



Parent/Student Handbook 2023-2024

Philosophy of St. Raphael the Archangel School

The primary and ultimate purpose for the existence of St. Raphael School is to assist parents in fulfilling their role of educating their children with a quality Catholic education. St. Raphael School is a learning community organized to foster the spiritual, moral, intellectual, social, emotional and physical growth of its members in a spirit of peace, dedication, freedom and love that is based on the Gospel message.

Vision Statement

St. Raphael School will be an exemplary school, worthy of the Gospel, with Christ as its vision, embracing families with a diversity of faiths, traditions, and cultures.

Mission

St. Raphael the Archangel is a faith-filled, Catholic community serving God, families and children by instilling the core values of faith, community, academic excellence and leadership.

Student Honor Code

As a St. Raphael student, I will show respect for all things, for myself, and for others at all times. I will contribute to the learning environment. I will follow school and classroom procedures. I will show integrity and honor in all my accomplishments. I will treat others with kindness and help others to grow in love as a child of God.

Catholic Identity

The primary purpose for the existence of St. Raphael the Archangel Catholic School is to assist the parents in fulfilling their role of educating their children in the faith. The school is organized to foster the spiritual, moral, intellectual, social, emotional, and physical growth of the students in a spirit of peace, dedication, freedom, and love that is based on the Gospel message.

Our mission is to serve God, families, and children by instilling the core values of faith, community, academic excellence, and leadership. In keeping with this mission, prayerfulness and values education is expected to be a part of the instruction in every classroom and in every subject area.

All teachers are responsible for advancing the Catholic identity of the school. It is our mission to prepare students to live their Catholic faith. This mission must guide what we teach and how we teach it. This involves the appearance of the classroom and the atmosphere generated by the teacher as role model as well as the formal instruction given in religion classes.

All students (Catholic and those of other faith traditions) will participate in the basic religion program. Religious beliefs and customs of students active in other churches will be respected.

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Admissions/Enrollment

Non-Discrimination Policy

St. Raphael School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Raphael School does not discriminate against otherwise qualified applicants on the basis of sex, race, disability, color, nationality or ethnic origin in the administration of their educational policies, admission policies, scholarship and loan programs or athletic and other school administered programs.

Entrance Requirements

Preschool:

1. The proposed student shall be four years of age by August 1st for the school year for which he/she is seeking admission
2. Students may be tested by the teachers for readiness
3. A letter of Good Standing from the parish office if coming from another Catholic School is required

Kindergarten:

1. The proposed student shall be five years of age by August 1st for the school year for which he/she is seeking admission
2. Signed and completed preschool information form
3. All students will be tested by the teachers for readiness and score at or above the 80th percentile on the BRIGANCE Kindergarten Screen Three core assessments, self-help, and social-emotional scales
4. A letter of Good Standing from the parish office if coming from another Catholic School is required

First Grade:

1. The proposed student shall be six (6) years of age by August 1st for the school year for which he/she is seeking admission
2. Successful completion from a certified kindergarten program
3. A letter of Good Standing from the parish office if coming from another Catholic School is required

Eighth Grade: St. Raphael does not accept 8th grade transfer students unless there is an extenuating circumstance (example: moving to Louisville from another city and meets the criteria for acceptance).

St. Raphael does not accept new students after Spring Break unless there is an extenuating circumstance (example: moving to Louisville from another city and meets the criteria for acceptance).

Application Requirements

- \$20 application fee per child
- Completed Application through FACTS
- Medical Forms
 1. Completed medical examination form
 2. Current, original immunization certificate
 3. Kentucky Eye Examination Form for School Entry (new students ages 3, 4, 5, & 6 who were not previously in our Preschool/ Pre-K program)
- Transcript/records from previous school if available
- Standardized Test Scores from previous school if transferring
- Student Accommodation Plan/IEP including any assessment data from previous school if transferring
- Letter of recommendation or certification of status must be received from the previous school. If transferring from another Catholic school information on tuition status, attendance, enrollment, and discipline will be requested and must be reviewed prior to admitting new student(s)
- Meeting/tour between Principal/Principal designee and family shall occur
- Admissions testing to be completed at St. Raphael
- School may exercise the right of up to five business days before admitting new student(s) after ALL requested information has been received and reviewed

Priority of Admission

Students who have registered for Grades Preschool - 8 and qualify for acceptance will be accepted in the following order:

1. Children of school families registered in the parish with siblings enrolled
2. Children of school families registered in the parish with a child/children enrolling in St. Raphael for the first time
3. Children of school families not registered in the parish with siblings enrolled (Non parishioners)
4. Children of school families not registered in the parish with a child/children enrolling in St. Raphael for the first time (Non-parishioners)

Please be aware that all acceptances are conditional upon the school's being able, by employing reasonable accommodations, to meet the needs of the child. Please also be aware that enrollment and re-enrollment payments are required to hold a child's spot for the upcoming school year.

Admission of Students with a Diagnosed Disability or Learning Difference

Unlike the public school system, private schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept I.E.P.s (Individualized Education Plans) as public schools are mandated to accept. Our schools are guided by the Archdiocesan Intervention Protocol.

Prior to admitting a student with a diagnosed disability or learning difference, our school must consider:

1. The severity and degree of the disability or learning difference.
2. The level of support needed from special services or any special equipment the student may require.
3. The number of students with disabilities or learning differences currently enrolled in an assigned class. It is recommended by the Archdiocese that no more than 10-15% of students with disabilities or learning differences be enrolled in any one classroom.
4. An individual school's resources such as available support personnel, class size, accessibility of school facilities, etc.

Re-enrollment for Current Families

Re-enrollment for students currently attending St. Raphael School will be held in mid-January. A re-enrollment fee is charged per child and is to be paid at the time of enrollment. Payment of the re-enrollment fee must be made to hold a child's spot for the upcoming school year. Students already enrolled must be in academic, behavioral, and financial good standing to register for the following academic school year. Existing families will have access to registration prior to when new family registration opens.

Enrollment for New Families

Enrollment for new students will open in early to mid February. An enrollment fee is charged per child and is to be paid at the time of enrollment. Payment of the enrollment fee must be made to hold a child's spot for the upcoming school year.

Homeroom Placement Requests

St. Raphael School does not accept parent requests for specific homeroom placement.

Publication of Class Lists

Class lists will be published on FACTS by Meet Your Teacher Day, August 10, 2023.

Permanent Records

The student's permanent record card contains MAP scores, final grade averages, attendance information and teacher's signature. Parents and/or guardians or their legal representative may have access to the official permanent record file. Parents may call the school office to review their child's records. Please allow two working days for records requests.

Discipline records are not a part of the child's permanent record and are not sent on to the next school unless there are extraordinary circumstances making disclosure a legal requirement or the parent requests it in writing.

Tuition Payment Plan & Policies

Re-enrollment packets are sent to current families in the Spring of each school year. This re-enrollment packet is used to communicate upcoming year tuition rates and payment options to families.

Delinquent Tuition

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Business Manager, Principal, or Pastor as soon as possible. Some examples of such circumstances may be a family emergency, such as illness or loss of employment. Failure to comply may impact your family's ability to get St. Raphael Tuition Assistance at a future date.

When payments are not made in accordance with the agreement, the responsible party committed to in the FACTS program, the following steps will take place:

30 days past-due

When an account becomes 30 days past-due under the established agreement, the financially responsible party will receive notification explaining the commitment and require immediate attention to the matter.

It is the responsibility of the responsible party to contact the Business Manager within 15 days of receipt of this notification to correct the situation or make an acceptable alternate plan for payment

60 days past-due

When an account becomes 60 days past-due under the established agreement, and the alternate payment plan is not fulfilled, the responsible party will receive notice explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:

- Report cards and transcripts will be withheld until balance is paid in full, or an alternative plan has been approved.
- A face-to-face meeting may be requested with the responsible parties, Business Manager, Principal/Pastor and a written payment plan will be required.
- Student(s) will not be permitted to pre-register or to return for the following academic year until the balance is paid in full, or an alternative plan has been approved.

90 days past-due

When an account becomes 90 days past-due under the established agreement, and previously arranged payment plans are not being fulfilled, the responsible party will receive notice explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:

- Student(s) will be withdrawn from St. Raphael Preschool, School and Athletics.
- Report cards and transcripts will be withheld until full payment is made.
- Any other Archdiocesan School being considered for a transfer will be notified of the delinquent amount owed to St. Raphael.

Withdrawal Information

If a student leaves for any reason during the school year, parents are responsible for tuition according to the following:

- 25% of tuition from the first day of school thru September 30
- 50% of tuition from October 1 thru November 15
- 75% of tuition from November 16 thru December 31
- 100% of tuition after January 1

Policy subject to change after annual review.

St. Raphael the Archangel Church encourages all responsible parties to maintain open communications with the Administration to ensure a complete understanding of each family's financial circumstance. The goal of St. Raphael the Archangel Preschool and School is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

Attendance/ Absence Policies

St. Raphael School complies with the Kentucky Department of Education's policy on student attendance, which is also mandated by the Archdiocese of Louisville.

Instructional time begins promptly at 7:50am. The school day ends at 2:30pm.

Full or Half Day Absence

To be considered for a half day, you must arrive before 11:10am. If leaving early, you must sign out at 11:10am or later to be counted for a half day. While we are aware this is not always possible, every attempt should be made to schedule appointments outside school hours in order to avoid absences.

Any student arriving or leaving outside of normal carpool times must enter and exit through the school office on Lancashire Ave. Please communicate any arrival or dismissal changes to the school office. A parent or guardian will be required to sign students in or out. Students will not be dismissed to those not on the parent/guardian approved pickup list in FACTS.

Absenteeism

For any absence, a parent or guardian must notify the school office (attendance@sraparish.org) and the child's homeroom teacher via email before 8:30am on the day a student will not be in school. If the absence is expected to last for more than one day, the parent or guardian should mention this when notifying the school office. Students are expected to make up assignments for any day of absence regardless of the reason for the absence.

The only exception to the above stated policy will be for extended or chronic illness of the student when a statement from the attending physician documenting that an extended or chronic illness has been responsible for the excessive absence and that documentation has been received by the Administration in a timely manner.

Absence for Shadowing at a High School

Seventh grade students shadow in the Spring and eighth grade students shadow in the Fall. Students are strongly encouraged to shadow on days when the elementary school is not in session. Shadow forms will be emailed to 7th and 8th grade parents/guardians with additional directions.

Excused Absence

Students are expected to make up all missed class work, homework, and tests due to an excused absence. Students will receive full credit for completed work. Missed quizzes or tests should be scheduled with the teacher to be made up in a reasonable and agreed upon time frame. Students will receive the number of days absent plus one to make up any missed assignments. For example, if a student is absent for two days, they will have three days after they return to complete missing assignments.

Absence Due to Illness

Students who miss school due to illness should follow these guidelines before returning to St. Raphael:

- The child must be fever free, without fever reducing medicine, for 24 hours.
- The child must not have vomited within the last 24 hours.
- Children with strep throat should be on an antibiotic for 24 hours prior to returning to

school.

- Children with chickenpox should return to school after all lesions/blisters have completely scabbed over (7-10 days average).

Unexcused Absence

Students must make up work whether absence is excused or unexcused. An absence is recorded on a student's record of attendance. Unexcused absences are as follows:

- Excessive absence without a doctor's note with diagnosis and statement of necessity of absence. This can also result in required summer school even though the student is otherwise eligible for promotion
- Absence used to extend a holiday, break, or long weekend without a doctor's note or documentation of other sufficient reason (funeral or court appearance for example) and without prior administrative consent of the principal. Parents and students should communicate with teachers to receive missed work.
- Absence for a Shadowing Experience without turning in required paperwork according to the policies found in the Student/Parent Handbook or the Guide to Student Recruitment

Missed quizzes or tests should be scheduled with the teacher to be made up in a reasonable and agreed upon time frame. Students will receive the number of days absent plus one to make up any missed assignments. For example, if a student is absent for two days, they will have three days after they return to complete missing assignments.

Tardiness

Children must be in their homeroom no later than 7:50 am or they are counted tardy. Any student(s) arriving after 7:50am must check in at the school office. Please make every effort to arrive on time. Students who arrive late disrupt their learning as well as the learning of their classmates.

Truancy

Kentucky Law 159.150 defines a truant as any child who has been absent or tardy for more than three days without a valid excuse.

Excessive Absences and Tardiness

The principal is the final resource for determining whether any absence or tardy shall be classified as excused or unexcused.

Please note:

- A meeting with parent(s) will be scheduled with school leadership due to excessive absences or tardies.
- Consequences of excessive absences or tardies may include:
 - Student attendance contract
 - Habitual truancy reported to Child Protective Services
 - Student may not be able to participate in field trips, extra-curricular activities, or other special events

Morning Drop Off Procedures

Early Morning Drop Off

Early morning drop off is available between 7:00 am - 7:20 am. K-8 students utilizing early morning drop off must enter through door # 13 (the glass vestibule at the top of the steps facing the school parking lot and playground). Preschool students utilizing early morning drop off must enter through the preschool double doors facing the Cafeteria, door #11.

Morning Drop Off/ Carpool

Carpool drop off is between 7:30 am and 7:50 am. K-8 students should enter the school building at door #16 and report to their homeroom. Preschool students will be dropped off in a separate carpool lane next to the playground and escorted to the preschool entrance facing the cafeteria. Students are not permitted to enter through the office doors between 7:30 am-7:50 am. Any students (Preschool-8th grade) who arrive after 7:50 am will be considered tardy and should report to the school office on Lancashire Ave.

Dismissal Procedures

Carpool Dismissal Procedure

Every family will be assigned a carpool number and given two free hang tags to display on their rearview mirror whenever using the car-rider line.

Families may request additional tags or replacement tags at a cost of \$5.00 per tag. Families should be sure their child knows their number.

Walker Dismissal Procedure

Families must designate on their child's "Method of Dismissal" form what days of the week their child will be a walker. Any students who are walkers will be issued a walker tag to be kept on their backpack.

Parking on Lancashire or at area businesses during dismissal

Parking on Lancashire or at area businesses during dismissal to pick up students is prohibited. It is important that we are good neighbors. Area businesses have the right to have your car towed if you use parking spaces they have provided for their employees or customers.

Dismissal at the end of a full school day (Grades Preschool-8th Grade)

Students are dismissed as follows:

2:30 pm - Carpool dismissal begins; Students attending YMCA After School Care will be escorted to the Raphael Room (located behind the Cafeteria)

2:35 pm - Walkers are dismissed through door # 19 facing Lancashire Ave. Students riding home in a car should not be exiting as if they are walkers.

2:45 pm - Carpool ends

Students getting picked up by an Assumption teacher or student will be dismissed at 2:45 to the media center to wait. Students must be picked up through door # 13 (the glass vestibule at the top of the steps facing the school parking lot and playground). Students will not be dismissed to those not on the parent/guardian approved pickup list in FACTS.

Dismissal on 1:00pm Early Dismissal Days (Preschool - 8th Grade)

Students are dismissed as follows:

1:00 pm - Carpool dismissal begins; Students attending YMCA After School Care will be escorted to the Raphael Room (located behind the Cafeteria)

1:05 pm - Walkers are dismissed through door # 19 facing Lancashire Ave. Students riding home in a car should not be exiting as if they are walkers.

1:15 pm - Carpool ends

Change in Method of Dismissal for Your Child

Parent or guardian must notify the school office of any changes to their child's method of dismissal. Telling the child to tell the teacher is NOT sufficient. Please note that teachers are teaching and may not be able to check their email during the school day. The best way to communicate changes is through the school office - 502-456-1541 or hpotter@sraparish.org. Please communicate changes in dismissal methods as early as possible, preferably before 1:45 pm.

Late Pick-up

Carpool ends at 2:45 p.m. All students must be picked up by this time. After school care is available through the YMCA and families that are regularly late will be required to register with the YMCA.

Returning after dismissal

No student is permitted in the building after 2:45 pm unless participating in a supervised/approved activity.

School Information

Class Size

The Archdiocese of Louisville recommended class sizes are:

K-3	29 students A teacher assistant is recommended when primary grades have more than 25 students.
4-6	31 students
7-8	35 students

At St. Raphael, every attempt is made to maintain class sizes of approximately 25 students per class.

Physical Education

A note from a parent or a physician is necessary to excuse a child from physical education class or to document the need for adjustments to activity.

Textbooks

St. Raphael School uses a book rental system, the cost of which is covered in the Book Bill paid in June. The student will be held responsible for the use of rented books. If a book is lost or damaged, it must be replaced by the student/parent(s). Marking, tearing or defacing a book will be considered cause for replacement.

Field Trips

Permission slips signed by the parents/guardian are required for each child. Parents/guardian will be informed of the date, destination and transportation arrangements. Students must be in good academic and behavioral standing in order to attend field trips.

Volunteer chaperones for field trips and school events must be at least 21 years of age, submit to a criminal records check, provide documentation of attendance at Safe Environment training (training schedule can be found at www.archlou.org), and provide emergency information to the school office. Legal guardians, grandparents and adult siblings of students in the group are eligible to volunteer as chaperones. Parents may not delegate chaperone duties to friends or other adults who do not meet the qualifications noted above. If an emergency or illness prevents a parent from fulfilling chaperone duties, and no one meeting the qualifications above can be found, notify the school as soon as possible and the school will find a replacement.

Forgotten Items

If a student forgets an item (lunch, homework, permission slip, etc.), parents may bring the forgotten item to a bin located outside the school office. Please ring the school office button to alert the office that you are dropping the item off and the forgotten item will be delivered by school personnel.

Lost Items

Students are responsible for the safety and security of their own personal property. Please write your child's name on clothing and personal items with a permanent marking pen. Please communicate with your child's teacher regarding lost items (lunchboxes, water bottle, jackets, etc.). Unclaimed items left in Lost and Found or in the classrooms on the last day of school are added to the PTO Used Uniform Sale. Unsold items are donated to a local charity.

Cafeteria

Buying lunch: Lunch money is loaded through FACTS. Lunch menus are posted on FACTS and the school's website.

Bringing Lunch: Students may bring water, juice (ex. Juice box, Capri Sun, etc), or sports drinks (ex. Gatorade, Powerade). No soft drinks or energy drinks. For younger students, please verify that your child is able to open the items which you provide in their lunch bag.

Academics

Academic Grading Scales for K-8

Grade	Subject	Grading Scale
K	All subject areas Growth Skills	O 89.5% - 100% S 89.4% - 75.5% N 75.4% - 0% O Outstanding S Satisfactory N Needs Improvement
1	Reading/Math/Spelling All other subject areas	A= 92.5%-100% B= 83.5% - 92.4% C= 74.5% - 83.4% D= 69.5% - 74.4% U= below 69.4% O 89.5% - 100% S 89.4% - 75.5% N 75.4% - 0%
2-3	Reading, Language Arts, Math, Social Studies, Science, Religion Special Areas	A= 92.5%-100% B= 83.5% - 92.4% C= 74.5% - 83.4% D= 69.5% - 74.4% U= below 69.4% O 89.5% - 100% S 89.4% - 75.5% N 75.4% - 0%
4-8	All Subject Areas	A= 92.5%-100% B= 83.5% - 92.4% C= 74.5% - 83.4% D= 69.5% - 74.4% U= below 69.4%

Promotion/ Retention

Academic consideration for progression will be determined on the basis of two or more of the following:

1. Teacher evaluation of the student
2. Acceptable ability-related achievement of a student on a standardized test; and
3. Student progress toward mastery of the Archdiocesan standards

The teacher(s), principal, parents, and counselor will make decisions regarding retention. If the parties involved cannot reach consensus, a child may be placed at the next level. The following is required:

1. Documentation regarding the conditions (becomes part of the student's permanent file); and
2. Signatures of teacher, parents and principal on documentation

Assignments/Homework

All K-8 students are issued a planner where they will record their homework assignments. Formal homework should follow the guidelines listed below:

Kindergarten	20 minutes
Grades 1-2	20-30 minutes
Grades 3-4	30-40 minutes
Grades 5-6	40-50 minutes
Grades 7-8	60-75 minutes

Students missing homework/ assignments due to an absence should follow the makeup work policy. Parents/students should communicate with teachers regarding any extenuating circumstances preventing them from completing an assignment on time.

Middle School Late Work Policy

Students are expected to come to school prepared for class and assignments are expected to be turned in during the proper class time. Once that class period is over, that is when the assignment is considered late. Late work cannot be eligible to be corrected for a better grade.

If an assignment is 1 day late = 50% is the maximum percentage given.

If an assignment is 2 days late = 25% is the maximum percentage given.

If an assignment is more than 2 days late = no credit will be given for the assignment.

Principal's List/Honor Roll

Students in grades 4 through 8 earning all A's on their report cards (including special area classes) are eligible for the Principal's List. Students in grades 4 through 8 earning all A's and B's on their report cards (including special area classes) are eligible for the Honor Roll. Students will be recognized at the end of each trimester.

Assessments

St. Raphael uses a variety of formative and summative assessments in the classroom to monitor student growth.

The Archdiocese of Louisville utilizes NWEA MAP Assessment as a universal system of assessment and it will be administered 3 times per year in grades K-8.

Intervention Philosophy

The Archdiocese of Louisville promotes a model of inclusion for children with mild disabilities in our schools. We believe that children with mild disabilities can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate accommodations are implemented. Unlike the public school system, private schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept I.E.P.'s (Individualized Education Plans) as public schools are mandated to do.

However, our schools are guided by an Archdiocesan Intervention Protocol, which is based upon Section 504 of the Rehabilitation Act – a civil right law requiring private schools to make student accommodations that are reasonable and are within a school's capability.

Intervention Protocol

For those students enrolled in our school who are experiencing learning difficulties, the school leadership team, teacher(s), and parent(s) meet to write a Strategy Plan which identifies specific goals and strategies which are directly related to the student's strengths and needs. The School Strategy Plan (SSP) is shared with parents, teachers keep ongoing documentation of the teaching strategies they are utilizing as well as the results of those strategies, and the Strategy Plan is evaluated/revised after a designated period of time. If/When it is determined by the school that formalized testing information is needed, a request for a psycho-educational assessment will be made.

For those students enrolled in our school with a diagnosed disability or learning difference, Student Accommodation Plans (SAP) are written. The school will convene an Intervention Team meeting whose members consist of school personnel, parents and the student when appropriate. This team collaborates to identify the accommodations and/or modifications, which can be provided to enable the student to become a more successful participant in a particular class setting. These accommodations or modifications may include strategic teaching strategies, modified curriculum, and adjustments in grading practices. All members of the Intervention Team are asked to sign an agreement stating the responsibilities and rights of all parties. Documentation is kept on student progress and reconvening dates are established to evaluate the

Student Accommodation Plan. It is required that current formalized assessment information be provided to the school and updated every 3 years.

Middle School Leveling in Math and Science

7th and 8th grade Math and Science have two levels - Green and White. Green Math and Science is an accelerated level and White Math and Science is a standard level course. Both levels cover the essential curriculum standards for Pre-Algebra and Algebra 1. Levels are determined based on teacher input, class performance, previous grade reports, assessment data (MAP, etc).

Throughout the year, teachers and administrators will analyze student performance and make level adjustments as needed in order to meet the needs of the student.

Counselor Information

The school counselor works as an administrative team member and collaborates with faculty and staff to address potential problems in a preventative manner. The primary functions of the school counselor is to support the students' academic and social development at school and the well-being of the student body, including individual students, student groups, and student interpersonal relationships. Specific interventions may include individual counseling, group counseling, and peer mediation. Classroom-based guidance sessions are conducted on a monthly basis. Counselors in the schools of the Archdiocese of Louisville are not expected to serve as primary counselors or therapists for individual students, but as a referral source, should the need for regular counseling be determined.

Although not every interaction between a student and the counselor requires parent contact, any student interaction that elicits a concern that, in the estimation of the counselor, requires additional assessment or outside counseling/therapy will be brought to the attention of the parents/guardians. Parents/guardians are expected to take an active part in the problem-solving process, including but not limited to meeting with the counselor and follow through with recommended referrals. Once a referral is made, the counselor is expected to serve as a support for the student in the school environment, a role that requires regular communication with parents and the outside counselor or therapist.

Parents/guardians see their children outside of the school environment and are encouraged to contact the counselor if they notice changes in their child or have other concerns about their child. Please note that the limits of confidentiality apply to school counseling as they do to any other type of counseling. Information about a student will be shared under the following conditions: a) if a student is a danger to themselves or to another person; b) if there is any suspicion or evidence of abuse or neglect; c) if a parent/guardian has signed a release of information.

Religious Formation

The moral and religious formation/education of a student has its roots in the home. The purpose of the Catholic school is to build on Christian home life by giving formal religious instruction. At St. Raphael, the purpose is not only to teach Catholic doctrine, but also to help our students learn to live it. To accomplish this the students have classroom instruction given by certified catechists, preparation for the Liturgy, and active participation in the celebrations. In addition, all students are encouraged to live out what they have learned.

Religious Instruction for Non-Catholic Students

St. Raphael the Archangel School is a Catholic school whose primary mission is providing instruction in the faith. As such, all students enrolled will participate in religious instruction. Non-catholics will attend religion classes with other students and will be expected to do assignments in those classes.

Participation in Sacraments

Only baptized Catholics may receive the following sacraments: First Reconciliation, First Communion, and Confirmation.

Children of other faiths may be invited to participate in sacrament ceremonies by distributing programs, greeting, ushering, or performing other services appropriate to their grade level, but cannot receive the sacrament itself.

Reconciliation Services

Parents are encouraged to take their children with them to participate in the Communal Penance Services offered by the parish on a seasonal basis or to private confessions held every Saturday before Mass. Please check the parish Sunday bulletin for times.

Worship

All students attend weekly Mass on Thursdays at 8:10 am. There may be occasions when this changes, such as when a Holy Day or other special occasion falls during the week. Students in grades 2-8 will participate in Eucharistic adoration during the school year.

Catechesis of the Good Shepherd

Catechesis of the Good Shepherd (CGS) is a Montessori influenced faith formation experience for passing on the Catholic faith to children. Each class from Preschool through 4th grade at St. Raphael School come into the CGS Atrium once a week to supplement their religious curriculum taught in the classroom. The CGS Atrium is a room specially prepared for the child which contains simple, yet beautiful materials that they use to draw near to God. It is one of the most important elements that helps the relationship between God and the child to flourish.

Altar Servers

The honor of participating in the Ministry of Altar Server is the choice of the individual student and his/her parents. Students trained as servers will serve Mass for the regular school liturgies. Altar Server training opportunities for students in grades 5-8 will be published in school and parish newsletters.

Dress Code

All students must follow the school's dress code.

Uniform purchase

The school uniform items can be purchased from Shaheen's. Please put student names in all articles of clothing for your children.

Student Uniform Policy 2023-2024

The administration will make the final decision as to the appropriateness of student attire/appearance. Shaheen's carries all uniform items. Parents shall label student uniform items. Coats, jackets, and other non-uniform outerwear or sweatshirts may not be worn in the school building. Parents are expected to monitor the dress of their students prior to leaving for school. **Students will go out for recess each day, even in cold weather.**

	Girls	Boys
Accessories/Jewelry	Jewelry and other accessories must be small and not excessive in number or distracting. No other piercings beyond earrings are acceptable. No smart watches, step counters, or AirPods. No purses/crossbody bags are to be carried from class to class.	Jewelry and other accessories must be small and not excessive in number or distracting. No earrings, visible piercings, smart watches, step counters, or AirPods. No purses/crossbody bags are to be carried from class to class.
Belts Required for grades 3-8	Navy, brown or black belts must be worn. Must be solid in color.	Navy, brown or black belts must be worn. Must be solid in color.
Cosmetics	Make-up, artificial nails, tattoos, etc., are not permitted. Nail polish is permitted for girls.	Make-up, artificial nails, tattoos, etc., are not permitted. Nail polish is not permitted for boys.

Hair	<p>Hair must be out of the face and eyes. Hair is to be cut and styled so it is not a distraction.</p> <p>Unnatural coloring is not permitted. Headbands must be flat against the head- no “cat ear” type or other large decorations are permitted. Teachers/staff have the right to request that student hair is pulled back in the event hair is in the face or is distracting to student or others.</p>	<p>Hair must be out of the face and eyes. Hair is to be cut and styled so it is not a distraction.</p> <p>Unnatural coloring is not permitted. No facial hair is permitted. Teachers/staff have the right to request that student hair is pulled back in the event hair is in the face or is distracting to student or others.</p>
Jumper (Preschool-3rd grade)	Plaid uniform jumper	Does not apply
Leggings/ Tights	<p>Girls may wear solid colored navy or black opaque tights (not translucent or sheer). Socks are optional with tights.</p> <p>Girls may wear solid colored navy or black ankle length leggings. Socks must be worn with leggings.</p>	Does not apply
Pants	Navy pants with belt loop, no cuffs	Navy pants with belt loop, no cuffs
Shirts	<p>Preschool Only: Yellow cotton polo, short or long sleeve</p> <p>Preschool - 3rd Grade: White cotton polo without logo may only be worn under jumpers.</p> <p>Grades K-8: White or hunter green embroidered logo uniform cotton polo must be worn with shorts, pants, or skirts.</p> <p>Embroidered Logo Polo, Hunter Green, Dri Fit (short sleeve only)</p>	<p>Preschool Only: Yellow cotton polo, short or long sleeve</p> <p>Grades K-8: White or hunter green embroidered logo uniform cotton polo must be worn with shorts or pants.</p> <p>Embroidered Logo Polo, Hunter Green, Dri Fit (short sleeve only)</p>

Shoes	Tennis shoes or Sperry type shoes are the only shoes permitted.	Tennis shoes or Sperry type shoes are the only shoes permitted.
Shorts	Navy shorts with belt loops, no shorter than 3" above the knee, no cuffs. Shorts may be worn all year. Please note that students will go outside for recess even during cold weather. Dress appropriately for the weather.	Navy shorts with belt loops, no shorter than 3" above the knee, no cuffs. Shorts may be worn all year. Please note that students will go outside for recess even during cold weather. Dress appropriately for the weather.
Skirts	Grades 4-8: Plaid uniform skirt (Skirts may not be shorter than 3" above the knee)	Does not apply
Socks	Navy, white or black socks are to be worn. Socks must cover the ankle and be solid in color.	Navy, white or black socks are to be worn. Socks must cover the ankle and be solid in color.
Sweatshirts/ Pullovers/ Cardigans	<ul style="list-style-type: none"> -Shaheen's Embroidered Logo Navy Button Down Cardigan Sweater -Shaheen's Embroidered Logo ¼ Zip Navy Sweatshirt -Shaheen's Embroidered Logo ¼ Zip Navy & Hunter Green Dri fit Long sleeve Pullover -Shaheen's Embroidered Logo ¼ Zip Hunter Green or Navy Fleece -House sweatshirts or tshirts may be worn on Early Dismissal Fridays or Spirit Wear Days (6-8th Grades) -School approved 8th grade sweatshirt (8th grade only) 	<ul style="list-style-type: none"> -Shaheen's Embroidered Logo Navy Button Down Cardigan Sweater -Shaheen's Embroidered Logo ¼ Zip Navy Sweatshirt -Shaheen's Embroidered Logo ¼ Zip Navy & Hunter Green Dri fit Long sleeve Pullover -Shaheen's Embroidered Logo ¼ Zip Hunter Green or Navy Fleece -House sweatshirts or tshirts may be worn on Early Dismissal Fridays or Spirit Wear Days (6-8th Grades) -School approved 8th grade sweatshirt (8th grade only)
Water Bottles	Students may bring clear, plastic water bottle to use at school throughout the day. Water bottles must have a spout or straw so as to avoid spills (no open tops).	Students may bring clear, plastic water bottle to use at school throughout the day. Water bottles must have a spout or straw so as to avoid spills (no open tops).

Spirit Wear Days All early dismissal days will be spirit wear days.	Students may wear a St. Raphael spirit wear top with any uniform bottoms. Students who wear a jumper may wear any black or navy shorts or pants. Shoe uniform guidelines still apply.	Students may wear a St. Raphael spirit wear top with any uniform bottoms. Shoe uniform guidelines still apply.
Dress Down Days	Students may wear an appropriate outfit to school. The school administration reserves the right to determine if a Dress Down outfit is acceptable. If deemed unacceptable, the parent(s) will be called to bring an appropriate outfit.	Students may wear an appropriate outfit to school. The school administration reserves the right to determine if a Dress Down outfit is acceptable. If deemed unacceptable, the parent(s) will be called to bring an appropriate outfit.

General Appearance

Shirrtails must be tucked in at all times.

Clothing should be checked for rips, faded knees in pants, hanging hems, missing buttons, etc., and repairs made. All clothing should be appropriately sized – neither form-fitting, nor oversized.

Shorts, skirts and jumpers: Hemlines must be no shorter than 3” above the knee.. Waistbands of pants and skirts are to be worn at the waistline.

Pants which are too long should be appropriately hemmed.

Skirts and shorts must not be rolled over at the waistband.

Cell phone and Other Electronic Devices

Any of the following devices that are brought to school by a student must remain turned off and in backpacks:

- Cell phone
- Air pods
- Apple Watch, Fitbit, fitness trackers, smart watches, etc.
- iPad, Kindle, tablets etc.

If a student uses these devices during the school day, the device will be confiscated by school staff. A parent will be required to come to the office to pick up the device.

Any student needing a cell phone or other electronic device for medical purposes must be communicated with the school office.

Uniform Non-Compliance

There will be a dress code check daily during homeroom period. Parent/ Guardian of a student not in compliance with the dress code may be called to bring appropriate attire or the student may be given a spare uniform from the school office to borrow. A student regularly not in compliance with the uniform policy will follow the discipline protocol.

Health and Safety

Health Information

Students who become ill or injured during the school hours are taken to the school office. Students will be sent home automatically if any of the following symptoms are demonstrated: fever of 100.4 or more, unexplained rash, vomiting or head lice. It is expected that the child will be picked up within one hour of notification. If a student sustains an injury to the head, the parent will be notified so he or she may make the determination on whether or not to send the child home.

Please note: The administration of St. Raphael School is legally responsible for reporting to Child Protective Services the incidence(s) of any ill child remaining at school for an unreasonable amount of time after the parent(s)/guardian have been notified of the child's illness.

Medication

Should a student be required to be on a prescription medication that must be taken during school hours, the medication is to be kept in the office. All medication should be sent to school in its original container with the prescription label attached which includes the physician's directions for dispensing the medication.

KRS 218A.210 states, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him buy the person selling or dispensing the same."

A signed "authorization to give medication" (See Appendix V-B) form from the parent is required for school personnel to give ANY medication to a student (including over the counter medication).

Emergency medication must be administered as per written protocol approved and signed by a physician or local health officer and parent. Individual protocols (explicit instructions) are needed to address those students with a history of systemic reaction to known allergens (anaphylaxis) and other medical conditions which would require the administration of emergency medications.

Only in those cases where immediate response is necessary (asthma attack, severe allergic reactions, etc.) may the medication be carried on the child's person. A Permission Form for Medication (Appendix V-B) is still required, and the medication must be in its original container.

In an effort to provide your child with appropriate support, please inform the school if your child is on any prescription medication that could affect his/her behavior.

Medical Plan Procedures

All students with allergies or health conditions such as asthma, diabetes, epilepsy, etc. must have a current medical plan on file. It is the parents' responsibility to notify the school office and the child's teachers of any medical-physical problems of the child.

Head Lice Protocol

All cases of head lice should be reported to the school office immediately. The student may return to school after appropriate treatment has been completed. The school will notify families of confirmed head lice exposure. All names will remain confidential.

Safety Drills

School Safety Drills are conducted in accordance with Archdiocesan guidelines.

Safety Patrol

Students in the fifth grade serve on the safety patrol for morning arrival. These students must be present by 7:25am. Eighth grade students serve on the safety patrol for afternoon dismissal. These students are dismissed once afternoon carpool is complete.

Traffic Guard

Traffic guards on Bardstown Rd. are staffed through the Office of Catholic Schools. Traffic guards cannot be guaranteed on a daily basis.

Visitors

All school visitors will be required to have a scheduled appointment to enter the building.

- Visitors must always enter through the main school office.
- The scheduled visitor will sign in at the school office, present ID, and exchange their keys for a visitor lanyard that must be worn while on school property.
- Visitors will be required to stay with a staff member at all times.
- Visitors will sign out with the school office and exchange their visitor tag for their keys.

Volunteers

St. Raphael School follows Archdiocesan guidelines with respect to volunteers who will be supervising students in the school building or on the school grounds.

- Volunteers must submit to the appropriate state criminal record check and provide emergency information to the principal.
- Volunteers must provide documentation of attendance at Safe Environment Training to the school office.
- The principal has the authority to dismiss a volunteer who violates policies and procedures of the school or whose actions harm the good name and reputation of the school.
- All volunteers will be asked to sign a volunteer agreement

Asbestos

The Archdiocese of Louisville Catholic Schools is committed to maintaining a safe and healthy learning environment for all employees and students in our schools. Micro Analytics Inc. will conduct independent inspections and compile Management Plans for schools according to state and federal regulations to determine the extent of asbestos-containing materials and the safety potential for such materials. Every building in the Catholic schools is inspected on a regular basis to ensure asbestos-containing materials pose no health hazards and meet government regulations. Some inspections have revealed that some of our schools have asbestos-containing primarily in the boiler, pipe and acoustical insulation in certain ceilings and walls. In most locations, the asbestos-containing materials are in good condition and therefore pose relatively little potential for the release of asbestos fibers under normal use and conditions. The complete inspection report and laboratory analysis are available in the asbestos file in the school office. The Office of Catholic Schools will address asbestos containing materials in schools as directed by the recommendations from the Kentucky Department of Natural Resources and Environmental Protection.

Inclement Weather Procedures

Closures and delays

Policy Regarding Emergency Closing Announcements: When weather conditions cause school openings to be questionable, one of the following announcements will be made for Catholic Elementary Schools in Jefferson County:

- ALL Catholic Elementary Schools in Jefferson County are OPEN. St. Raphael School will follow regular schedule
- Catholic Elementary Schools in Jefferson County will be OPEN, but on a DELAYED SCHEDULE. St. Raphael School will follow this schedule: Classes begin at 9:50 am. dismiss at 2:30 p.m. Early Morning Drop Off begins at 9:00am. The carpool door and the individual classrooms open at 9:30 am.
- All Catholic Elementary Schools in Jefferson County are CLOSED. St. Raphael will be closed.

If the school is closed or dismissed early because of inclement weather, all practices scheduled at any facility and any games scheduled in our facilities for that evening are canceled. For games scheduled at other facilities, the coach should check with the host team and notify his/her players.

Early Dismissal Policy Due to Inclement Weather

In the case of an early dismissal, parents will be notified by various means, including but not limited to FACTS alert, social media, email, and local news networks. The same procedures will be used in the case of other, non-weather related emergencies.

Online School for Inclement Weather and Emergency Closings

Up to five days of online school will be conducted when school must be closed for inclement weather or other emergencies. These online days will begin with the first day school is closed. Snow days that exceed the 5 online days will be made up at the end of the school year.

Assignments will be shared no later than 9:00 am on Online Learning Days.

- Grades K-5 – Assignments will be emailed and/or hard copy sent home.
- Grades 6-8 – Assignments will be shared on Google Classroom for each class.

Online Learning Day	Assignments Due
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Monday

Student attendance is taken by submitted work. Late or missing work will be handled according to the late work policy on p. 14. Teachers will be available via email to answer questions between 9am-3pm.

Cold Weather Policy for Playground

The decision on whether or not to take students to the playground is made on a daily basis by school personnel. The decision takes into account temperature, wind chill, amount and quality of sun or precipitation, etc. We recommend that students bring jackets, hats, gloves or other appropriate warm clothing on cool/cold days.

Communication

FACTS Alert

All families are encouraged to maintain updated contact information through FACTS so they are able to receive text alerts.

Parent-teacher-student Conferences

Formal Parent-Teacher-Student conferences will be held twice each school year. The dates for the conferences are listed on the school calendar. Teachers or parents may request additional conferences as necessary. Students not in attendance for a conference will be counted absent.

Email

All faculty and staff should respond to parent emails within two business days.

Phone Calls

Teachers are busy teaching and therefore will not be able to take calls throughout the day. Parents and guardians are welcome to call the school office and leave a message for the teacher to return your call when the teacher is available.

Texting

Parents are not to text teachers. All communication between home and school should occur via email, phone call to/from school, or conference. Communication should not occur via texting.

Grievances/Complaints

Disagreements or complaints should be discussed and resolved at the level closest to the disputed question.

1. Teacher/ Faculty
2. Principal
3. Pastor
4. OLFE/Superintendent
5. Archdiocesan Due Process Board

If the issue cannot be resolved to the satisfaction of the parent, the parent has the option of withdrawing their child from the school. The school also reserves the right to require withdrawal of the student if actions of the parent during the grievance process are in opposition to the philosophy, mission, or vision of the school.

Extra-Curricular Activities

Student Eligibility

A student's continued eligibility for extracurricular activities may be affected by his/her academic performance or conduct within the context of school rules. A student who is placed on probation or suspension may forfeit his/her privilege of participation in extracurricular activities. Terms of probation or suspension will be decided by the principal and pastor. The principal will notify the necessary persons when a student is placed on probation or suspension. The joint decision of the principal and pastor is final.

Student Conduct

Participants in extracurricular activities are responsible to their moderators or coaches for their conduct during these activities. Student attendees are the responsibility of their parents. However, if the behavior impacts the school's ability to conduct the business of the school or negatively impacts the school's reputation, the school reserves the right to intervene.

Parental Supervision at events on school grounds

Children are never to be unsupervised on school/parish property. Any child on school grounds outside school hours is expected to be personally supervised by their parents. Coaches take responsibility for supervision of team members during practices and games.

Sports

Sports are facilitated by the St. Raphael Sports Ministry and collaborates with the Catholic School Athletic Association (CSAA). Registrations for sports being offered is facilitated by Game Day.

After-School Enrichment Classes

After school enrichment classes may be offered throughout the year. Information will be sent out when these classes become available.

Parent Sponsored Parties or Activities

Invitations to parent-sponsored parties or activities for students may not be distributed at school.

Code of Student Conduct

St. Raphael the Archangel Catholic School has made a commitment to teaching moral values and developing good character. The behavior expectations we have for our students differ by grade level bands because we understand the importance of teaching specific behavior skills in a progression that matches a student's stage of development. We ask that all parents be aware of the school's policies and procedures and support the school in helping their children to understand and follow the procedures as outlined in the St. Raphael Discipline Protocol. The grade level appropriate St. Raphael Discipline Protocol will be posted in each classroom as well as common areas within the school. Every teacher will follow this protocol when dealing with student conduct.

There are various expectations that we have in place for our students to assist with helping to keep our school safe and clean. Noncompliance on the St. Raphael Discipline Protocol includes any directive that a student is not following. Examples of noncompliance include, but are not limited to, chewing gum, not caring for school property, not observing classroom rules, and not following directions given by a staff member.

Preschool Discipline

St. Raphael Discipline Protocol K-2

Is it a minor or major behavior?

1st Step: Listen and find out why. Reteach expected behavior.

2nd Step: Classroom consequence; reteach expected behavior. Log behavior.

3rd Step: Increased classroom consequence, **contact parents** and log date and time of call. Continue teaching expected behavior. Log behavior in FACTS.

4th Step: Administration is notified and the behavior is logged in FACTS.

5th Offense: a family meeting is scheduled with administration present.

Minor Behavior

- Inappropriate language
- Inappropriate behavior
- Disrespect
- Noncompliance
- Minor physical contact
- Electronics violation
- Cheating

Major Behavior (safety concern)

- Fighting, physical aggression
- Harassment/bullying
- Vandalism
- Possession of weapon
- Student in danger of harming themselves or peers
- Escalated noncompliance or disrespect

If the student is harming themselves or others, call the office and ask for Admin to come down.

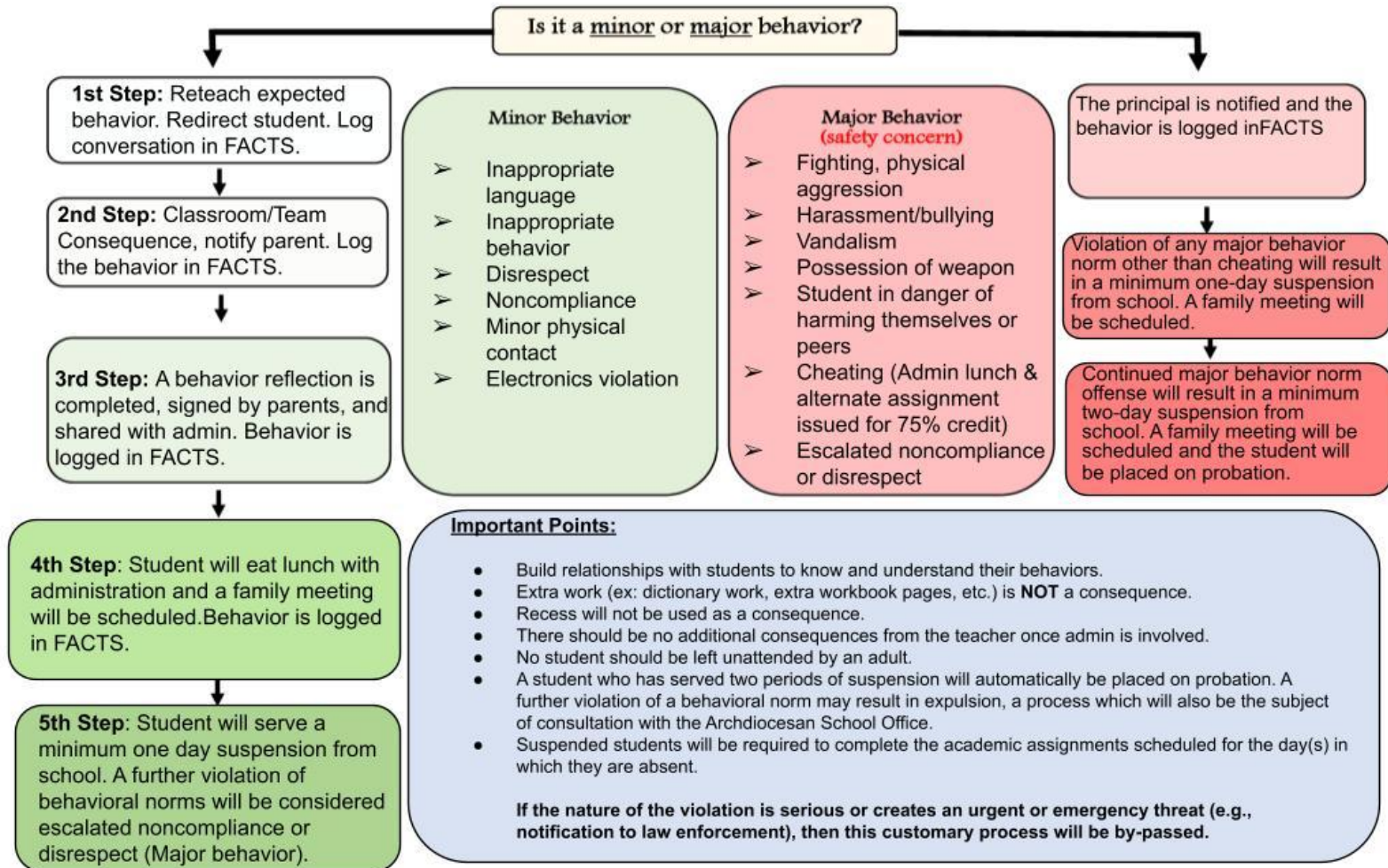
Administration will investigate. Log behavior in FACTS. Schedule a family meeting.

Continued major behavior norm offense will result in probation.

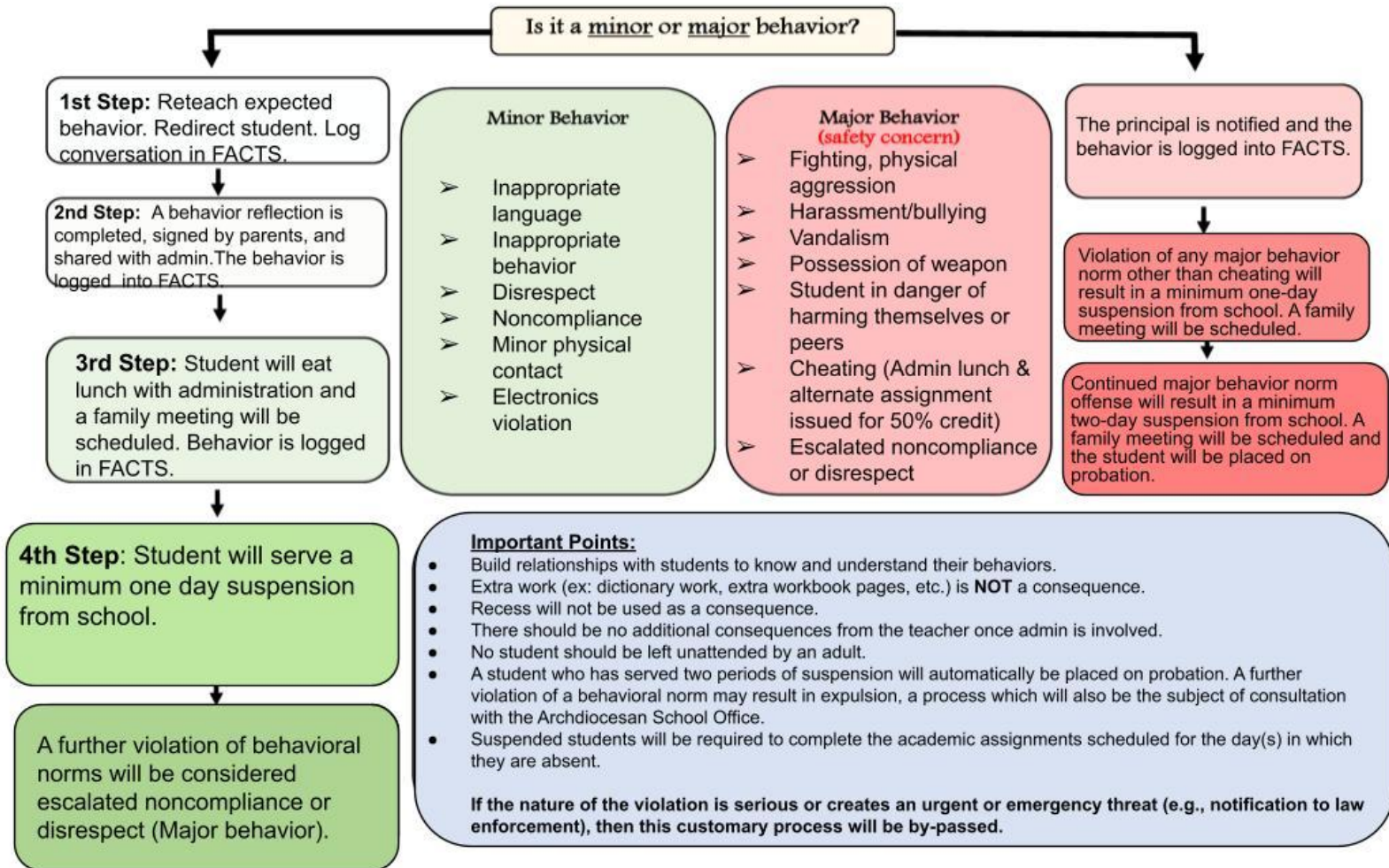
Important Points:

- Build relationships with students to know and understand their behaviors.
 - Extra work (ex: dictionary work, extra workbook pages, etc.) is **NOT** a consequence.
 - Recess will not be used as a consequence.
 - There should be no additional consequences from the teacher once admin is involved.
 - No student should be left unattended by an adult.
- If the nature of the violation is serious or creates an urgent or emergency threat (e.g., notification to law enforcement), then this customary process will be by-passed.**

St. Raphael Discipline Protocol 3-5



St. Raphael Discipline Protocol 6-8



Probation

The student's performance will be monitored by the school administration for a period of not less than two weeks. During the probation, the student will not be allowed to participate in the sports program, quick recall program, attend field trips, attend games/matches, attend class parties, or other school-sponsored social events. Exception may be granted for team tryouts if appropriate. If the student fails to maintain appropriate behavior during this probationary period, the result may be extended probation, suspension, or dismissal.

In-School Suspension

A suspension assigned to be served in the school building. The student is removed from his or her classroom, is given work to complete, and is placed in a different classroom or in an administrative office. Parents are contacted to inform them of the suspension and a meeting and/or phone conference is held prior to allowing the child to return to the class.

Out-of-School Suspension

The student is to be picked up by a parent/guardian, within a reasonable amount of time, when contacted by the school. Work will be provided and returned to the school on the day the child is allowed to return from the suspension-determined by the School Administration. During suspension, the child is not to be on school grounds for any reason, nor is the child to participate in the sports program, quick recall program, or any school sponsored events (on and off campus). Exceptions may be granted for team tryouts if appropriate. As required by the Archdiocese, the Principal reports the suspension to the Pastor and the Superintendent for Elementary Schools.

Disciplinary Records

Disciplinary records are maintained through FACTS.

Search and Seizure

Where there is reasonable suspicion that a student is in possession of drugs, alcohol, other harmful substances, or some object that could be harmful to self or others, the Principal or classroom teacher has the right to search the student's clothing, purse, and/or backpack in the presence of another adult, which may be the police. Lockers are the property of St. Raphael and therefore the contents may be searched at any time, for any reason, by teachers or administrators.

Cell phone and Other Electronic Devices

Any of the following devices that are brought to school by a student must remain turned off and in backpacks:

- Cell phone
- Air pods
- Apple Watch, Fitbit, fitness trackers, smart watches, etc.
- iPad, Kindle, tablets etc.

If a student uses these devices during the school day, the device will be confiscated by school staff. A parent will be required to come to the office to pick up the device. Any student needing a cell phone or other electronic device for medical purposes must communicate with the school office.

Consequences and Confidentiality

The St. Raphael Discipline Protocol aids the school in seeking a solution that will keep our students safe and will also help students learn to make better choices. The specifics of an incident, the consequences applied, or actions taken to deal with the incident will not be publicly shared.

Drug, Alcohol, and Substance Abuse Policy

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

Possession/Use of Illegal Drugs or Alcohol

When a student is found in possession or under the influence of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. The substance will be taken away from the student.
2. Parent/guardian will be called to take the student home unless emergency help is necessary.
3. The superintendent and/or the Safe & Drug Free Schools Coordinator is notified and consulted.
4. A conference with the student, parent/guardian, and school officials will take place.
5. Law enforcement authorities will be informed.
6. A professional assessment for chemical dependency is required, and the student may be suspended from school pending the results of the assessment.
7. Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension/reinstatement with stipulations, and/or dismissal from school.

Distributing/Selling Illegal Drugs or Alcohol

If a student is found distributing or selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. Parent/guardian will be called to take the student home.
2. Law enforcement authorities will be notified.
3. The superintendent and/or Safe & Drug Free Schools Coordinator is notified and consulted.
4. The student will be dismissed from school. Suspected

Possession/Use/Distributing/Selling of Illegal Drugs or Alcohol When an administrator suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the administrator will meet with the student, discuss the situation and contact the parent/guardian. If a suspicion is confirmed, the school will follow its policies. If no evidence is found to support the expressed concern, the matter will be dropped.

Professional Assessment and Treatment

When a professional assessment is required, the Safe and Drug Free Schools Office can provide the family a list of certified chemical dependency counselors/agencies that can be chosen for the assessment. Should a parent/guardian refuse the professional assessment or the recommended treatment, the student may be dismissed from school.

Non-Smoking Policy

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product on or in school property at all times including attending or participating in any school-related student trip or student activity. Violation of St. Raphael's non-smoking policy is considered a major behavior violation.

Threatening Behavior

Threatening behavior is defined as intentional statements, gestures, communications or actions meant to cause harm to person(s) or property. In investigating behavior alleged to be threatening, school officials may conduct a threat assessment that considers the circumstances surrounding the behavior, the nature of the statements, gestures, communications, or actions, the developmental state of the student involved and any other relevant information. The school may also complete a threat assessment which could assist in determining the level of any threat. Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school.

Criminal Gang-like Activity

Gang-like activity will not be tolerated at St. Raphael School.

Firearms and Dangerous Weapons

Unlawful possession of a weapon (see definitions under Kentucky Penal Code Section 500.080) on school property in Kentucky is a felony punishable by a maximum of 5 years in prison and a \$10,000 fine. Possession of a firearm or dangerous weapon is a serious violation that creates an urgent or emergency threat. The policy on threatening behavior will be followed and law enforcement may be contacted.

Harassment

St. Raphael School does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Sexual harassment includes unwelcome sexual advances. Requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile or offensive learning environment.

Verbal harassment includes derogatory comments, jokes or slurs: it can include belligerent or threatening words spoken to another individual.

Racial harassment includes racial or ethnic remarks/cartoons.

Physical harassment includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

Visual harassment includes derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties or gestures.

Bullying Behavior (including cyberbullying)

All people have dignity because they are created in God's image and are of infinite value. As a Catholic community, we are called to reflect the values of Jesus in His regard and respect for all people. We build up the Body of Christ within our school community and provide physically and emotionally safe environments for all members.

Bullying is defined as unprovoked and deliberate actions intended to hurt, isolate or humiliate another individual.

Cyber bullying is bullying conduct as defined above that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, video games, websites, and any form of social media.

Bullying and cyber bullying will not be tolerated and are hereby prohibited.

St. Raphael School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operation of the school or school-sponsored activity or event.

If bullying behavior occurs, students and/or parents are to report it to the school staff immediately. The school staff investigates the complaint, documents the incident, and takes needed action. If the school staff deems the situation to be bullying, the school staff will report it to the school administration and the school administration will take action.

Role of St. Raphael Parents:

- Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal or other designated individual.
- Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.

Role of St. Raphael Students:

- Report to the teacher in charge, or to another staff member, any incidents of bullying they witness at the time of the incident, or as soon as possible following the incident.
- Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
- Treat others with the respect and dignity that is expected of a Catholic school student.

Reporting Danger to Self or Others

All students have the duty to report any danger to others or themselves. Students must take leadership and speak up if they or anyone they know is in danger. We recognize that reporting any danger to themselves or others is not easy for students, so the following process has been set up for reporting. If a student knows of an abusive situation (sexual or physical), hears threatening statements of violence against others or suicide made, hears rumors of gun, drug or alcohol possession, or any other potentially dangerous situations, the student or parent should immediately tell a trusted school employee or can anonymously report it here:

<https://forms.gle/3VbQyi657jZcGo6L9>

Reminder: Reporting false information is a serious offense.

Internet and Electronic Mail Student User Policy and Agreement

Access to Electronic Mail and the Internet will enable students to explore thousands of libraries, databases and educational resources. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages.

To that end, the Archdiocese of Louisville has set the following standards for using on-line information sources.

1. Students are responsible for good behavior on all digital devices and school networks, just as they are in the classroom. Communications on the network are public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege -- not a right.

2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network and Internet storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers or in school accounts will be private.

3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

4. Students participating while hybrid or remote learning is taking place may be part of classroom video, streamed and/or recorded by the teacher for the express purpose of teaching and learning. Students may not use images of other students or teachers taken during remote learning.

5. The following are not permitted:

- Doing anything illegal or unethical
- Revealing personal information online (name, phone number, address)
- Sending, receiving, or displaying offensive messages or pictures
- Using obscene language
- Harassing, bullying, or threatening others
- Damaging computer systems or computer networks
- Changing network or system settings
- Violating copyright laws
- Submitting documents from the Internet as personal work
- Using another person's password to trespass in someone else's folder, work or files

- Intentionally wasting limited resources
- Using the network for commercial purposes
- Propagating chain messages
- Making unauthorized downloads

As a user of St. Raphael School's computer network, all students agree to comply with its internet, electronic mail, and website rules and to communicate over the network in a responsible manner, while abiding by all relevant laws and restrictions.

As the parent or legal guardian of the student, I grant permission by signing the Handbook Signature Page for my child to access networked computer services such as electronic mail, the internet and to use software and websites that relate to classwork such as but not limited to Brain Pop, Brain Pop, Jr. Google Docs, Sheets, Forms, Classroom, etc. The school also has my permission for my child to participate in all classroom activities including live streaming and video recording of the class for the purposes of teaching and learning.

I understand that some materials on the Internet may be objectionable; however, I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching or exploring electronic information and media.

APPENDIX V-B
PERMISSION FORM FOR MEDICATION

School: _____

Date form received by the school: _____

Student: _____ Date of birth, or age _____

Grade: _____ Teacher/Classroom: _____

To be completed by the physician or authorized prescriber

Reason for medication: _____

Name of medication: _____

Form of medication/treatment:

☐ Tablet/capsule ☐ Liquid ☐ Inhaler ☐ Injection ☐ Nebulizer ☐ Other _____

Instructions (Schedule and dose to be given at school): _____

Start: ☐ date form received

Other date: _____

Stop: ☐ end of school year

Other date/duration: _____

☐ for episodic/emergency events only

Restrictions and/or important effects: ☐ None anticipated

☐ Yes. Please describe. _____

Special Storage Requirements: ☐ None

☐ Refrigerate

Other: _____

This student is both capable and responsible for self-administering this medication:

☐ No

☐ Yes - Supervised

☐ Yes - Unsupervised

This student may carry this medication: ☐ No ☐ Yes

Please indicate if you have provided additional information:

☐ On the back side of this form

☐ As an attachment

Date: _____ Signature: _____

Physician's Name: _____

Address: _____

Phone Number: _____

Doctor's Signature: _____

To the school: Please report concerns about medications or disease to the above physician.

To be completed by parent/guardian:

I give permission for (name of child) _____ to receive the above medication at school according to standard school policy. (Schools require parent/guardian to bring the medication in its original container.)

Date: _____ Signature: _____ Relationship: _____

Parent/Guardian Phone Numbers: Home _____ Work _____ Emergency _____

2023-2024 HANDBOOK SIGNATURE PAGE

ADDENDUM TO SIGNATURE PAGE:

The school reserves the right to change policies and procedures as outlined in the Parent/Student Handbook and the Code of Student Conduct. Parents will be notified of any changes through email, newsletter or FACTS.

We, the undersigned, state that we have read and agree to be governed by the policies and procedures of the Parent/Student Handbook and the Code of Student Conduct for St. Raphael School for the 2023-2024 school year. We understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement.

FAMILY NAME:

Child(ren) _____ Grade: _____

Parent/Guardian Signature: _____

Date: _____