emphasize the importance of fostering a safe and respectful digital environment in alignment with our Catholic values.

Care of Property

Students are expected to respect all school property. The cost of the damage done to school property by students using the school facilities is to be assumed in whole or in part, by the

parents of the student responsible for the destruction. The amount will be determined by the principal.

Personal property such as school uniforms, jackets, lunch boxes/bags, and other personal items must be marked with the owner's name. Articles not claimed from the Lost and Found are donated.

Cheating/Plagiarism

Cheating and Plagiarism are serious offenses to a student's integrity and will not be tolerated. If cheating is discovered the child's work will be confiscated. A failing grade will automatically be recorded for the work. If plagiarism or cheating are discovered a failing grade will automatically be recorded for the work. Parents will be notified, and the student will not be able to receive any academic awards for the trimester in which the cheating or plagiarism occurred. At the discretion of the teacher(s), students may be given an alternative assignment.

Social Media

Private use of social media without reference or identification to the school, school employees, students, and families cannot be governed by school policy.

Merit Conduct Cards

Resurrection Academy employs a Merit Card system to promote positive behavior and accountability among its students. Merit Cards are distributed weekly and provide an overview of a student's conduct during that period. Students in grades K-8 commence each week with 10 merits, and these may be deducted as a consequence for infractions, as determined by staff members who have the authority to enforce this policy. Each Merit Card lists discipline infractions and a conduct grade is assigned based on the accumulated merits for the week.

Parents or guardians need to review and sign the Merit Card, returning it promptly to school the following day. All merit grades, reflecting students' conduct, will be consistently posted on Gradelink. This reporting allows parents to stay informed about their child's behavior and fosters ongoing communication between home and school. Students who violate school or classroom rules may experience a reduction in merits corresponding to the severity of the infraction. Any student who receives a grade of F for 3 weeks may be required to meet with the principal and could be assigned a lunch detention. This measure aims to address behavioral concerns promptly and guide students toward making positive choices. By addressing behavior regularly and

consistently, we aim to support each student in their character development and academic success.

Conclusion

Resurrection Academy's Discipline Plan aims to promote personal responsibility, and respect for others, and to maintain a safe and orderly environment for our students. Our discipline plan seeks to promote student moral development, self-discipline, and growth toward becoming a disciple of Jesus Christ. Parents are encouraged to collaborate with teachers to address and resolve discipline concerns promptly, fostering a sense of community and shared responsibility for the well-being of all students.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion. Because it is impossible to foresee all problems which could arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community), which violates the spirit, philosophy, and code of conduct of the school, even though not specified.



UNIFORM POLICY

The purpose of the dress code: remind all of the Christian dignity and equality of each person before God, regardless of family financial situation; and to illustrate to students the serious and high purpose of Catholic education—forming the mind and character of each individual. It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily. The teacher and staff are responsible for monitoring and reporting noncompliance. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions. The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the applications of these general guidelines to specific items at any time.

Uniforms

Belts are required for all shorts and pants designed with loops for a belt; the color must be navy blue, black, or brown. Slacks/pants and shorts must be worn at the waist, properly fitted, and appropriate length. Shirts should fit appropriately and not oversized. Slacks/pants may not be sagged and may not be baggy or oversized. Warm jackets may be worn outdoors only during cold weather.

Girls Grades K - 5

Regular Uniform Days

Girls from grades K - 5 are required to wear a navy blue or red polo shirt featuring the Resurrection Academy logo, with shirts to be neatly tucked in at all times. Girls have the option of a knee-length or longer plaid Dennis Uniform pinafore/jumper. Additionally, students have the option to wear an authorized Dennis uniform, navy shorts, or navy slacks with a belt (solid black, navy blue, or brown). Students may choose to wear the Dennis Uniform school cardigan sweater or school jacket both adorned with the Resurrection Academy logo. Appropriate footwear for the school uniform includes solid white, navy blue, grey, or black *uniform shoes*, or white, navy blue, grey, or black athletic/tennis/sneakers with a rubber sole and white or black laces. These should be paired with white, or black socks devoid of any stripes or designs.

Liturgy Dress Days

On designated Liturgy Dress Days, students are expected to wear a Dennis Uniform white Oxford shirt featuring the Resurrection Academy logo, paired with a plaid uniform pinafore/jumper. Dennis Uniform school cardigan sweater or school jacket both with the Resurrection Academy logo. *Solid* white, navy blue, grey, or black **uniform shoes** (no athletic shoes or sneakers/tennis shoes) complemented with either black or white socks, free from stripes or designs.

Girls Grades 6 - 8

Regular Uniform Days

Girls from grades 6 - 8 are required to wear a neatly tucked navy blue or red polo shirt featuring the Resurrection Academy logo. Uniforms are to be worn with Christian modesty in mind. Skirts/skorts must be knee length and no shorter than two inches above the knee. Sufficient material should be available in the hem to permit lengthening of skirts as needed throughout the year. The waistband of the skirt/skort should fit and be worn at the student's waist. Uniform skirts complemented by the school's navy blue or red polo shirt, long enough to be tucked in, along with the option of a school cardigan sweater or school jacket. Shorts, worn underneath the skirt, should not exceed the length of the skirt. Additionally, students have the option to wear authorized Dennis uniform skorts, Dennis uniform, navy, shorts, or slacks with a belt (solid black, navy blue, or brown). Appropriate footwear includes solid white, navy blue, grey, or black **uniform shoes**, or white, navy blue, grey, or black athletic/tennis/sneakers with a rubber sole and white or black laces, paired with black or white socks free from any stripes or designs.

Liturgy Dress Days

On designated Liturgy Dress Days, students are expected to wear a Dennis Uniform white Oxford shirt displaying the Resurrection Academy logo, paired exclusively with a plaid uniform skirt - *skorts, shorts, and pants are not authorized for Liturgy Dress Days*. The ensemble is completed with a Dennis Uniform school cardigan sweater or school jacket, both adorned with the Resurrection Academy logo. Footwear should be solid white, navy blue, grey, or black **uniform shoes** (no athletic shoes or sneakers/tennis shoes), accompanied by either black or white socks, which must be free from stripes or designs.

Boys Grades K - 8

Regular Uniform Days

Boys are required to wear a Dennis Uniform navy blue or red polo shirt featuring the Resurrection Academy logo, with shirts to be consistently tucked in. Bottom options include

solid navy blue Dennis Uniform slacks/pants or navy blue walking shorts with a belt (solid black, navy blue, or brown). Dennis Uniform school cardigan sweater or school jacket, both adorned with the Resurrection Academy logo. The appropriate footwear for the uniform consists of solid white, navy blue, grey, or black **uniform shoes** or white, navy blue, grey, or black athletic/tennis/sneakers with a rubber sole and white or black laces. Complementing the footwear, socks should be either black or white free from any stripes or designs.

Liturgy Dress Days

On designated Liturgy Dress Days, students are expected to wear a tucked-in Dennis Uniform white Oxford shirt displaying the Resurrection Academy logo, paired exclusively with Dennis Uniform navy slacks/pants. The ensemble is completed with a Dennis Uniform school cardigan sweater or school jacket, both adorned with the Resurrection Academy logo. Footwear should be solid white, navy blue, grey, or black **uniform shoes** (no athletic shoes or sneakers/tennis shoes), accompanied by either black or white socks, which must be free from stripes or designs.

***Effective 2024-2025 school year:** Uniform hoodie sweatshirts, P.E. hoodie sweatshirts, Class hoodie sweatshirts, or nonschool uniform jackets may not be worn to Mass. Students may wear a Dennis Uniforms Resurrection Academy school uniform [cardigan](#) or [hooded microfiber jacket](#) with the school logo. Students must wear uniform shoes “dress shoes” to Mass.*

P.E. Days

Students are required to wear Resurrection Academy blue P.E. shorts and a t-shirt, both featuring the Resurrection Academy logo, or Resurrection Academy blue sweatpants and a sweatshirt, also adorned with the school logo. Appropriate footwear includes white, navy blue, grey, or black athletic shoes/sneakers with a rubber sole and velcro or white or black laces. Socks should be solid black or white and free from any stripes or designs.

Cold Weather

In colder weather, students are permitted to layer with solid white or navy blue shirts without designs beneath their uniform polo shirts. For girls, flesh, navy, grey, or white tights or leggings in solid colors are allowed to cover their ankles. It's important to note that leggings are not to be worn as standalone pants; however, girls may wear them under the uniform jumper or skirt for added warmth. Uniform pants are also an option for girls. Please be aware that boots are not permitted as authorized footwear during this time.

Uniform Shoes

Effective 2024-2025 school year: Students must wear uniform shoes “dress shoes” to Mass and Liturgy Uniform Days.

Liturgy Uniform Days: **Uniform shoes “dress shoes”** are required to be solid black, white, navy, or gray with flat rubber soles and flat heels to ensure safety. A small logo is permissible, but character designs are not allowed. Shoe laces must match the color of the shoes, and for safety reasons, shoes with laces must be securely tied. Sandals, boots/Uggs, Crocs, and open-toed shoes are not permitted.

Regular School Uniform Days: The appropriate footwear for the uniform consists of solid white, navy blue, grey, or black **uniform shoes** or white, navy blue, grey, or black athletic/tennis/sneakers with a rubber sole and white or black laces. Complementing the footwear, socks should be either black or white free from any stripes or designs.

P.E. Uniform Days: Appropriate footwear includes white, navy blue, grey, or black athletic shoes/sneakers with a rubber sole and velcro or white or black laces. Socks should be solid black or white and free from any stripes or designs.

Hair

Students are required to maintain neat and clean hair of natural color. Alterations to eyebrows are not allowed. As part of the school uniform, students are expected to maintain their natural hair color on campus or at off-campus school events. Facial hair is not permitted.

Boys’ hair must be neat, clean, moderately cut, well-groomed, and of natural color. Hair length may be to the collar and must not cover the ears. No bleached, dyed, or multi-colored hair is allowed. Bangs must not obstruct or interfere with vision. Exaggerated styles or artificial colors are not allowed. *Fad cuts, extreme styles, and artificial colors are prohibited. No facial hair is allowed.

Girls’ hair must be neat, clean, moderately cut, well-groomed, and of natural color. No bleached, dyed, or multi-colored hair is allowed. Bangs must not obstruct or interfere with vision. *Fad cuts, extreme styles, and artificial colors are prohibited. Girls may wear modest hair accessories that match school colors, while large-themed accessories are not permitted. Hair accessories' colors should align with the school uniform, except for designated accessory days.

***Fad haircuts/styles:**

Exaggerated styles, including but not limited to tails, dyed and unnatural colors, Ombres, shaved or etched designs, spikes, Mohawks, mullets, Chilli Bowl style haircuts, and excessive use of gels or sprays, are not permitted as part of the school hair grooming standards. Parents are urged to ensure that their children adhere to these guidelines to maintain a neat and uniform appearance in alignment with our school policies.

The final decision regarding appropriate hairstyle rests with the principal.

Jewelry

It is recommended that valuable jewelry or watches should not be worn to school. The administration or faculty are not responsible for the loss, damage, or injury that may occur with the choice of jewelry worn to school. The final decision regarding appropriate jewelry rests with the principal.

Jewelry is permitted with these guidelines

- Girls may wear a maximum of one earring per ear. Stud earrings are allowed or small, mini hoop earrings (no larger than a quarter) are permitted *at the parents' discretion*. Other pierced jewelry is not allowed.
- Boy are not permitted to wear earrings or other pierced jewelry.
- Face jewelry/piercings are not allowed.
- A religious medal/chain or scapular tucked inside a shirt
- Bracelets, religious bracelets or a special cause sponsored bracelet are allowed -no more than 3 total
- A ring - no more than 2
- A watch. (No "Smartwatches" allowed.)

Makeup/Nail Polish

*A student wearing makeup to school will be asked to remove it and will lose merit/conduct points. Girls in the graduating class have the option to get their nails done **one week before graduation**, should they choose to do so.*

- Nails must be kept neat, clean, and trimmed at all times. Unnatural nails such as acrylic/gel nails and colored nail polish are not allowed.
- Clear nail polish is allowed.
- Clear colorless lip balm or Chapstick is allowed. (no lip gloss)
- Makeup or false eyelashes are not allowed.

- Permanent or temporary tattoos are not allowed.
- No writing on the body is allowed.
- No body glitter, *excessive* perfume, scented body sprays, or scented aftershave allowed.

Non-Uniform Dress Days

Students are granted non-uniform dress days for special occasions such as fundraisers and spirit days. Non-uniform attire should be appropriate and modest. However, certain items remain restricted on non-uniform days, including the Prohibited Items listed below:

Prohibited Items Include

- Clothing featuring tobacco, alcohol, weapon, or drug symbols, or displaying violent expressions.
- Apparel adorned with suggestive or offensive writing or decoration.
- Ripped or torn tops, jeans, or shorts are not permitted.
- Skirts, dresses, or shorts may be no shorter than the tips of your fingers when your arms are outstretched by your side.
- Extremely brief garments, low-cut tops, shirts hanging off the shoulder, bare midriffs, or crop tops. Stomachs should not be visible.
- Spaghetti straps, strapless, halter tops, low-back, or athletic tops. Tank tops with straps no narrower than four fingers are permissible.
- Girls only: Leggings as pants are allowed providing students wear *tops/blouses/dresses that reach mid-thigh*.
- Open-toe, open-heel, platform shoes must be closed-toe/heel and worn with socks.
- Heelys or shoes with wheels are not permitted.
- No exceptions to the jewelry and makeup policy.
- Tattoos, permanent or temporary, are not allowed.



STUDENT ACTIVITIES

Student Council

The Student Council at Resurrection Academy serves as a cornerstone for fostering citizenship, leadership, and a commitment to scholarship within the framework of Catholic Christian values. With a mission to instill school spirit and demonstrate the practical application of democracy. The Student Council actively engages in providing value services to the school community and serves as role models to the student body. The Student Council comprises dedicated elected officers, including the President, Vice President, Secretary, Treasurer, Religious Commissioner, Activities Commissioner, Publicity Commissioner, Ecology Commissioner, Historian, and at times Class Representatives.

The election process commences in May, with eligible students receiving applications. Candidates complete the applications. Candidates complete the application and secure teacher endorsements. Only students meeting academic and conduct qualifications can run for Student Council. Campaign week precedes speeches and elections, with candidates elected to the office they campaigned for. Unsuccessful candidates may be appointed to open positions. The Student Council plays a vital role in upholding the values and spirit of Resurrection Academy, contributing to a vibrant and engaged school community.

Athletics

Resurrection Academy proudly offers a competitive athletic program through the Inland Catholic Sports League (ICSL), where students can engage in Basketball, Volleyball, Football, Soccer, Track, and Cheer. This program is not only an opportunity for physical activity but also a platform for instilling values like good sportsmanship, teamwork, and positive self-image within a Catholic Christian context.

Students must be in good standing to participate in extra-curricular activities. To be eligible for participation in the sports program, students must maintain a 2.0 GPA, with no failing grades, missing assignments, and a “C” or better in conduct. Students receiving a failing grade on their report card/progress report will not be permitted to participate in the sport. After two weeks, if the student has improved their grade to passing, they may be reinstated. To ensure commitment, a sports fee must be paid before the season starts, along with the submission of permission slips.

The collective efforts of parents, students, and coaches contribute to the success and positive spirit of our athletic program.

Choir

Students in grades 3 – 8 may join the school choir. Once in the choir, it is expected that students attend scheduled rehearsals and Sunday Masses. The choir learns music to sing at weekly school Masses, assemblies, and other special occasions.

Field Trips

At Resurrection Academy, we recognize the educational value derived from exploring places of interest in our local area. Field trips provide students with invaluable firsthand experiences that enhance the curriculum taught in the classroom.

Students intending to participate in a field trip must have parental permission. Those without permission are expected to attend regular school hours on the trip day, as failure to do so will result in an unexcused absence. The use of school-provided transportation to and from the field trip is mandatory, with exceptions made in cases of student illness.

Parental involvement is encouraged, and parents may be asked to attend a field trip if a student's behavior or health condition raises questions. Officially signed parent permission slips are a prerequisite for any student attending a field trip, and telephone permissions will not be accepted.

All volunteers must have a Live Scan background check on file, along with completed Diocesan Mandated Reporter and Safe Environment Classes (Circle of Grace). If the school is still under COVID-19 protocols, parent chaperones must provide proof of vaccination status.

Chaperones will be selected based on student-to-adult ratios, and deadlines set by teachers must be met for attendance approval. In cases of excess volunteers, random selection will be applied. Priority for field trips will be given to parents who have actively participated in classroom bake sales and school food sales when only one trip is planned for a class.

Chaperones are responsible for immediately notifying the teacher of any student misconduct during the trip. Siblings, whether older or younger, are not permitted on field trips. Full details about each field trip is provided to parents in advance.

Cell Phones

Cellular phones and other mobile devices, including watches, tablets, and other forms of electronic communication, are strictly prohibited while students are in the care of the school. Students may have cell phones in their backpacks for *emergency purposes only*. The cell phone must be turned off at all times or it will be confiscated. Students may not use their cell phones or Apple watches at school (before or after), however, they may be used on field trips, for photographs. The school is not responsible for lost, stolen, or misplaced phones. Cell phones and Apple watches that ring and/or vibrate during class instruction, or are used on campus will be confiscated. The confiscated phones must be picked up by a parent/guardian at the end of the school day.

Personal Items

Articles that have been lost may be claimed by checking your child's classroom, the school office, or the Extended Care room (Library). Please put your child's name on all clothing and personal possessions. Items not claimed will be donated or disposed of by the end of each trimester.



ADMINISTRATIVE POLICIES

Confidentiality

At Resurrection Academy, parents will receive essential information regarding the health, life, or safety of their children. Recognizing the trust children place in their teachers, they may, at times, share confidential information, either verbally or in written form. In cases where a student discloses intentions of self-harm, harm to others, or reveals that they are being harmed, the teacher will share this information with the principal, even if an initial promise of confidentiality was made. Our commitment is to uphold confidence unless the health, life, and safety of students are at risk. Parents will be promptly notified of any concerns raised by teachers or the principal. As mandated reporters, we are obligated to share concerns about the health and safety of all students with the appropriate authorities. If a teacher deems that a student requires more direct assistance, they may recommend counseling for additional support. This protocol ensures a comprehensive and vigilant approach to the well-being of our students at all times.

Complaints and Reporting Grievances

Our goal at Resurrection Academy is to make every effort to ensure effective communication between families and staff. Hopefully, we can resolve any concern informally in an open, cooperative, Christian atmosphere. In this spirit, we may model peacemaking with each other for our children. Legal representation is not permitted at any meeting or mediation. Please refer to the following guidelines and procedures:

- Grievances are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a teacher-related grievance, an attempt must be made to resolve the matter first with the teacher to allow an opportunity for open communication and direct problem-solving.
- Concerns or complaints regarding affected staff should be directed to the principal, not other teachers.
- If no satisfactory solution is reached, the family should contact the principal. If the complaint or concern is escalated to the principal, the affected employee will be notified of the concern or complaint and provided an opportunity to provide an explanation and additional information.
- If the affected employee is the principal, escalation can be made to the pastor.

- If the principal is unable to resolve the conflict, *the principal will bring the pastor into the process as appropriate.*
- After reviewing the facts and facilitating a discussion of the problem, the principal will respond to the person bringing the complaint.
- The decision of the principal as to the resolution of the concern or complaint - acting in concert with the pastor *when necessary* - shall be final.

Volunteer Requirements and Child Protection

As per Diocesan Policy, all volunteers engaged in any capacity with our school children are required to undergo a comprehensive background clearance. This involves completing the Circle of Grace, Protecting God's Children, which includes Safe Environment and Mandated Reporter classes mandated by the Diocese of San Bernardino. Before participating in any on-campus service hours with students, individuals must submit their LiveScan/Fingerprinting clearance and Certificate of Completion for Circle of Grace to the school office. These certificates must be on file in the office, and no adult is permitted to engage with our school children without meeting these mandatory requirements.

It is crucial to emphasize that Section 11166 of the Penal Code necessitates any childcare custodian or school employee who becomes aware of or observes a child, within their professional capacity, reasonably suspecting abuse (mental, physical, or sexual), to promptly report the known or suspected instance of child abuse to a child protective agency. The report must be made as soon as practically possible by telephone, followed by a written report within 36 hours.

Any school employee suspecting adverse effects on a student's physical, mental, or sexual health due to abuse is obligated to report to Child Protective Services or the local law enforcement agency. It is not the responsibility of the school employee to establish proof of abuse or contact the child's family for this purpose. Failure to report to the proper authorities may result in misdemeanor charges, punishable by fine or imprisonment, as stated in the California Penal Code.

To uphold child protection standards, the Diocese of San Bernardino mandates that every faculty and staff member must complete Live Scan fingerprint forms or undergo the Screening One background check, attend Safe Environment training sessions, and complete Mandated Reporting courses (VIRTUS), all of which must be submitted to the school office. Your commitment to meeting these requirements is essential to maintaining a safe and secure environment for our students.

Circle of Grace training is available online on the website: [CMG Connect https://cmgconnect.org](https://cmgconnect.org)

Reporting Abuse

Any school employee who has reason to suspect that a student's physical, mental, or sexual health or welfare is being adversely affected by abuse or neglect is legally responsible to report this to the principal and proper protective/civil agency (Department of Child Protective Services, Department of Public Social Services, or a local police department). It is not the responsibility of the school employee to prove that the student has been abused or neglected. Neither shall the school employee contact the student's family to determine the cause of the suspected abuse or neglect. Necessary follow-up with the family is part of the protective/civil agency's responsibility. Failure on the part of a school employee to report suspected abuse or neglect to the proper authorities may result in a misdemeanor charge punishable by fine or imprisonment (CA Penal Code). Such a report is made without incurring civil or criminal liability unless the person making the report "knew the report was false." Any parent, a guardian, or another person who insults or abuses any teacher or staff member in the presence or hearing of other school personnel or students in a place which is on school premises or at some other place if the teacher is required to be at such place in connection with assigned school activities, is guilty of a misdemeanor and is punishable by a fine.

Custody Issues

Parents who do not have custody of their children still have rights to access student information and to speak with school officials, unless the school has on file a court-certified copy of a court order to the contrary. Parents should inform the school of custody arrangements affecting their children. Teachers should make the Principal aware of any custodial issues that come to their attention. No unauthorized organization, agency, or person may be allowed to assume custody of any student on school premises before, during, or after school hours unless explicitly authorized by the parent or guardian. In cases where custody is court-ordered, the school must request, and the parents must provide, a copy of the court order for the student's file to verify the conditions of custody. The school shall comply with court-ordered custody conditions that are on file. (5115)

Counseling

Resurrection Academy offers counseling services through Catholic Charities. Parents/Guardians must sign the Consent to Counseling Services form to allow their child(ren) to visit with the counselor. Counseling referrals may be made by parents, teachers, administration, or the student themselves.

General School Hours

The school day begins at 7:50 AM and ends at 3:00 PM. The school office opens at 7:30 AM and closes at 4:00 PM. Morning Extended Care opens at 7:00 AM and ends at 7:30 AM. Students not picked up at dismissal will be escorted to the After School Extended Care at 3:15 PM. After School Extended Care closes at 6:00 PM. Each class/grade level has its own recess and lunch times. Preschool through 8th grade attends Mass every Friday and on Days of Obligation.

Attendance: Absences

At Resurrection Academy, we emphasize the importance of regular attendance to foster a conducive learning environment for all students. We believe that parents play a pivotal role in ensuring their child's consistent presence at school throughout the academic year. Regular attendance is not only a commitment to the current grade level but also a crucial factor in preparing students for the challenges of the next academic stage.

On days students are absent, a parent or guardian must call or email the school office with the reason for the absence at 909-822-4431 or office@resurrectionacademy.net. For any absence of three consecutive days or more, a physician's note may be requested upon the student's return.

Excused absences are due to medical appointments, illness, accidents, quarantine, or bereavement. (Diocesan policy 5113.1.2)

Attendance: Tardies

We recognize the importance of punctuality in maintaining a focused and productive learning environment for all students. Late arrivals not only disrupt the flow of the class but also put tardy students at a disadvantage in catching up with instructional content. While we understand that unforeseen circumstances may occasionally lead to tardiness, we request your cooperation in ensuring that your child arrives promptly by 7:50 a.m.

Students arriving after 8:00 a.m. will be marked as tardy. Tardy students must report directly to their teacher, who will document the tardiness. Students arriving after 8:30 a.m. must report to the school office. Tardies will be considered excused only with a dated verification of a medical or dental appointment

Recess and Lunch

Our students enjoy a well-balanced schedule that includes a 15-minute recess and a 30-minute lunch period. During lunch, students spend 15 minutes enjoying their meals before being excused from the lunch tables by the yard duty supervisor to engage in play. Following their breaks, students have a 5-minute interval for restroom visits, hydration, and handwashing. It's important to note, that this extra 5 minutes is not an extension of playtime. Students are expected to promptly line up at their designated areas, fostering a smooth transition into the next phase of their school day.

Parents are encouraged to provide nutritious snacks and lunches. To help reduce food waste, lunches should be prepared in child-sized portions, sliced, cut up, and placed in non-breakable containers. Refrigeration facilities are not available to students. To uphold student safety and campus security, we request that food delivery services such as DoorDash or Uber Eats not be utilized for lunch orders. If lunch is being delivered by a nonparent/guardian, please call the school ahead of time. In cases where a student forgets their lunch, parents will be notified to bring it to the school office.

Drop-Off and Pick-Up Procedures

Drop-Off

For the safety and convenience of all, Kindergarten through Grade 8 students should be dropped off at the main gate using the parking lot. Parents are encouraged to drive up to the main gate and allow students to exit the car. If additional assistance is needed, such as walking a child into the school grounds or visiting the school office, parents/guardians must park in designated parking spaces. Students arriving before 7:30 A.M. should go to the Extended Care room. Preschool parents are required to park in the school parking lot and walk their child(ren) to the classroom.

Pick-Up

Student pick-up for Kindergarten through Grade 8 is at 3:00 P.M. Parents are requested to drive through the main gate, park in marked parking spaces, and proceed to the classroom to sign out their child(ren) with the teacher. Only parents or authorized individuals listed on the student's emergency card will be permitted to sign students out. If someone other than the student's parents or guardians will be picking up the child(ren) from the classroom, that person must be 18 years of age or older, have a valid state Identification Card or Drivers License, and his/her name must be on the Emergency Form. For individuals not on the Emergency Form coming to pick up students, the parent/guardian must use a **One Day Pick-Up Form** signed by the parent/guardian and turned in to the office or teacher by the parent/guardian. This form is available on the school website or can be requested from the school office. The form may be scanned and emailed to the school office at office@resurrectionacademy.net.

Students who walk, ride, or take the bus home must have a special authorization form signed by their parent/guardian before they will be allowed to leave the campus. This form is available in the school office and on the school website.

To maintain the safety of our students, no child may be left unsupervised on campus before or after school hours. Students found unsupervised will be sent to Extended Care.

Extended Care

Extended Care is designed to provide a safe and supportive environment for students beyond regular school hours. The Extended Care program is balanced with time for indoor and outdoor play and individual/group crafts/activities. Please take note of the following details:

- Extended care is available only on days when school is in session.
- Morning care operates from 7:00 A.M. to 7:30 A.M., offering parents the flexibility to drop off their child(ren) early.
- Students are escorted to the Extended Care room 15 minutes after the regular school dismissal by their respective teachers.
- After-school care operates from 3:15 P.M. to 6:00 P.M.
- On minimum days, the Extended Care hours are from 12:15 P.M. to 6:00 P.M., unless otherwise specified.

Emergency Preparedness

In case of a natural disaster or emergency response, the faculty at Resurrection Academy is prepared to care for the students. During the disaster period, all students will remain at the school under a teacher's guidance until a parent or guardian arrives to pick up or care for their child(ren). Fire, lockdown, and earthquake drills are conducted regularly.

Visitors

All school visitors must sign in at the school office. Requests to visit classrooms require coordination with the classroom teacher and must be scheduled in advance.

School Volunteers - Background Clearance

To ensure the safety of our students. All volunteers intending to participate in school activities or interact with students MUST undergo a Live-Scan background clearance through the Diocese of San Bernardino. This clearance is specific to our school. Additionally, every volunteer must complete the Circle of Grace certificate online before engaging with students. The Circle of Grace certificate has replaced the VIRTUS certificate. Screening One, at the volunteer's expense, must be completed and cleared before volunteering at school. This requirement applies to all parents and relatives of students. Volunteers may not bring children (infants, toddlers, children who do not attend Resurrection Academy, current students who have already been signed out, or students who are sick for the day) on campus while they are volunteering.

Circle of Grace training is available online on the website: [CMG Connect https://cmgconnect.org](https://cmgconnect.org)

Parent-School Partnership

Education is a collaborative effort between parents and the school and it thrives when both parties actively contribute to the success of the student. While parents retain the right to withdraw their child(ren), the administration reserves the right to request the withdrawal or dismissal of a student if the partnership becomes fractured. It is crucial to recognize that parent behavior holds equal significance to student behavior. Instances leading to withdrawal may arise when parents consistently and openly exhibit uncooperative behavior towards school personnel, policies, regulations, or programs or interfere in matters of school administration or discipline. A harmonious partnership fosters a positive learning environment for all ensuring the overall success of our students.

Parent Participation Opportunities

Examples of Parent Participation Opportunities

- Bake Sale, Food Sale, Lunch, Sunday Food Sale
- Classroom help (assist teacher with special projects)
- Coaching
- Field Trips Chaperone
- Hospitality - assist in set-up or clean-up for school activities
- Parking Lot Duty
- Room Parent (communicate with teacher/parents; help with special classroom projects)
- Volunteering at school-sponsored events
- Minor school maintenance (i.e. replace light bulbs, carpentry, paint, etc.)

Social Networking

At Resurrection Academy, we believe that the parents are the primary educators of their children. In support of this belief, parents, faculty, staff, and administration must support each other. To communicate the importance of this point, Resurrection Academy has developed the following policy for all students, parents, school staff, and administration.

- When posting to social networks, please be vigilant in maintaining professionalism
- Vulgar or unChristian-like postings or photos will not be tolerated at any time.
- Remember, we are all representatives of Resurrection Academy whether we are at school-sanctioned events, at home, out in the community, or at any other time.
- Be mindful of sending inappropriate messages or information critical of other parents, students, school faculty/staff, and/or the school itself.
- Social networking sites are not the appropriate arenas for complaints. Please follow the Line of Authority as outlined in this handbook.

Use of Student Photos

Resurrection Academy occasionally uses student photos in printed materials, videos, posters, and advertisements for the school in print or online. Parental authorization for this practice is requested at the beginning of each school year. Resurrection Academy reserves the right to use student pictures in publications and on the school's website or social media platforms unless otherwise specified. If a parent does not wish for their child's picture to be used for these purposes, they must opt out on the Diocese of San Bernardino Office of Catholic Schools Authorization for Use of Photograph/Image form at the beginning of the school year.

School Trademarks

The name and logo of Resurrection Academy are the sole property of the school. The school needs to ensure that its name and logo not be used without proper authorization. Any person, organization, or business wishing to use the school name, school seal, mascot, logo, or any pictures from the website or social media must obtain written authorization from the school principal.

Right to Amend

The purpose of this handbook is to present the philosophy, organization, and policies of Resurrection Academy. This handbook is not a binding contract with Resurrection Academy. Rather, it is a unilateral set of policies that students and families are expected to, and must, follow. The principal, or appointee, with the support of the pastor, reserves the right to amend this handbook as circumstances arise. Parents, guardians, and students will be given notification if changes are made. Please read the handbook carefully and retain it for reference during the school year. A copy of this handbook can be located on the school website www.resurrectionacademy.net.

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