



St. Raphael School

A 2010 National Blue Ribbon School of Excellence

2019 - 2020 STUDENT HANDBOOK AND CODE OF CONDUCT

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UPDATED August 14, 2018

All updates will be noted in blue for the 2019-20 Student Handbook

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MISSION STATEMENT

The mission of St. Raphael School is to provide an environment where we learn and live our faith through a commitment to quality education with a focus on excellence.

PHILOSOPHY

Since its inception in 1948, the philosophy of Saint Raphael School remains the same at its core, but open always to new insights, discoveries, and directions that we regularly examine in the light of the sociology of the place in which we find ourselves. Every Catholic parish has a different personality, the difference usually reflecting the general sociological environment of its membership. This worshiping community, recognizing its obligations to accept, assimilate, and transfer the message and person of Jesus in the Catholic tradition, has determined that in the history of the American church a parochial school is the most effective way of achieving this transfer from parent to children. Hence the school works in loving partnership with parents, whom we perceive as the primary educators of their children.

Over a period of nine years we seek to facilitate this transfer primarily through the Catholic, Christian atmosphere which we attempt to create in the daily operation of the school. There are formal religion classes, but what we really seek to achieve is intangible in the present moment. Our ultimate goal is to impart a sense of wholeness to each pupil for a whole life.

Once students have attended our school it is our deepest desire that they know they belong to a family, bonded by Christian love, and forever have a home in that family.

SACRAMENTS

Preparation for the sacraments of Eucharist, Penance, and Confirmation stresses unity between child and family members, and between your family and the parish community. It is the responsibility of parents to pass on their values and religious beliefs in leading their child to faith in God. The school, as part of the Saint Raphael community, in conjunction with the Parish Staff, will support, encourage, and assist you during the sacramental preparation.

MISSION AWARENESS

Mission awareness is an ongoing process. Students are encouraged to support activities that aid our local and foreign missions.

CODE OF CONDUCT

The administration, faculty, and staff of Saint Raphael School are dedicated to quality education and academic excellence. Our ultimate goal is to impart a sense of wholeness to each student for life. In partnership with parent/guardian, it is our deepest desire that the students know they belong to a family bonded by Christian love and respect, and forever have a home in that family. Standards of discipline are an essential part of the Saint Raphael School environment, allowing each student to act within an established order, and assuring a climate conducive to learning. Students are expected to strictly abide by these standards of discipline while in school and while participating in school-related activities. Parents are expected to join in assuring their children's compliance with these standards and to support any disciplinary decisions made by the school authorities.

As a responsible member of this family I will:

- 1. Respect myself and the rights and safety of others.**
- 2. Respect both school and private property.**
- 3. Adhere to the code of conduct.**

Occasionally a student may choose to violate these standards and therefore needs to understand and be responsible for the consequences of his/her behavior. What follows is a clear explanation of the consequences should a student choose to violate these standards.

DEMERITS

Demerits are issued by a teacher or staff member, then given to the homeroom teacher for student signature, parent signature, and to the Assistant Principal. Demerits do carry over from one quarter to the next, but do not carry over from one semester to the next.

Demerits are given for the following:

- 1. Failure to follow school, classroom, library, and campus rules, including those explained at the opening of school meetings as well as expectations while participating in school activities (i.e. clubs, field trips, retreats, meetings, etc.).**
- 2. Failure to follow lunchtime rules.**
- 3. Failure to follow playground rules.**
- 4. Chewing gum on school property.**
- 5. Use of portable music players, personal electronic games, or other similar devices on school property.**
- 6. Leaving classroom/instructional area without permission.**
- 7. Accumulation of four or more dress code violations in a semester, including failure to wear proper gym attire. ***
- 8. Possession of or throwing of any object deemed to be potentially dangerous.**
- 9. Behavior that is disruptive when entering, leaving or within the building including all emergency drills.**
- 10. Failure to return a demerit slip signed by a parent/guardian the school day following issuance.**

***Clarification of dress code:**

Dress code violation slips will be issued when such violations are not immediately correctable. If violations that are immediately correctable (i.e. shirts not tucked, socks not visible above the shoe, boys wearing pants too low, girls wearing multiple earrings, etc.) are not immediately corrected, then a demerit will be issued.

DETENTIONS

Detentions are given for four demerits per semester for students in kindergarten through fourth grade, two demerits per semester for students in fifth through eighth grades, or for serious offenses such as those listed below. A detention slip will be signed by a parent/guardian and returned to school the following school day. The school disciplinarian will record it. Parents are responsible for the transportation of their child/children going home after serving a detention. Detentions will be served on Tuesdays from 3:25 until 3:55 P.M. for students in kindergarten through fourth grade, and from 3:25 until 4:25 P.M. for students in fifth through eighth grades.

Each student receiving a detention will be ineligible to participate in parish sports (including games, practices, and all other activities) and other extracurricular activities (such as Student Council, Builders Club, Cooking Club, Chess Club, Ski Club, Drama Club, Debate Club, and Scout Groups) for seven consecutive days beginning the day the detention is to be served.

Each student receiving a second detention will be ineligible for an additional 14 consecutive days. Each student receiving a third detention will be ineligible for an additional 21 consecutive days. Each student receiving a fourth detention will be ineligible for an additional 28 consecutive days.

Detentions accumulate over all four quarters.

Failure to serve a detention or participation in parish sports or other extracurricular activities while ineligible as a result of receiving a detention will result in an additional detention being issued immediately.

Detentions will be served for the following:

1. **Receiving the applicable number of demerits in one semester.**
2. **Failure to cease disruptive behavior after receiving a demerit.**
3. **Damage to or destruction of textbooks, desktops, lockers, or any other school property. (It is understood that student will make restitution to the school/parish and victim.)**
4. **Unnecessary physical contact with another student.**
5. **Verbal assault.**
6. **Foul or other inappropriate language, gestures, or actions.**
7. **Throwing of any object deemed to be potentially dangerous.**
8. **Disrespectful behavior of any type towards any person, teacher, staff or student.**
9. **Lying, cheating, stealing, gambling, plagiarism, or any other deceitful behavior.**
10. **Unauthorized nonattendance of a class. (i.e. cutting class)**
11. **Violation of cell phone/communication device policy. (SEE Telephone Calls p. 11)**
12. **Possession of tobacco products, e-cigarettes (i.e. for “vaping”, “Juuling”) or paraphernalia (i.e. matches, lighters, etc.).**
13. **Failure to serve a detention or participation in parish sports or other extracurricular activities while ineligible as a result of a detention.**

***Any detention issued on the last day of classes will be served on the June Teacher Workday with report card held until detention is served.**

DISCIPLINARY CONFERENCE

A parent-teacher-student-Principal conference may be held when a student has accumulated two detentions in a year. The purpose of this conference is to establish a personal plan of intervention for the student. Parents, teachers, and Principal will offer support to the student. The student in turn will realize that his/her future behavior must be in compliance with the code of conduct and that the ultimate responsibility for any following consequence rests with him/her.

IN-SCHOOL SUSPENSION

In-school suspensions will be served two days after issuance of the third detention in a year or infraction listed below and will be supervised by a substitute teacher hired at the parents'/guardians' expense. [Schoolwork will be made available so that the student will be able to keep pace with regularly assigned classroom work. The student is required to complete all such classroom work as a condition of the suspension. Academic credit will be earned for all work completed while a student is suspended.](#)

Any student required to serve an in-school suspension will be ineligible to participate in field trips for the remainder of the school year unless accompanied by a parent.

In-school suspensions are given for the following reasons:

1. Three detentions in a year.
2. Bodily harm to any person (i.e. lacerations, contusions, punctures, sprains or broken bones.)
3. Smoking, [other tobacco use, vaping or Juuling](#) on school grounds.
4. Possession of explosives or weapons of any kind.
5. Possession of alcoholic beverages
6. Leaving school premises without permission.
7. Immoral conduct.
8. Possession of illegal drugs.
9. At the discretion of the Administration when deemed appropriate.

* Based on individual circumstances and/or severity of infraction, violations of numbers 2 through 9 may result in an out of school suspension or immediate expulsion.

PROBATION

Any student who receives four detentions in a year or violates the terms of an in-school suspension will automatically be placed on probation. The student is expected to demonstrate a positive change in behavior and attitude. Record of academic progress and general behavior is kept by the administration and the faculty involved. Any student failing to remove him/herself from probation within a four-week period will be expelled.

If the school year ends before the conclusion of the four-week period, the remainder of the probation period will carry over to the next school year.

OUT OF SCHOOL SUSPENSION

Under certain circumstances and at the discretion of the Principal and/or Pastor, a student may receive an out of school suspension of up to three days. Under these circumstances, the student will be removed from the classroom setting until a conference is held with parents and arrangements made regarding duration of suspension. At this time, the student will be given the opportunity to present the facts related to the case as he/she sees them. A conference with parents will also be held after the suspension. Schoolwork will be made available so that the student will be able to keep pace with regularly assigned classroom work. The student is required to complete all such classroom work as a condition of the suspension. [Academic credit will be earned for all work completed while a student is suspended.](#)

EXPULSION

Expulsion of a student is a last resort, such as when a student commits a severe infraction of the rules or when a student accumulates five detentions in a year. In some cases, the Principal and/or Pastor may deem an action of a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the Principal and/or Pastor.

HARASSMENT, INTIMIDATION, AND BULLYING POLICIES

[Saint Raphael School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees, and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.](#)

[Harassment, intimidation, or bullying behavior by any student/school personnel in Saint Raphael School is strictly prohibited, and such conduct may result in disciplinary action, including](#)

suspension and/or expulsion from school. “Harassment, intimidation, or bullying,” in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital Assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Saint Raphael School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school sponsored events, or from any computer not on school property such that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
 - Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
 - Sending abusive or threatening instant messages;
 - Using camera phones to take embarrassing photographs of students and posting them online; and,
 - Using Web sites to circulate gossip and rumors to other students;
 - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, Assistant Principal, or Principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

Tell a teacher, counselor, Assistant Principal, or Principal; and
Write down exactly what happened, keep a copy and give another copy to the teacher, Assistant Principal, counselor or Principal including:

- What, when and where it happened;
- Who was involved;
- Exactly what was said or what the harasser did;
- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt; and
- How the harasser responded.

Complaint Procedure

Saint Raphael School expects students and/or staff to immediately report incidents of bullying to the Assistant Principal, Principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The Principal/Assistant Principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended. The Principal/Assistant Principal may appoint an investigator. The complainant completes an Anti-Harassment/Bullying Complaint Form. Any evidence of the harassment, including but not limited to letters, recordings, and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the Principal, or the Assistant Principal has the authority to initiate an investigation in the absence of a written complaint. Any witness to the event is encouraged to complete an Anti-Harassment/Bullying Witness Disclosure Form. Information received during the investigation is kept confidential to the extent possible.

Saint Raphael School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator. In evaluating whether conduct constitutes harassment, intimidation or bullying,

special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the Principal. The investigator will provide a copy of the findings of the investigation to the Principal.

Resolution of the Complaint

Following receipt of the investigator's report, the Principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the Principal may, at the Principal's discretion, interview the complainant and the alleged harasser. The Principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The Principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Students and parents must report incidents of harassment so that they can be addressed.

STUDENT THREATS POLICIES AND PROCEDURES *

A. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.

B. Whoever hears the threat should report it immediately to the Principal.

C. If deemed prudent, police should be notified.

D. The student should be kept in the Principal's office under supervision until the police arrive.

E. The parent/guardian of the student who has made the threat shall be notified immediately.

F. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.

G. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (PhD) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs

the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51. The Principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the Principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns and the names of any known victims or potential victims. The Principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the Principal to the mental health care professional. The evaluation and report shall be made available to the Principal who will share them with legal and/or mental health care consultants and administration assisting the Principal in his/her education regarding the readmission of the student to school. The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the Principal with a copy of the follow-up assessment and/or evaluation and shall inform the Principal if therapy, counseling and/or treatment will be needed and/or provided.

H. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

I. Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the Principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

* Threat policy may be handled differently in grades K-4.

* The Pastor and Principal reserve the right to amend this policy as deemed necessary.

GENERAL EMPOWERMENT

Because it is impossible to foresee all problems that may arise, faculty, staff and administration are empowered to take disciplinary action for any behavior that violates the spirit and philosophy at Saint Raphael School even though not specified here.

ACADEMIC ACCOUNTABILITY

Interim reports are used by teachers to report on student progress at the midpoint of a grading period. The teachers will determine which students receive interim reports.

Report cards are issued four times a year for all students. All reports are given to the students to hand carry to their parents. Parents will acknowledge receipt of report cards by signing the report card envelope and returning it to the teacher. Copies of report cards are maintained with each student's permanent records. Report cards will be held in the office for any student whose tuition is in arrears.

Parents of students in grades 4-8 can also use RenWeb, an Internet grade reporting tool, to check a student's latest grades, receive e-mail alerts when new grades are posted, and see what work is not turned in. RenWeb access will be denied for any student whose tuition is in arrears. [RenWeb is updated at least weekly by teachers.](#)

Parent/teacher conferences are scheduled for all students twice during the year. If parents feel the need for an additional conference an appointment may be made by contacting the teacher or the school office. Those conferences will take place before or after school hours.

Parent/Principal conferences are to be arranged by appointment only [with concern for a parent's time.](#)

[All school matters should go through the Principal first before contacting the pastor or Diocese of Cleveland.](#)

SPECIAL SERVICES PROGRAMS

Saint Raphael School provides a variety of programs to meet the educational needs of students. Specific special education programs include a resource program and self-contained program for learning disabilities. The speech and language program offers help to students who need therapy for problems in oral language, articulation, voice, and fluency. Specific information regarding evaluation, eligibility, placement, and dismissal procedures for special education programs can be obtained through discussions with our school psychological services provider, classroom teacher, and/or Principal.

PROMOTION AND RETENTION

Whenever it appears that a student will benefit from another year at the same grade placement parents will be informed of the student's specific academic needs by the teacher. Written notification of the possibility of retention will be communicated to parents by the end of the second grading period or as soon as any difficulty is apparent. The final decision on promotion or retention will be made by the parents after consultation with the Principal and school psychological services provider and based on the teacher recommendation.

Students earning a grade of "F" in any core subject (Religion, Mathematics, English/Language Arts, Social Studies, and Science) in any two (2) quarters will be required to successfully complete summer school in that subject. If summer school is not available for the deficient subject (i.e. Religion), course work will be provided. This work must be successfully completed.

PARENT VOLUNTEERS

Volunteer help from parents is a vital component for the successful operation of Saint Raphael School. Parents support the school in a variety of ways through work on the Home and School Association. Volunteers may be used in the library, media center, art room, lunchroom, and classrooms. [If you are an adult who plans to volunteer with children at least four hours in the course of a month in our school, you need to attend VIRTUS training \(if you have not already been trained\) AND get a background check.](#)

FIELD TRIPS

Field trips are considered a privilege. Students may participate in field trips if they meet the requirements for participation.

A parent may be requested to accompany their child under extenuating circumstances. Parent accompaniment is mandatory for any student with three or more detentions.

School uniforms are to be worn on field trips unless otherwise specifically stated.

REGISTRATION - TRANSFERS AND WITHDRAWALS

Registration of kindergartners and all students new to our school begins in January, prior to entrance for class in the fall.

Registrations will be accepted using the following prioritization:

Grades 1-8 (90 students)

- First - Siblings of current students will be admitted to the extent there are openings available in the requested grade. If necessary, the students will be ranked according to the length of time their parents have been registered parishioners.
- Second - Students without siblings in the school will be admitted to the extent there are openings available in the requested grade. If necessary, the students will be ranked according to the length of time their parents have been registered parishioners.
- Third - Students who register after the deadline will be ranked by the date that their completed registration is submitted.
- Students new to St. Raphael will be asked to provide permanent records from the previous two years at their current school. Additionally, administration may request a recommendation and/or academic, attendance, and behavior records before accepting students.

Kindergarten (90 students)

- First - Siblings of current grades. If necessary, the students will be ranked according to the length of time their parents have been registered and are active parishioners.
- Second - Students without siblings in the school who are currently participating in the Parish Preschool Religion Program. If necessary, the students will be ranked according to the length of time their parents have been registered and are active parishioners.
- Third - Students without siblings in the school and who are not participating in the Parish Preschool Religion Program will be ranked according to the length of time their parents have been registered and are active parishioners.
- Fourth - Non-parishioners and students who register after the deadline will be ranked by the date that their completed registration is submitted.

Kindergartners must be five by August 1. An original birth certificate and baptismal certificate must be presented at the time of registration. Parents of students already attending Saint Raphael School will be asked to confirm their intention of attendance for the following year.

Parents of students seeking admission to our school during a current school year should contact the school administrative assistant.

Parents who are withdrawing children from Saint Raphael School should notify the school administrative assistant as soon as possible. No transfer of records will take place until all outstanding tuition, fees, or fines have been paid in full.

TUITION

The Parish Council establishes the tuition policy for Saint Raphael School.

Our tuition schedule for parish students does not reflect the per pupil cost to operate the school. We are dependent upon the general operating income of the parish.

Full or partial tuition assistance is available on a year-to-year basis through the Saint Raphael Scholarship Fund. For further information you are asked to contact the School Office.

ABSENCE/TARDINESS

Students are expected to be in their seats, **ready for instruction, no later than 9:00 A.M.** Students dropped off after 8:55 A.M. are deemed to be tardy. Students arriving late should report directly to Mrs. Ols' office before going to their classrooms. Students arriving late

because of medical/dental appointments **must** provide a note from their health care provider or parent.

When a student will be tardy or absent, parents are requested to send an **email** to the school secretary at aols@saintraphaelparish.com **before 9:00 A.M.** rather than calling in. Homework requests for absences of **two or more days** may also be requested at the same time. A confirmation email will be sent, usually before 10:30 A.M. Please send an email the night before. Of course, if it is not possible or convenient to send an email, you may still call at 440-871-6760. Parents are also required to provide the school with a written note for all tardies and upon the student's return to school for all student absences.

If you wish to request homework when your child is ill **for two or more days** please contact the office **no later than 9:00 A.M.** The work must be picked up in the school office **between 3:30 and 4:00 P.M.**

A projected school calendar is provided in order that family vacations, appointments, etc., can be coordinated with school vacations. Please be reminded that it is difficult to make up classroom instruction and participation. Work will be assigned and tests are to be made up when the student returns. Parents assume responsibility for the work that is assigned.

Planned Absence

Should a situation arise which necessitates a planned absence of three (3) or more days parents are required to request and complete a Planned Absence Application. This application is to be obtained from the Principal at least seven calendar days in advance of the absence and must be signed by the student's parent and his/her respective teacher/s. The application must then be returned to the Principal at least three school days prior to the anticipated absence from the school. This will enable parents and students to be aware of due dates for make-up work as well as alert them to any possible academic difficulty the absence may cause. Without a correctly completed Planned Absence Application all missed work is due the day after the student's return.

Planned absences of less than three (3) days do not require a Planned Absence Application, however, they **must** be reported to the homeroom teacher at least one week in advance of the absence. Planned absences may not exceed a five-day cumulative total for the school year. Any planned absence days in excess of the five-day cumulative total will be treated as unexcused absences.

RELEASE OF PUPILS DURING SCHOOL HOURS

Students will be given permission to leave the school grounds for dental or doctor appointments only upon presentation of a written request to the school office.

When it is necessary to release a student from school, a parent is required to meet the student in the main office of the school.

PUPIL HEALTH AND SAFETY

In recognition of Ohio state law and in order to minimize exposure of the school and its personnel to potential liability, Saint Raphael School has adopted a school medication policy as follows:

If it is necessary for any student to take medication, of any kind, it must be administered in the **clinic**. This includes prescription as well as over the counter medications in the form of pills, liquids, inhalers, creams, ointments and eye drops. Do not send any medications in lunch boxes.

Every medication, including over-the-counter medications, must be accompanied by the school medication permission form that can be obtained in the **clinic**. This form requires a parent and a physician signature, the name of the medication, the dosage, and the frequency of

administration. The medication must be brought to school in the original container labeled with the child's name.

Parents are welcome to come to the [clinic](#) to administer medication to their child at any time.

If your child becomes ill at school, a parent or other adult designated on the emergency medical form must pick up the student in the [clinic](#).

If a student has a throat culture that is positive for strep, the child should be on an antibiotic and **must be** fever free for 24 hours before returning to school.

A parent will be notified to take a student home from school for the following symptoms - vomiting; diarrhea; undiagnosed rash; undiagnosed eye infection; or, elevated temperature above 99.6.

A parent will be notified to take a student home from school if the presence of lice and/or nits is detected.

We here at Saint Raphael School continue to be diligent and proactive in our efforts to provide a safe learning environment for all of our students and to improve our ability to communicate with our school families. [School safety is an ongoing, regular process that is evaluated each year](#) and will continue to be so. Fire, tornado, lockdown, and rapid dismissal drills are practiced throughout the school year for safe and fast evacuation in case of emergency.

STUDENT TRANSPORTATION

Transportation to school is provided by the local school districts for those who qualify. Rules and regulations are set by the local public school boards of education in accordance with Ohio state law. Saint Raphael School administration strongly supports the policies and safety measures recommended by the local school districts. Students are not permitted to ride a bus from a different city or a bus other than the one to which they are assigned, nor are they permitted to change bus stops. **An emergency request to change bus trips must be approved in writing by the local board of education's transportation department and the school Administration (all are 440 area code):**

Avon	440-937-0503	Avon Lake	933-9802	Bay Village	617-1659
North Olmsted	779-3579	Rocky River	356-6042		
Westlake	835-6313	Fairview Park	331-5500 x 1180		

Students who fail to observe proper behavior on the bus will be given a demerit, detention, or suspension depending on the severity of the offense.

Parents are urged to become familiar with the bus regulations and to instruct their children in the proper bus conduct. Strong parental support and cooperation are needed for the maintenance of good bus conduct. Students in grades 3 through 8 may ride bicycles to school. No student may ride any type of motorized bicycle or vehicle to school. Bicycles must be walked on school property. Arrival time for walkers and bicycle riders is between 8:40 and 8:50 A.M.

Car riders should be dropped off after 8:40 A.M. To ensure student safety it is imperative that parents use only the north driveway area for dropping off or picking up students.

Parents are required to provide teachers with written signed and dated notification of any change in transportation for any student grades K through 8.

ARRIVAL/DISMISSAL RULES

Arrival:

1. Upon arrival, students will wait outside the Main Entrance unless directed to go to Good Shepherd Square.
2. No student is to be in any classroom without adult supervision.
3. At 8:40 A.M. students will be directed to their classrooms.
4. Students arriving after 8:40 A.M. will proceed to their classrooms.

5. Students are to be **in their seats** by the 9:00 A.M. bell **ready for instruction**.
6. **Students dropped off after 8:55 A.M. are deemed to be tardy.**

Dismissal:

1. Students leave building by assigned exit at their bell: walkers/bike riders, car riders.
2. All bus riders are escorted to the lunchroom by their teachers.
3. Bus riders line up in the lunchroom by their bus number.
4. Students wait for direction to board the bus.

LUNCH PROGRAM

Saint Raphael School has a lunchroom and hot food services. Students may bring lunches daily. Milk, both chocolate and white, juice, and water are available for purchase. It is strongly urged that only healthy drinks be sent in with student lunches. Pop and other sugar and caffeine-laden drinks should not be a part of your child's lunch.

If a student forgets his/her lunch a phone call will be made to the home and a lunch can be dropped off in the main office. If contact with home is unsuccessful, the student may purchase a lunch.

In an effort to reduce the risk of life-threatening allergic reactions, one or more lunch tables will be designated as "allergy free". Students utilizing these tables will be encouraged to invite a friend or two to join them.

To prevent disruption to the office and teachers as well as in fairness to all students, delivery or drop off of restaurant foods (McDonald's, Wendy's, Subway, etc.) is not permitted.

LUNCH SUPERVISION

The lunch period is monitored by lunch supervisors and parent volunteers in the school building and on the playground. An attitude of respect toward the supervisors and compliance with the rules is expected at all times.

In the lunchroom students will:

1. Sit at their own table while eating their own lunch and talk quietly with those around them.
2. Clean up their own table and floor area after eating and dispose of their trash properly.
3. Walk quietly to the lavatories and back to the lunchroom before putting on their jackets or coats.
4. Remain in their seats while waiting to be dismissed.
5. Walk in a quiet, orderly manner to the playground.

On the playground students will:

1. Show respect for themselves, adults, and all other students.
2. Show respect for property that includes other student's shoes, hats, coats, scarves, clothing, and other personal items.
3. Play with safe toys as recommended by teachers and lunch supervisors.
4. Play appropriate games. (Keep away, kill the guy, excessively physical basketball, tackle football, dodge ball, are examples of inappropriate games)
5. Play with soccer balls, Nerf or foam footballs, playground balls, or regulation size basketballs.
6. Play in designated areas. (Dumpster and area behind garage are off limits)
7. Have the option to use all playground equipment on their assigned day.
8. Use all playground equipment properly. (Sit on swings, use slide ladders and slide down the board only)
9. Stop playing when the bell rings and walk quickly and quietly to assigned line.
10. Form a single or double file line and remain quiet while in line and entering the building.

DRESS CODE

All students of Saint Raphael School should dress in accordance with the rules governing proper attire. They should always have cleaned outfits and combed hair. It is expected that all student belongings be labeled.

Upper body undergarments for all students must be solid white and free of all logos, pictures, and lettering.

No distracting fad hairstyles, colorings, or accessories are permitted. (i.e. corn rows, streaked or tinted hair, hair that extends into the eyes, feathers, large flowers, and, for the boys, hair that extends over the ears or collar, shaved or ridged.)

Makeup is permitted for seventh and eighth grade girls only if it is natural looking. Nail polish on girls should be either light pink or clear.

Jewelry, if worn, should be limited to wristwatches, religious medals or crosses/crucifixes on chains, and post style earrings on girls, one per ear. Boys may not wear earrings or studs.

If dress code violations are noticed, a dress code violation slip will be issued giving children time to remedy the situation if the correction cannot be remedied immediately. For those violations that can be remedied immediately and the student refuses or ignores correction, then a demerit will be issued.

On dress up or down days, modesty, safety, good taste and appropriateness shall be the rule. No tank tops, muscle shirts, or spaghetti straps are permitted. The midriff and back area must be covered at all times. Shorts and skirts must be an appropriate length. No shorter than two to three inches from the top of the kneecap is a guide. Safe and appropriate footwear must be worn with laces (if present) tied at all times. Open back footwear, such as flip-flops, clogs and sandals, is not permitted. Hooded sweatshirts are not to be worn during the school day.

THE UNIFORM

Boys will wear a solid white, navy, maroon, or approved spirit wear knit shirt with a collar, navy or khaki dress slacks, solid navy, gray, or maroon V-neck or crew neck pullover sweater or Saint Raphael School sweatshirt in navy or maroon. Black or brown dress belts are optional for grades K-3, mandatory for grades 4-8.

Girls, grades K-3, will wear the jumper or uniform slacks with white broadcloth, oxford cloth blouse, or knit shirt, or approved spirit wear knit shirt and solid color socks or tights in navy, maroon, or white.

Girls, grades 5-8, will wear kilt or kick pleat skirt, no shorter than three inches from the top of the kneecap, a banded white, navy, or maroon uniform shirt or approved spirit wear knit shirt and solid color socks or tights in navy, maroon, or white.

Girls in grade 4 may wear either the uniform for grades K-3 or 5-8.

Girls in all grades may wear navy blue or khaki uniform slacks in place of jumpers or uniform skirts. Black or brown dress belts are optional for grades K-3, mandatory for grades 4-8.

Short Option

From May 1 thru September 30, girls and boys in all grades may wear navy or khaki **dress** walking shorts or skorts for the girls, with white, navy, or maroon or approved spirit wear knit shirt with a collar and regular school shoes or clean athletic shoes and socks. Shirts must be logo free.

Socks for all students must be visible at all times.

Physical Education Uniform

The required uniform is a physical education gray t-shirt or approved spirit wear shirt and maroon shorts with logo. Sweats are optional, but if worn, must be solid navy blue, gray, or the maroon sweats with the school logo. Athletic shoes must be worn at all times preferably tie, not slip on (No school shoes).

School Shoes

For all grades, school shoes must be brown, black, or white, or shades thereof (i.e. tan or gray). Accents are permitted if: a similar color (i.e. brown with tan or black with gray); black (i.e. white with black); or white (i.e. black with white). **(Athletic shoes in these colors are permitted.)** Navy blue "Mary Janes" and saddle shoes are permitted for girls. Shoe charms, flashing soles, jewelry, and other adornments are not permitted. Shoe laces must match shoes in color or be black or white. For safety reasons open shoes, i.e. sandals, clogs, sling back, etc. are not to be worn. In addition, the following are **NOT** permitted, leather, rawhide, coiled, or braided laces, moccasins, ballet-like slippers, work boots, or shoe boots (except during winter weather). **Shoes must be substantial enough to give adequate support during outdoor recess.**

Please contact the Assistant Principal with any Dress Code questions.

TELEPHONE CALLS (Cell Phone/Communication Device Policy)

In case of emergency, students are permitted to make telephone calls during the school day, provided they have both teacher and administrative approval. The use and possession of cell phones and other electronic communication devices is strictly prohibited. Students with cell phones or other devices in school must keep them turned **off** (not in silent or vibrate mode) and stowed in their backpacks until they leave the school premises.

Section 4931.49 of the Ohio Revised Code states "No person shall knowingly use the telephone number of the 911 system to report an emergency if he knows that no emergency exists. Whoever violates this statute shall be fined not less than fifty nor more than two hundred dollars." Students who violate this code will be subject to disciplinary procedures that may result in suspension or expulsion from school.

EXTREME WEATHER

In the event of extreme weather Saint Raphael School will be closed when the BAY VILLAGE CITY SCHOOLS are closed. The announcement "Cleveland Catholic Schools" refers to the Catholic schools located in the city of Cleveland. Information regarding closing will be announced on radio and television.

In case of an emergency or for the closing of Saint Raphael School only, parents will be notified via radio and television and text/email alerts via the RenWeb Parent Alert system.

BIRTHDAYS

Please request approval for the scheduling of a birthday salute at least one school day prior to the event through a note to the homeroom teacher. **Food and drink are not permitted as part of any birthday salute.** An inexpensive token gift may be shared with classmates with the prior approval of the homeroom teacher.

One long lasting "gift" could be a donation of a book to our library. Please contact our school librarian for further details.

CHILD ABUSE

According to the Ohio Revised Code Section, 2151.421, any school authority, teacher, psychologist or employee who suspects child abuse MUST report this to the Principal, who in turn MUST report it to the County Department of Human Services. Failure to report suspected abuse and/or neglect is a misdemeanor. Each report is confidential. When it is necessary for a child to be interviewed at the school by a member of the Department of Human Services, the Principal will be present in loco parentis. After the interview, parents/guardians will be notified that the interview has taken place.

AIDS POLICY

Saint Raphael School supports the AIDS policy as adopted by the Diocese of Cleveland. Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grades K through 12 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

1. The health of the child, as documented by his/her physician allows participation in regular classroom activities.
2. The child behaves acceptably, in a manner that would not cause spread of the disease or any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition that prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular school activities.

In Parish Elementary Schools and Parish Schools of Religion, the Pastor and Principal will confer with the appropriate persons and consult with the Regional Superintendent before the Pastor makes the final decision on each case in the parish school. Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS, (AIDS related complex) or other illness caused by HIV (human deficiency virus, the virus that causes AIDS also known as HTL or LAV)

SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY

Saint Raphael School is firmly committed to providing a safe, positive learning environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Saint Raphael School expressly prohibits sexual harassment

and sexual violence in the school environment. The Diocese of Cleveland has adopted the following policy on sexual harassment and sexual violence. This policy reemphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual harassment

For the purpose of this policy, sexual harassment includes the following specific instances; verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature or having such material in one's possession in the school, on school grounds or at school sponsored activities; obscene or sexually specific graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats or buttons; touching one's self sexually in front of others; obscene and/or sexually explicit gestures; an any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the Principal. Parents of both the offender and victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obliged to cooperate in remedying the situation.

If allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to any or all of the following:

- verbal warning/reprimand and apology to the victim.
- a parent/student/Principal conference.
- written warning/reprimand and parent notification, entered in the students file.
- detention or removal from selected school activities and/or extracurricular activities.
- behavior/probation contracts, possibly requiring professional intervention.
- suspension.
- expulsion.

Sexual Violence

A definition of sexual violence, according to Ohio Revised Code, is on file in the school office.

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the Principal, Pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is “reason to believe” (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in those situations.

USE AND ABUSE OF ALCOHOL AND OTHER DRUGS

Saint Raphael School recognizes that substance abuse in our nation and our community exacts staggering costs in spiritual, personal, and economic terms. Substance abuse can produce impaired performance and reduced productivity, absenteeism, accidents, wasted resources, lowered morale, rising health care costs and diminished interpersonal relationship skills. Drug and alcohol involvement among students, faculty, and staff negatively influences the school learning environment and diminishes the health and well-being of all. Saint Raphael School recognizes that the problem of drug and alcohol abuse does not respect any group or age, and that the dependency stage of alcohol and drug abuse constitutes a treatable illness.

It is further recognized that health and social problems of youth are primarily the responsibility of the family and that parents have the prime responsibility for assisting their children with such problems.

As educators in the church, we, in an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each individual. We also recognize that we have an obligation to the common as well as the individual welfare of students and educators, and that a safe environment for learning must be provided. Alcohol and other drug related activity endangers the ability to learn and teach; threatens safety; contributes to a climate of fear and disregard for authority; and may put nonusers at risk of becoming involved (inadvertently) in illegal acts.

It is forbidden for any student to manufacture, disperse, possess, use, or be under the influence of, in the school setting, any alcohol substance and intoxicating or auditory, visual or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined by Federal or Ohio law or rule, or counterfeit of such drug or substance; all being collectively referred to as drugs.

School setting includes any vehicle used to transport students to and from school and school activities off school property during any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school.

Students who violate this policy will be subject to disciplinary procedures that may result in suspension or expulsion from school. While each student is expected to comply with the school’s standards for performance, school authorities may hold penalties in abeyance if students and their parents demonstrate willingness to seek appropriate assistance and if acceptable progress and satisfactory performance is observed. Where violations of the law are involved, law enforcement agencies will be notified.

Saint Raphael School will promote, enhance, and maintain a drug free school through a systematic program of coordinated student assistance services, prevention through instruction, intervention administration, enforcement procedures and recovery support.

WEAPONS POLICY

The Diocese of Cleveland has adopted the following policy on weapons. Saint Raphael School supports and follows this policy.

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on the school grounds, or at school sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the Principal or other administrator should immediately contact the police department and the Diocesan Legal Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in or out of school suspension, pending investigation and resolution. If the student’s infraction does not warrant dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program after recommended consultation with the Diocesan Legal Office.

YOUTH GANGS POLICY

The Diocese of Cleveland has adopted the following policy on youth gangs. Saint Raphael School supports this policy.

Youth gangs and gang related activities are prohibited. A gang is defined as any non-school-sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or antisocial behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style, and/or wearing of clothing, jewelry, head coverings or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang; displaying gang markings or slogans on school, parish, or personal property or clothing; having gang tattoos; possessing literature that indicates gang membership; extortion; establishing turf; use of hand signals, gang vocabulary and nicknames; possession of beepers or cellular phones; possession of weapons or explosive materials; possession of alcohol, drugs, drug paraphernalia; attendance at functions sponsored by a gang or known gang members; exhibiting behavior fitting police profiles of gang related drug dealing; being arrested or stopped by police with a known gang member; selling or distributing drugs for a known gang member; helping a known gang member commit a crime; or any other action directly resulting from membership or interest in a gang.

Consequences

If a participant in any school/parish related activity is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

Parent/guardians will be contacted immediately and appropriate intervention initiated.

Individuals may be referred to counseling (personal/family).

Individuals may be referred to the Department of Human Services or other welfare or child agencies of the respective county.

Individuals may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.

Individuals may be referred to the Task Force on Violent Crime.

Police, Juvenile Court and other appropriate authorities will be notified of violence and or illegal activities.

Parents/children will be held liable and responsible for all forms of vandalism.

Related Policies

In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:

Appropriate attire at school/school related activities and on parish property.

Expectations of appropriate conduct for all school/parish related activities and on parish property.

The right of school/parish authorities to search personal property brought to any school/school related activity, if suspicion of gang involvement, weapons, or possession of drugs exists.

Policies and procedures relative to scheduling, supervision and attendance at school sponsored events, held during the day, in the evening or on parish property or at other public facilities.

Policies and procedures established relative to participation in and attendance at parish sponsored athletic functions whether held on parish property or at other public facilities.

Encouragement of parent cooperation in not permitting children to host/attend unsupervised parties or activities.

SCHEDULE OF SCHOOL DAY

8:30-8:55 A.M.	Regular Dropoff (after 8:55 is tardy)
8:40-9:00 A.M.	Arrival/Homeroom
9:00 A.M.	All Students in Seats
9:00 A.M.	Announcements
11:10 A.M.-12:00 P.M.	Lunch and Recess Kindergarten
11:40-12:20 P.M.	Lunch and Recess Grades 1 & 2
12:05-12:45 P.M.	Lunch and Recess Grades 3 & 4
12:30-1:05 P.M.	Lunch and Recess Grades 5 & 6
1:05-1:35 P.M.	Lunch and Recess Grades 7 & 8
1:40-1:55 P.M.	Afternoon Recess Kindergarten
1:55-2:10 P.M.	Afternoon Recess Grades 1, 2, 3
2:10-2:25 P.M.	Afternoon Recess Grades 4 & 5
3:25 P.M.	Dismissal of Walkers and Bike Riders
3:25 P.M.	Dismissal of Car Riders
3:25-3:30 P.M.	Dismissal of Bus Riders



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