



**Parent/Student  
Handbook  
2021-2022**



2131 Lancashire Ave.  
Louisville, KY 40205  
(502)-456-1541

## **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.

## **Faculty Mission Statement**

We prepare our students to live productive and moral lives as self-directed, lifelong learners, with a strong foundation for future success, by providing quality instruction in a friendly and caring environment.

## **Student Honor Code: Offertory Prayer**

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.

## **ADMISSION/PLACEMENT/WITHDRAWAL POLICIES**

### **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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs or athletic and other school administered programs.

### **Admission of New Students: Order of Acceptance**

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.

### **APPLICATION FOR ADMISSION**

Before an acceptance can be made, the following must be provided to the school office:

- Completed Application
- \$200 application fee per child (only refundable if a child is not accepted)
- Signed release of information form allowing St. Raphael to contact the prospective students previous school
- Current Report Card
- Standardized Test Scores
- Student Accommodation Plans including any assessment data
- PRESCHOOL: Eligibility for Acceptance
- The proposed student shall be four years of age by August 1st for the school year for which he/she is seeking admission.
- Students might be tested by the teachers for readiness.

### **KINDERGARTEN: Eligibility for Acceptance**

The proposed student shall be five years of age by August 1st for the school year for which he/she is seeking admission.

- Signed and completed preschool information form
- All students will be tested by the teachers for readiness.

### **FIRST GRADE: Eligibility for Acceptance**

The proposed student shall be six (6) years of age by August 1st for the school year for which he/she is seeking admission and shall have successfully completed a certified kindergarten program.

- Students may be tested for readiness.
- After an acceptance decision has been made, parents must provide the following information:
  - Immunization certificate
  - Health records
  - Birth certificate
  - Baptismal record (Catholic Applicants)
  - Statement from a doctor or therapist verifying any diagnosis and/or medication which may impact the student in school
  - Copies of any psychological testing
  - Signed permission to obtain records from previous school to be used if student is accepted
  - Any court documents such as custody agreements, guardianship documents, etc., which the school needs in order to keep your child safe

### **Application and Re-enrollment: Fees and Deadlines**

The application process is ongoing.

Re-enrollment for students currently attending St. Raphael School will be held in mid-January.

An application/re-enrollment fee, which will be applied to the school's annual Instructional Materials Fee, is to be paid at the time of application/re-enrollment. The fee is refunded only if the child is not accepted into St. Raphael School.

The remainder of the school's instructional materials fee will be due by July 1st.

### **Acceptance and Enrollment Process**

For students already enrolled, acceptance is automatic if the Re-Enrollment form and Instructional Materials fees are received on time. The student must also be in academic and behavioral good standing.

For new families, immediately after the acceptance decision is made:

The parent will be notified in writing that the student is:

- accepted with the condition that the student's official records are received from the previous school within 20 days of acceptance
- accepted with conditions
- placed on a waiting list
- not accepted

### **Homeroom Placement Requests**

It is the policy of St. Raphael School that students be placed in homerooms by teacher committees (except in the case of late registrations) based on several guidelines which include teacher-student match in teaching and learning styles, mix of male/female, learning needs, and other concerns. Parent requests for specific homeroom placement are not accepted.

### **Publication of Class Lists**

Class lists will be published on Sycamore by Meet Your Teacher Day.

### **Withdrawal**

Families withdrawing from St. Raphael School are required to notify the school Principal. If transferring, records will be sent to the new school upon request from the Principal of that school. Records will be withheld if the tuition account is not current. If the child has attended one day in any month, tuition is not refunded for that month.

### **Permanent Records**

The student's permanent record card contains standardized test results, 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**

Enrollment Agreements are sent to families at the end of each school year. This agreement is used to communicate upcoming year tuition rates and payment options to families. This form must be completed and returned to the school office.

## **DELINQUENT TUTION**

The school relies upon the 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 Parish Manager 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 financial responsible party will receive a written notification explaining the commitment and require immediate attention to the matter.
- It is the responsibility of the responsible party to contact the Parish 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 being fulfilled, the responsible party will receive written 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 will be held with the responsible parties, Parish Manager and Finance Council Chair/Pastor.
- 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 written notice explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:

- The Finance Council will be informed of the past-due account information.
- Student(s) will be withdrawn from St. Raphael Preschool, School and Athletics.
- Report cards and transcripts will be withheld until full payment is made
- The finance office of the Archdiocese of Louisville will be informed of the account delinquency.

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

St. Raphael the Archangel Church encourages all responsible parties to maintain open communications with the Parish Manager 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.

Policy subject to change after annual review.

## **ATTENDANCE/ABSENCE POLICIES**

### **Full or Half Day Absence**

St. Raphael School complies with the Kentucky Department of Education's policy on student attendance, which is also mandated by the Archdiocese of Louisville. A student who attends fewer than three hours will be marked as absent for the entire day. A student who attends more than three but fewer than six hours will be marked as a half-day absence.

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.

### **Absenteeism**

For any absence, a parent or guardian must notify the school office before 8:00 a.m. on the day a student will not be in school. Parents may send in a note, email or call stating the reason for the absence. If the absence is expected to last for more than one day, the parent or guardian should mention this when notifying the school office. Any student absent from class for an entire school day or more must bring a written letter of explanation for the absence from his/her parent(s) or guardian(s) when he/she returns to school. For any student absent for more than fifteen (15) days during a school year, the parent will receive notification and next steps will be determined.

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.

Teachers may require make-up work and tests from a student for any day of absence regardless of the reason for the absence.

### **Absence for Shadowing at a High School**

Shadowing is a great way for students to get a feel for a high school if they are still deciding which school they want to attend. Seventh grade students shadow in the Spring, eighth grade students shadow in the Fall.

Students are strongly encouraged to shadow on days when the elementary school is not in session. If a student shadows on a day when the elementary school is in session, a shadowing form must be completed, by both a parent and an elementary school administrator, in advance of the shadowing experience. If the form is completed in advance and returned with an appropriate verification from the high school office, the absence will be considered excused. The student still has an absence recorded in their attendance record, but all missed work may be made up and turned in for a grade. If the form is not completed prior to the shadowing experience, and returned to the school office after the experience, the absence is considered unexcused.

### **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. For each day a student is absent, he/she will be given two days to make up the missed work.

### **Unexcused Absence**

Students must make up work whether absence is excused or unexcused. An absence is recorded on a student's record of attendance, and the permanent record card, as unexcused when one of the following occurs:

- 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 must access Sycamore while the student is absent to get homework assignments and that work must be turned in immediately upon return to classes. Other assignments (class work) may be provided upon the student's return with a specific completion date attached.
- Absence on Terra Nova test days without a doctor's note or documentation of other sufficient cause. This can also result in an additional fee being assessed to pay someone to administer and supervise testing and go over work the student has missed because of being pulled from regular classes to do the testing.
- 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. Student may be subject to a detention during which a report on the experience will be completed.
- Truancy (three or more days of unexplained absence – see item 6). This will result in issuance of at least a Level 3 School Behavior Report and can result in suspension, and/or probation, or dismissal. This can also result in notification of proper authorities.
- Unexplained absence (no signed and dated note received from the parent just prior to or just after the absence explaining the reason for the absence). This can also result in a report of truancy to the proper authorities.

### **Absence for Trips**

The school discourages absence for the opening and closing days of the school year, as well as the practice of “extending” long weekends or holiday breaks. It is especially essential that students not be absent on days scheduled for Terra Nova testing. See additional information under the heading UNEXCUSED ABSENCE.

### **Requesting homework when your child is absent**

Parents in K-8 should check Sycamore for homework assignments, notes, etc. and posted work is expected to be completed and turned in upon the child’s return to school. Be aware that changes may occur if the class covers more or less material than expected on a given day during your child's absence. Check Sycamore periodically for updated assignments. Essential classwork may be provided upon your child’s return to school along with a date for completion.

For an extended absence, if you need a specific textbook in order to complete an assignment, please request that it be sent to the school office for pick up the next day. In middle school, be sure to include your child’s locker number in the request.

### **Tardiness**

Students are expected to be on time for school. A student in grades Pre-K through 8 is tardy when he/she arrives at homeroom/class between 7:50 a.m. (after class bell has rung) and 8:30 a.m. when the school day is scheduled to begin at 7:50 a.m. When school opens on a delayed schedule, a student is tardy if he/she arrives at homeroom/class within one-half hour after the bell has rung to begin the school day.

After the fifth tardy, parents will receive a letter reminding them of the expected arrival times. After the tenth tardy, a meeting with the principal will take place to determine the next step.

### **Early arrival before school**

Students may begin arriving at 7:00am and enter through the school office. Students who arrive between 7:00am and 7:30am will report to the media center.

Regular car riders arrive between 7:30 and 7:50 a.m., enter the school building by the ramp door and report to their classrooms. Student are not permitted to enter through the office doors between 7:30-7:50 a.m. Students not arriving in time to report to their classrooms by 7:50 are to come in the main entrance on Lancashire to pick up a tardy slip.

## **DISMISSAL PROCEDURES**

### **Early Dismissal**

If the student is to leave the school early or be away for a specified time, the teacher and school office are to be notified by the morning of request. Before a student is dismissed early, a parent or guardian must sign the student out in the school office.

### **Late Pick-up**

Car rider dismissal ends at 2:45 p.m., students not picked up by this time will be assessed a \$5 late fee. If a student is still not picked up by 3:00p.m, a late fee of \$15 will be assessed per child. A late fee form will be given to the parent upon arrival and the payment will be due with three school days from receipt of the form. After three late pick-ups, a letter will be mailed home

reminding of the school policy. On the 4th late pick-up, a meeting will be required with the school administration.

### **Dismissal at the end of a full school day (Grades Pre-School 3's-8<sup>th</sup> Grade)**

Students are dismissed as follows:

- 2:20 Classes return to homerooms/houses
- 2:25 Afternoon Announcements; immediately following announcements Car riders are to report dismissal area; YMCA is dismissed to the cafeteria
- 2:35 Walkers are dismissed through the Lancashire side door by the flagpole. Walkers are to leave the premises quickly so as not to be in the way of any cars exiting either the St. Raphael or Assumption High School lot. Students riding home in a car should not be exiting as if they are walkers.
- 2:45 Assumption pickups dismissed to media wait for pickup

Students getting picked up by Assumption teacher or student will be dismissed at 2:45 to the media center to wait. Students must be picked up through the school office to sign out those students.

### **Dismissal at the end of an early dismissal school day**

Students are dismissed as follows:

- 12:50 Classes return to homerooms/houses
- 12:55 Afternoon Announcements; immediately following announcements Car riders are to report dismissal area; YMCA is dismissed to the cafeteria
- 1:00 Walkers are dismissed through the Lancashire side door by the flagpole. Walkers are to leave the premises quickly so as not to be in the way of any cars exiting either the St. Raphael or Assumption High School lot. Students riding home in a car should not be exiting as if they are walkers.

### **Car-Rider Dismissal Procedure:**

Every family will be assigned a 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 \$3.00 per tag.

Families should be sure their child knows their number. It is strongly encouraged that they put the child's number on their backpack.

If the driver forgets the tag, he or she may NOT pick up the child in the car-rider line; he or she must come to the school office and present ID to pick up the child. That person must be the custodial parent or guardian or be on the list of approved drivers provided by the parent.

### **Change in Manner of Dismissal for Your Child:**

Parents must provide a signed and dated note or email to the teacher if the child will be going home in a different manner than the child is registered to go home. Telling the child to tell the teacher is NOT sufficient.

If the case of an emergency, the parent must notify the school office by phone and the school office will notify the child's teacher. State your child's dismissal number (carpool tag number) when making the notification.

### **Returning after dismissal**

No student is permitted in the building after dismissal unless participating in a supervised/approved activity. Students will not be allowed to return to the building for books, personal items or assignments.

### **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.

## **SCHOOL INFORMATION**

### **Class Size**

St. Raphael is committed to providing a student-teacher ratio which allows some individual attention to each student each day. Every attempt is made to maintain class sizes which are below the Archdiocesan recommended number of 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.

### **Text Books**

St. Raphael School uses a book rental system, the cost of which is covered in the Instructional Materials Fee. 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. The penalty on any replacement is the current list price of the book. Report cards may be withheld pending retribution. The student is responsible for keeping track of the book. Missing books are the responsibility of the student to whom the book is assigned.

### **Field Trips**

Students will be provided with field trips of an educational or cultural nature. 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 who do not attend the field trip are expected to report to school. We cannot accept electronic signatures for permission slips and students will not be allowed to call a parent to bring a permission slip on the day of the trip.

St. Raphael School carries liability insurance for field trips. A bus evacuation drill will be conducted on the first field trip. Procedures used are listed in this handbook under "Health and Safety." School buses will be the only method of transportation for the field trip.

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](http://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 someone to take over. All field trips are privileges, not rights. If behavior is such that the student cannot behave appropriately in a confined and well-supervised area such as a classroom, the school has no obligation to take that student outside the confines of the school.

### **Cafeteria**

*Buying lunch:* Lunch money may be sent in through the Friday Folder, or may be paid in advance for the entire year. Checks should be made to Taher. Menus are also posted on the school's website.

*Bringing Lunch:* Because of the federal guidelines on school lunch programs, neither students who bring their lunch, nor adults who come in to visit with the children may bring soft drinks (this includes Lunchables which contain a small soft drink) or items displaying the logo of a fast food restaurant into the school cafeteria. For younger students, please verify that your child is able to open the items which you provide in their lunch bag.

## Academic Standards

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

For students experiencing academic difficulty in one or more of the subjects that meet daily, i.e. religion, reading, English, math, social studies and science:

-When a student achieves below 75% mastery level in one or more of the above-named subjects during any given trimester, it is strongly recommended that the student be involved in a tutoring program (approved by the Administration) for the following trimester.

-When a student achieves below 75% average mastery level for the school year in one or two of the following subjects – reading, English and/or math – satisfactory completion of a program approved by the Administration may be required for promotion into the next grade level.

-When a student achieves below 70% average mastery level for the school year in all three of the following subjects: reading, English and math, the student may be retained in the grade in which his/her performance in these subjects is unsatisfactory.

-When a student achieves passing grades but is experiencing difficulty related to his/her maturity level, determination of his/her promotion will be made on an individual basis.

### **Homework**

The objectives of homework are to reinforce classroom learning and to develop independent study skills. It is expected that parents will: Monitor assignments on Sycamore, check child's planner, and check homework for completion. Incomplete or missing homework assignments will result in disciplinary action per the Code of Student Conduct.

### **Make-up work policy for Excused Absences**

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. For each day a student is absent, he/she will be given two days to make up the missed work.

### **Make-up Work Policy for Un-Excused Absences**

Students are expected to make up all missed class work, homework, and tests due to un-excused absences. Students will receive half credit for completed work. For each day a student is absent, he/she will be given two days to make up the missed work.

### **Test Scores below 70%**

If a student earns below a 70% on an exam, it is strongly recommended that the teacher and student meet to discuss how to improve future performance.

### **PARENT SIGNATURES (Friday Folder and Sycamore Grade Reports):**

There is a form attached to the front of your child's Friday Folder, which is to be initialed by a parent each week. The signature indicates the parent has reviewed both the contents of the Friday Folder and the grades on Sycamore. If there is a specific paper requiring a separate signature, it will be a sign and return stamp or a sign and date space. In middle school (grades 6-8), the student is responsible for taking the papers out of their mailbox and placing them in the Friday Folder.

### **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**

The assessment program is designed to identify individual strengths and weaknesses and provide information on the individual as compared to national norms.

The MAP Assessment will be used as our universal system of assessment and will be administered 3 times per year in grades K-8.

### **Students in Need of Special Services**

The Archdiocese of Louisville promotes a model of inclusion for children with disabilities in our schools. We believe that children with 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 accept. Our schools are guided by the Archdiocesan Intervention Protocol.

Prior to admitting a student with a diagnosed disability, our schools must consider:

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

For those students accepted and enrolled in our schools who are experiencing learning or behavioral difficulties, a school Intervention Team meets to write a *Student Strategy Plan* which identifies specific goals and strategies which are directly related to the student's strengths and needs. The *Student Strategy Plan* 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 *Student Strategy Plan* is evaluated/revised after a designated period of time. If/when it is determined by the school Intervention Team that formalized testing information is needed, a request for a psycho-educational assessment will be made.

For those students accepted and enrolled in our schools with a diagnosed disability, Student Accommodation Plan (SAP) are written. The school will convene a meeting whose members consist of school personnel, parents, and the student (when appropriate). This team collaborates to identify the accommodations, which can be provided to enable the student to become a more successful participant in a particular class setting. 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 success of the Student Accommodation Plan.

If needed, the Archdiocesan Assistant Superintendent is available to consult with schools on particular students and to offer assistance after the following:

1. The initial parent/teacher meeting has been conducted.
2. A School Student Strategy Plan/Student Accommodation Plan has been implemented for at least 6 weeks.
3. All team members in a reconvening meeting have reviewed the plan.

By signing below, I understand that I am required to provide my child's school with all pertinent educational and medical records and all previous assessment information. I understand that I have the right to access my child's records at any time. I understand that all information concerning my child is held in confidence at the school level. I understand that I am afforded the grievance procedure as articulated in my child's school handbook. I understand that I have the right to be kept informed of all educational decisions concerning my child and I have the right to be a full-time participant in the intervention process.

### **Middle School Leveling**

7<sup>th</sup> and 8<sup>th</sup> grade students will be leveled in the content areas of mathematics and science. 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 student.

### **Counseling Information**

As a part of our support of students and for student/teacher/parent relationships, we provide a part time, credentialed counselor. The 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 are the support of 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 as indicated and appropriate.

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.

The school counselor is expected to work with students as needed, based on individual circumstances. However, 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.

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 instructions 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 and celebrated by undertaking voluntary service projects and by attending religious services with their parents on weekends.

### **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. Non-Catholic students will participate in the religious instruction and are invited to participate in the evening sacrament-related preparation activities at their grade level.

### **Sacrament Fees**

There are sacrament fees charged as part of the book bill at specific grade levels. Regardless of the child's religious affiliation, those fees must be paid, as all students will participate in the religious instruction.

### **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 on the 1st Saturday of each month. Please check the parish Sunday bulletin for times.

### **Worship**

All students attend weekly Mass on Thursdays at 8:15. There may be occasions when this changes, such as when a Holy Day or other special occasion falls during the week. Masses and Virtues in Practice assemblies are noted on the calendar in Sycamore and will appear in *The gReat News*. Students will attend a monthly *Virtues in Practice* assembly focused on values and skills developed to educate them for life.

### **Servers**

The honor of participating in the Ministry of Altar Server is the choice of the individual student and his/her parents. While this is a parish sponsored activity, not a school sponsored activity,

students trained as servers may miss class time to serve funeral Masses or Noon Mass and will serve Mass for the regular school liturgies at their grade level. Instructions are generally given to fifth grade students who wish to participate. Both Parish School and Parish Sunday School children are eligible. This is a true stewardship opportunity for the parents as well as the children since the commitment on the part of the student to become an Altar Server also requires support, encouragement and commitment from the parents who must see that the server meets his/her obligation. The server schedule for each week is listed in the Parish Sunday Bulletin and also on our web site.

### **DRESS CODE**

Parents are expected to work with us in seeing that students follow the school's dress code requirements. When you select a school, you elect to follow the dress code of that school.

#### **Uniform purchase**

The school uniform items must be purchased from Shaheen's and must have the correct stock number. Navy uniform pants may be purchased wherever uniforms are sold as long as they meet the description given below in the dress code. Please put student names in all articles of clothing for your children.

#### **Optional summer uniform item for girls and boys in Preschool thru 8**

(May be worn from the first day of school through October 31st and from April 1st through the last day of school.)

Navy Uniform Shorts – must be uniform shorts with belt loops, pleat or flat front, hemline closely approaching the knee, no cuffs. (Hemlines must fall between the student's fingertips and the knees.)

### **Optional items for Middle School Students only**

Grades 6 through 8 only: House system sweatshirts purchased on a special order form found in the summer packet. (Only worn on house meeting days or spirit wear days)

Grade 8 only: Gray signature sweatshirt (special order)

Grade 8 Boys Only: Plain white button down with tie and Khaki pants (must be uniform pants) from November 1st-March 31st

Khaki pants **may only be worn** with shirt & tie

### **Standard school uniform for girls and boys in K thru 8**

(May be worn anytime; must be worn November 1st-March 31st)

All items should be purchased from Shaheen's

#### *Blouse/Shirt:*

- White or Hunter Green Embroidered Logo uniform cotton polo; short or long sleeve (Grades K-8)
- Solid white cotton uniform polo only if worn under school sweatshirt or jumper.
- Embroidered Logo Polo, Hunter Green, Dri Fit (short sleeve only) (Grades K-8)
- Embroidered Logo Polo, Yellow; short or long sleeve (Preschool Only)

#### *Pants:*

Navy Uniform Pants- must be uniform with belt loops, pleated or flat front, no cuffs, length should break at the shoe top, and pants should fit at the waist.

#### *Girl's items:*

Grades Preschool-3: Plaid uniform jumper #194350-55

Grades 4-8: Plaid uniform skirt #GAT350-55 (if this style will not fit your child, the old style will also be accepted)

Hemlines must fall between the student's fingertips and the knees

Shaheen's Embroidered Logo Navy Button Down Cardigan Sweater

#### *Sweatshirts:*

These Items may be worn over the appropriate school uniform:

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

8th Grade Class Sweat Shirt-Gray with Green lettering

### **Hair, Cosmetics, Accessories, Etc.**

*Hair:* A neat conservative hairstyle of reasonable length; bangs at or above the eyebrows for both boys and girls, and above the ear and shirt collar in back for the boys. Any process which produces a drastic change in hair color or an unnatural hair color is not acceptable. The student will be sent home until the color is washed out or, in the case of a permanent dye or bleach, returned to a shade which is as close as possible to his/her natural color. For less noticeable infractions regarding hair, the regular non-compliance procedure will be followed.

*Cosmetics:* Make-up, artificial nails, tattoos, etc., are not permitted. Seventh and eighth grade girls may wear very light make-up on picture day.

*Shoes:* The only shoes permitted are athletic/tennis shoes or dress-style shoes made to be worn outside. Shoes must enclose the foot (no sandals, flipflops, backless, or toeless shoes, etc.) Hi-top tennis shoes are allowed but socks must be visible at all times. No boots of any kind (such as dress boots/hiking/construction/work shoes) are to be worn with the exception of rain or snow boots (which are to be removed and exchanged for regular shoes upon arrival at school). Shoes, if not slip-ons such as loafers or Toms, must be tied or fastened at all times. Socks must be easily visible above the shoe tops. Shoes with heels higher than one-half inch, fur trim, sound, wheels, lights, or excessive decoration are not allowed.

*Belts:* Navy, brown or black belts must be worn. Must be solid in color. Boy Scouts may wear Boy Scout belt.

*Socks:* Navy, white or black socks are to be worn. Socks must cover the ankle and be solid in color. Socks must be worn on uniform break days, but the color is not regulated.

Girls may wear solid colored navy or black opaque tights (not translucent or sheer). Socks are optional with tights.

Girls may wear solid colored navy or black ankle length leggings. Socks must be worn with leggings.

*Earrings:* Earrings are not an approved item for boys even if covered by a Band-Aid. Earrings for girls, if worn, should be small (not to exceed the size of a nickel). There may be no more than two earrings in each ear. No other piercings are acceptable.

*Other Jewelry/Accessories:* Jewelry and other accessories must be small, unobtrusive, and not excessive in number. T-shirts or tank-style undershirts worn under the uniform shirt must be solid white. Jackets or coats should be worn to school and on the playground in cold weather. Any type may be worn as long as there are no inappropriate slogans or logos on them, but students will be required to remove them upon entering class or church. No purses are allowed at school. Students have access to lockers between classes.

## **General Appearance**

We expect our students to look neat at all times. Therefore, when purchasing clothing for your child to wear to school, please keep these guidelines in mind:

Since shirttails must be tucked in at all times, the shirt must be long enough to remain tucked in even when the student moves around.

Clothing should be checked for rips, hanging hems, missing button, etc., and repairs made.

All clothing should be appropriately sized – neither form-fitting, nor oversized.

Shorts, skirts and jumpers: Hemlines must fall between the student's fingertips and the knees.

Waistbands of slacks and skirts are to be worn at the waistline.

Slacks which are too long should be appropriately hemmed.

Skirts must not be rolled over at the waistband.

Except on the playground, sweatshirts are not to be tied around the student's shoulders or waist.

### **Sprit Wear Uniform Breaks**

Students may wear a St. Raphael spirit wear top with any bottoms. Bottoms must be free from holes, rips, tears, etc. Leggings may be worn; however, shirt must be long enough to cover the student's bottom. Students may wear any shoes; however, they must enclose the foot (no sandals, flipflops, backless or toeless shoes, etc.) On all uniform break days, the previous rules entitled Hair, Cosmetics, etc. pertain. Hats are not permitted for in-school uniform breaks unless a special announcement is made. Drug, violence, gang related, or obscene logos are not permitted. If a student comes to school on uniform break days and has not followed the rules, the parent will be called to bring appropriate items and the student will not be allowed to participate in the scheduled event until he/she is dressed in appropriate attire.

### **Special Uniform Breaks**

Specific rules for what may be worn will be sent home in a flyer, or the information will be communicated through an article in school newsletter. However, on all uniform break days, the previous rules entitled Hair, Cosmetics, etc. pertain. Hats are not permitted for in-school uniform breaks unless a special announcement is made. Drug, violence, gang related, or obscene logos are not permitted. In summer, sleeveless blouses are acceptable, but thin-strapped tops, form fitting tops or tops which display the student's midriff are not appropriate. If a student comes to school on uniform break days and has not followed the rules, the parent will be called to bring appropriate items and the student will not be allowed to participate in the scheduled event until he/she is dressed in appropriate attire. If that is a field trip, and the class has already left the school, the parent will have the option of allowing the child to remain at school or personally driving the child to the field trip destination. If there is any question about whether or not an item would be acceptable, please send the child's uniform with them so we will not need to contact you to bring alternate clothing and your child will not need to miss out on any part of the scheduled activity.

### **Non-Compliance**

There will be a dress code check daily during homeroom period. Infractions of the dress code will be dealt with in the same manner as any other infraction of the Student Code of Conduct. Repeated failure of the student to follow the dress code (leaving shirt tail out, rolling waistband of skirt, wearing make-up or distracting jewelry, etc.) would necessitate the issuance of a Behavior Report form. If the non-compliance requires parental action (taking the student to a barber, beautician, or stylist; purchase of an appropriate dress code item; adjusting hem length, etc.) the following series of steps will be followed:

1. Dress Code Violation Notice will be sent home to the parent to be signed and returned.
2. Phone call or e-mail to parent from teacher.
3. Conference with parent called with the administration.

## **HEALTH AND SAFETY**

### **Health Information**

Students who become ill or injured during the school hours are taken to the school office. Parents are notified, if necessary, to come for the child. Students will be sent home automatically if any of the following symptoms are demonstrated: fever of 100 or more, unexplained rash, vomiting or head lice. It is expected that the child will be picked up within one hour of notification.

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. 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.

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. 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. All medication must be in its original valid prescription container or commercial packaging which includes:

Name of medication

Directions for giving

Signature of parent or physician

If your child is on any prescription medication that could affect his/her behavior, the child's teacher needs to be informed when the medication begins, changes or ends.

### **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 for 36 hours.
- Must not have vomited within the last 24 hours
- Children with strep throat should be on an antibiotic for 24 hours.
- Children with chicken pox should return to school after all lesions/blisters have completely scabbed over (7-10 days average).

### **Headlice Protocol**

All cases of head lice should be reported to the school office immediately. The student must be kept home until the medication has been shown to have the problem under control.

If a teacher suspects head lice, the student is sent to the school office and someone who has been trained to spot them checks the child's head. If no lice or nits are detected, the parent is notified that the child has been scratching his or her head and that the parent should check at home for lice or nits or see their pediatrician. If the child is found to have lice or nits they are sent home and may not return to school unless they have been treated and are nit-free. Siblings are called in and checked as well. If the sibling has lice or nits, a notification is sent to that grade level as well. They must have been cleared by the healthcare provider as being nit-free and

documentation provided or must be cleared by the school representative, who has been trained in detection, upon return to school.

### **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.

### **Safety Drills**

School Safety Drills are conducted in accordance with Archdiocesan guidelines. Speed and order require that absolute silence prevail during these drills.

### **Safety Patrol**

Students in the fifth grade serve on the safety patrol for morning arrival and are placed at various locations for the safety of the students. Eighth grade students serve on the safety patrol for afternoon dismissal. Parents are urged to remind their children to obey directions given.

### **Traffic Guard**

For the protection of the students, a traffic guard is stationed at Bardstown Road and Lancashire Avenue and also Tyler & Eleanor Avenue before and after school hours. Times on duty: 7:30 a.m. – 8:00 a.m. and 2:30 p.m. – 3:00 p.m.

### **Field Trips-Safety Procedures**

The following procedures are used:

- Number of bus riders will not exceed capacity.
- Adults on bus are to be seated at front and rear exits and at each push out window if provided (required for out of county trips: two windows per side on 65 and 71 passenger buses).
- A bus evacuation drill will be conducted prior to field trips.
- Medical release forms for each student passenger must be taken on each field trip and kept in the possession of the teacher assigned as coordinator out of town trips. (In addition to the above requirements).
- No bus making an out-of-county trip shall carry more than two passengers per seat.
- The aisle of the bus must be kept clear of all items such as luggage, coolers, etc.
- For students requiring medication during the day, teachers will carry and administer medication as required prescribed.

### **Policy on 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.
- Volunteers may supervise children in non-instructional situations such as hallways monitoring, cafeteria, playground, health screenings, and recreational activities.

- Orientation information concerning school policies, procedures and legal considerations, as they pertain to the volunteer, must be provided. The volunteer should request the packet if it is not automatically offered.
- 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 at St. Raphael School whose assigned duties may involve the acquisition of knowledge concerning the behavior, academic ability, or academic performance of students in the school are required to sign a confidentiality agreement. Such information may not be discussed with anyone other than the child's teacher or a school administrator.

## **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 OPEN – 7:55 a.m. DISMISS – 2:30 p.m.

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 a.m. dismiss at 2:30 p.m. School building will be open at 9:00 a.m. with entry through the front office. The carpool ramp door and the individual classrooms open at 9:30 a.m.

All Catholic Elementary Schools in Jefferson County are CLOSED. The only time we will be closed is when all Catholic elementary schools in Jefferson County are closed. Schools are to be presumed open unless announced otherwise.

### **REACH Alert**

All families are encouraged to register and create an account with Reach.alert.com. This is a communication system used to send information, alerts and reminders via text and email.

**To register for Reach Alert** Go to [www.rechalert.com](http://www.rechalert.com). Click on “My Account” then “Create Account” and follow the prompts. When asked which network you want to join, type “Raphael” and “St. Raphael- Louisville, KY” will appear from a drop down list. You will then be asked to enter a registration number. Enter 40205. If you request cell phone text messages, Reach Alert will send you a text message with a validation code. Reach Alert is making sure your text message will be successfully delivered. When you receive the validation code, enter this number on the registration screen and then click “Validate.”

### **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 REACH 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 Emergency Closings**

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.

Procedures for completing online school work will be distributed through the Sycamore system. Snow days that exceed the 5 online days will be made up at the end of the school year.

### **Cold weather policy for playground**

The decision on whether or not to take students on the playground after lunch 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 parents check out the morning weather report and make sure students bring jackets, hats, gloves or other appropriate warm clothing on cool/cold days. Do not assume they will not be going outside.

## **COMMUNICATION**

### **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. Preschool to 5<sup>th</sup> Grade conferences will be scheduled through email. Middle School conferences will be scheduled by the middle school teachers through email. Teachers or parents may request additional conferences as necessary.

### **Cell phone and Other Electronic Devices**

Cell phones must be turned off and turned in to homeroom teacher upon entry to the building without exception. If a student comes in late, the cell phone must be turned in to the school office. They may be picked up at the end of the day, after announcements, but may not be used on parish property unless the school office is closed (around 3:30) and the adult supervising the student for the after-school activity gives specific permission for its use. No calls should be made to the child's cell phone during the school day.

A special policy is in place for chromebooks/i-Pads provided by the school and a user agreement must be signed before the student will be issued a chromebook/i-Pad. Students may not bring other personal electronic devices from home (including but not limited to smart watches and devices with communicating abilities).

### **Communication Etiquette**

Respectful interaction between parents and school staff is expected. It is expected that the school staff and parent work as a team, in an atmosphere of mutual respect, in helping students succeed. Issues and questions should be communicated directly with the required parties present.

Conferences in passing, at public events, or at the classroom door are not appropriate. Actions such as contacting other parents to see if they are having the same "problem" with a teacher or policy, or discussing the issue at public functions or on social media are ineffective and undermine the spirit of cooperation that is fundamental to our mission.

We welcome your questions and concerns and are more than willing to listen and either explain a policy or make changes that are appropriate and that help us better serve our students

### **Grievances/Complaints**

Authority as exercised in the Catholic school system depends in large measure upon a spirit of willing cooperation among administrators, staff and students. However, honest disagreements can and sometimes do occur. For those instances when the persons involved cannot reach an agreement that is mutually satisfactory, the following guidance is offered. It is assumed that all parents involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences. Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question.

1. Faculty or staff person
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.

### **Forgotten Items**

The school office will not deliver forgotten items to students, nor will a parent be allowed to take them to the classroom. The only exceptions made are for medication or a house key if the student is walking home to an empty house. Students who leave important signed papers or class materials at home must accept the consequences of the lapse in responsibility. Should you bring a forgotten item after 7:55 a.m., the teacher will be notified by e-mail or the item will be placed in his/her mailbox. There is no guarantee that your child will receive the item prior to the time he/she will need it.

### **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. Lost and Found is located on the bottom floor next to the ramp door. Parents are allowed to sign in at the school office and check Lost and Found during the school day. 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.

## **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. When a student's behavior becomes questionable enough that probation or suspension is a possibility, the principal may contact moderators and/or coaches in an effort to resolve the problem. A student who is placed on probation or suspension may forfeit his/her privilege of participation in extra-curricular activities. The principal will notify the necessary persons – e.g., moderator, athletic or academic director, Giant's Club president, chairperson of the School Advisory Council – when a student is placed on probation or suspension. Students asked to leave the school, depending on the reason,

may not be allowed to participate on St. Raphael teams. 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. Attendees are responsible to 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**

Please be aware that 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, unless a babysitting service is provided by the school, and parents sign those children in for the babysitting service. Coaches take responsibility for supervision of team members during practice and games; teachers take responsibility for students in the play during a performance or attending a workshop. They are not responsible for their siblings. Unless your children will be sitting with you and observing or participating in the activity, do not bring them to the event. Students not properly supervised are at risk for personal injury and for suspicion of wrongdoing if damage occurs to the property during the event. Please work with us to help keep your children safe.

### **Sports**

The students' athletic activities are generally provided through the Giants Club, and the enrollment of students into the sports program is subject to the approval of the Priest Moderator or his designate. The school teams participate in competitive interschool leagues provided by the Catholic School Athletic Association (CSAA). Certain intramural and clinic program are also provided which are noncompetitive and structured for improvement of skills by all persons involved. Girls' activities include volleyball, basketball, softball, tennis, soccer, golf, track, swimming, field hockey, cross-country and cheerleading. Boys' programs include flag football, football, basketball, baseball, tennis, volleyball, soccer, golf, swimming cross-country and track.

### **Policy Concerning School and Participation in sports**

The school does not sponsor athletic teams such as basketball, football, volleyball, etc. They are directed by the Giant's Club. However, as organizations under the same parish "umbrella" the following policies and procedures are in place in order to prevent any conflict of interest, or mixed messages for St. Raphael students involved in the parish sports program.

No sport practices or scrimmage games are to be scheduled at the same time as major school events such as skating parties, sacrament meetings, sacraments, or program performances which the school expects students to attend.

Parent Teacher Conferences: Practices may be scheduled, but students are to be allowed to leave practice in order to attend their conference without any repercussions.

If a student is absent from school for illness he/she is not eligible to play in a game or attend sports practice that evening.

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 cancelled. For games scheduled at other facilities, the coach should check with the host team and notify his/her players.

A student on probation without privileges is not eligible to attend or participate in either practice or games during the period of probation. A student may be on probation for either academic or disciplinary reasons. The school will notify the athletic director when a student is placed on probation without privileges.

A student on suspension is also prohibited from participating in sports until the suspension is lifted. The principal notifies the athletic director.

Students on probation or suspension may, at the discretion of the principal, be allowed to participate in team tryouts provided the parents remain to supervise the student during tryouts. Students who have been dismissed from the school or withdrawn at the request of the administration are not eligible to participate on parish teams. The principal notifies the athletic director.

Sports teams do not enter the gym for practice until after the school's after-school enrichment classes are over. The athletic director confers with the Parish Resource Center to avoid scheduling conflicts.

Sports team equipment is not to be used by the PE classes and PE equipment is not to be used by the sports team. Each group is to maintain its own equipment.

Each team and class is expected to clean up after using the gym and dressing rooms so the facility is ready for the next group (throw away trash, put away equipment, cleanup any spills, dry off counters around the restroom sinks).

### **Fundraising/Stewardship**

The principal will authorize and coordinate any fund raising activity which involves the participation of the student body.

Participation in any fund raising activity by the St. Raphael School children is optional and must be nondiscriminatory.

### **Scouting**

Although the parish sponsors and helps to support scout programs, the scouting programs are not an extracurricular activity of the school. The various groups based at St. Raphael belong to the national scouting organizations.

Cub Scouts – for boys 1<sup>st</sup> through 5<sup>th</sup> grade

Boys Scouts – for boys 11 and older

Girls Scouts – There are Daisy Troops for Kindergarten and 1st, Brownie Troops for grades 2 and 3; Junior Troops for grades 4, 5, and 6; and Cadet Troops for grades 7 and 8.

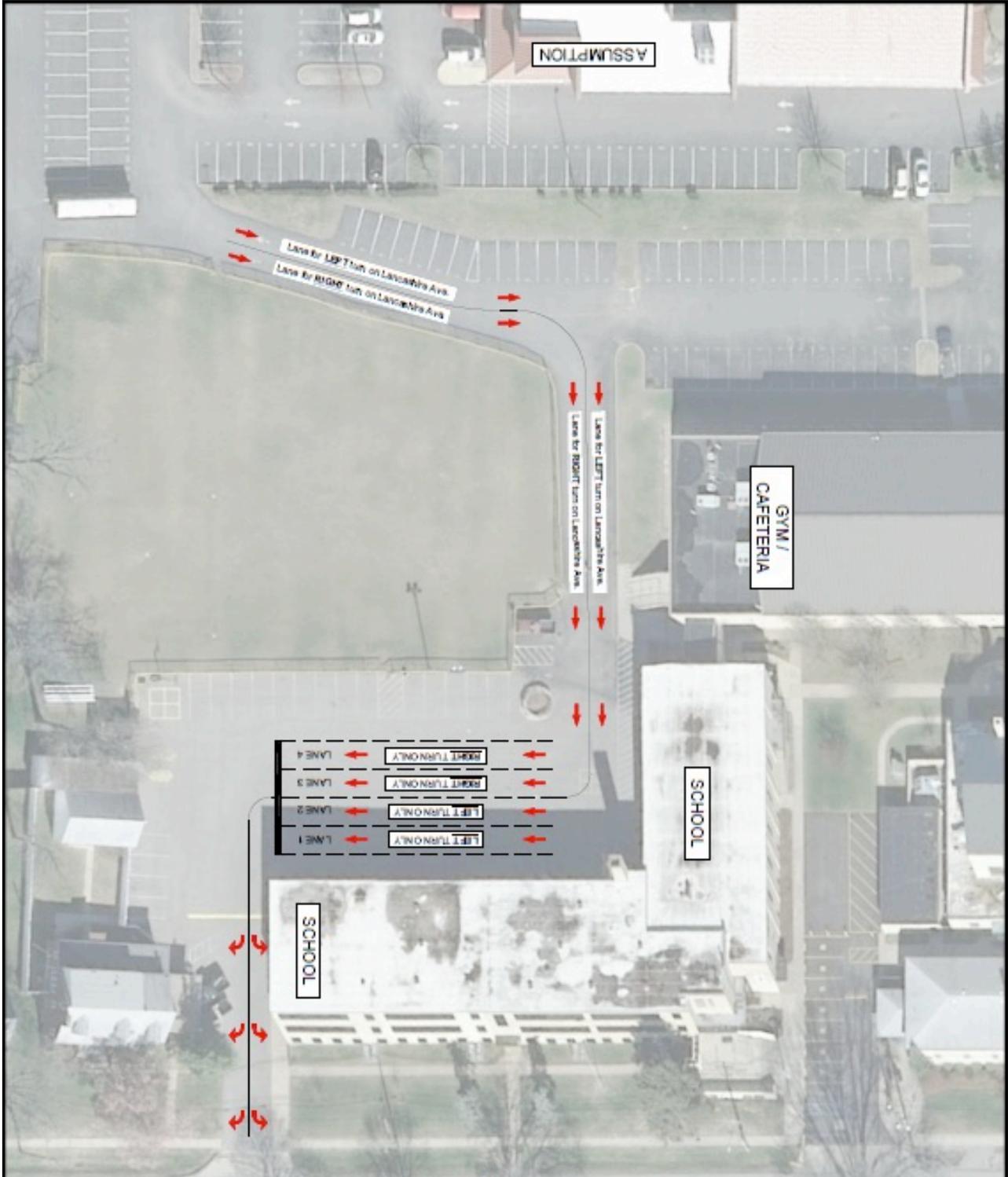
### **After-School Enrichment Classes**

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

**Student Social and Recreational/Entertainment Functions**

Invitations to parent-sponsored parties for students may not be distributed at school unless each boy and/or girl in that homeroom is invited. Parents should refer to the sycamore for names. The school name must not be used on the invitations or flyers. School personnel may not send home a class list with contact information, provide information about the event, distribute invitations, or advertise the event in any way.

## **Dismissal Map**





**CODE OF STUDENT CONDUCT**

**2019 - 2020**



To students and parents of St. Raphael the Archangel Catholic School:

St. Raphael is committed to the educational, spiritual, and developmental needs of children in grades K-8 in an atmosphere of prayer, patience, and understanding.

The developmental needs of children are met by providing an environment in which moral values are taught and values around which good character is formed. St. Raphael the Archangel Catholic School has made a commitment to teaching moral values and developing good character.

In alliance with its parents, the primary moral educators of their children, St. Raphael the Archangel Catholic School can succeed in the character education of its youth. 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 those procedures.

## CODE OF STUDENT CONDUCT

**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 everyone I meet with kindness, and help others to grow in love as a child of God."

**RULES OF CONDUCT:** The main outline of all school and classroom rules is as follows:

1. Respect Yourself, Others, and Things
2. Contribute to the Learning Environment
3. Follow School and Classroom Procedures

**CLASSROOM DISCIPLINE CYCLE:** Each elementary teacher will have a personal classroom discipline cycle that is used in dealing with minor infractions of the rules listed above. The middle school teachers will also use a common classroom discipline cycle that is used in dealing with minor infractions of the rules listed above. This discipline cycle will be taught to the students.

**SCHOOL DISCIPLINE CYCLE:** Occasionally removal from the group or externally imposed discipline is necessary to protect a student and/or the learning environment of the school. A determination made by the school staff will be made in these instances. School staff will issue a School Discipline Report. The staff member issuing the report will contact the parents/ guardians by phone or e-mail to notify them that the form is being sent home. The white copy of the report is to be signed by the parent and returned to the school the following day.

### LEVELS OF DISCIPLINE FOR THE SCHOOL DISCIPLINE REPORT:

#### Level 1:

- School Discipline Report is sent to the parent/guardian.
- Parent is expected to discuss the behavior with the child and assist the child in making a plan to correct the behavior and to make amends to the person(s) affected by the behavior.
- School staff issuing the report calls or e-mails to notify the parent that the form has been issued.

#### Level 2:

- School Discipline Report is sent to the parent/guardian.
- School staff issuing the report notifies the parent that the form has been issued.
- Student serves a half-hour detention before school, after school, or during recess. The date to be determined by the availability of the staff member monitoring the detention.
- During detention, the student will complete an assignment.

### **Level 3:**

- Adult issuing the report notifies the parent that the form has been issued.
- The parent will be required to attend a conference with the teacher and administrator.
- At the discretion of the school administration, the child may or may not be in attendance at the conference.
- A behavior plan will be drawn up listing expectations of the school and actions that will be taken by each participant in the conference.
- A date to review the behavior plan will be determined.
- Depending on the severity or persistence of the problem, the school may require testing, counseling, or other outside interventions.
- Depending on the severity or persistence of the problem, the school may impose a probation or suspension period.
- **Note:** Failure to return a signed discipline report in a timely fashion may result in issuance of a discipline report at the next level of censure. Level 3 may be repeated as long as the student is able to demonstrate that progress is being made and is willing to contribute to a positive learning environment, and the parent is working in cooperation with the school to see that the expected change in behavior occurs. When little or no change is evident and school personnel have exhausted all available means to affect change, and/or the welfare of the other students is endangered, the student will move to Level 4 of the cycle.

### **Level 4: Dismissal**

- The Principal recommends alternate school placement.
- The decision to dismiss a student from St. Raphael School rests with the School Administration. If the School Administration determines that dismissal is the appropriate course of action, the parent will be notified. The parent may be given the option of withdrawing the child, depending on the behavior issue involved, if it is deemed appropriate by the administration.
- As required by Archdiocesan guidelines, the Pastor, School Advisory Council President, and the Superintendent of Elementary Schools will be notified.

### **DETENTION DEFINED:**

**Academic Detention:** On the second missed assignment due date, students in grades 4 through 8 receive an academic detention.

**Behavior Detention:** Behavior detentions occur at Level 2 of the school discipline cycle. During the behavior detention, students will complete an assignment.

**Note:** Failure to show up for detention may result in additional detentions and/or parent conferences.

### **PROBATION DEFINED:**

**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 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.

### **SUSPENSION DEFINED:**

**In-School Suspension:** Suspension is 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). Exception 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 throughout a student's years at St. Raphael. However, a separate record is kept for each school year. The student begins each school year with a clean slate except in special circumstances. Parents are informed if a student will begin the following year on probation.

### **SCHOOL JURISDICTION:**

**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, book bag, and/or backpack in the presence of another adult, which may be the police. Lockers may be searched at any time, for any reason, by teachers or administrators. Educators may read text messages or check voicemail on cellphones confiscated from students.

**Behavior of Students When Not Under Direct Supervision of the School:** Should St. Raphael School's administration become aware of behaviors that endanger a student's own physical or emotional health, safety or reputation or those of another person or the school, when the student is not directly under the jurisdiction of the school, the administration reserves the right to inform the student and the parent/guardian of what has been heard or observed. Should knowledge of such behavior, even though the behavior occurs outside the jurisdiction of the school, negatively affect the operation and/or reputation of the school, the administration reserves the right to take appropriate action.

## **CONSEQUENCES AND CONFIDENTIALITY:**

Sometimes the school's response to an incident is dictated by the Archdiocesan office. Sometimes the Archdiocesan lawyer gives counsel to assist us in determining consequences or taking action. Sometimes our actions are entirely at our own discretion. Always, we seek a solution that will keep our students safe and will also help those who caused the problem learn to make better choices.

While the "rumor mill" may inform you of an incident, it will seldom inform you correctly of the specifics of the incident, the consequences applied, or actions taken to deal with the problem. In fact, the rumor mill may mistakenly report that "nothing was done about it." These reports usually surface for one or more of these four reasons: (1) The school often cannot publicly announce what consequences were applied or what action was taken because of confidentiality issues. (2) The consequences applied did not include a specific "punishment" which the other students or the parents were expecting. (3) Investigation proved the allegation to be false, and the person who originally spread the rumor about the incident does not go back to clear up the misinformation. (4) No overt action could legally be taken. Please rest assured that if misbehavior did occur, and action can be taken, it will be taken. Just understand that the action taken may not always be visible to you and your child but it will be, to the best of our ability, in the best interest of all involved.

## ARCHDIOCESAN DISCIPLINE POLICIES

### **Drug, Alcohol, and Substance Abuse Policy:**

Should the student ever bring drugs, alcohol, or other harmful substances onto school property, or arrive at school after consuming alcohol or other harmful substances, the student will be suspended, the unauthorized substance will be turned over to the police when appropriate, and the school administration reserves the right to require:

1. A professional assessment by a therapist or agency trained specifically in the assessment of youth substance abuse and in working with families.
2. The parent/guardian to sign an authorization for release of information so that the counselor or agency can provide a written statement to the school administration of the results of its assessment and any recommendations.
3. Professional treatment for continued enrollment.
4. Should a student enter treatment, the school will:
5. Assist the individual in continuing his/ her studies.
6. Work with the therapist treating the student.
7. Monitor the student's progress
8. The student will continue enrollment at St. Raphael provided there are no further instances of substance abuse and both parent and student follow through on the recommendations made by the substance abuse counselor. Probation for substance abuse will extend for a period of time determined by the Principal.
9. If a student is caught trafficking in alcohol, drugs, and/or other unauthorized substances, the student is subject to dismissal from St. Raphael. The Principal's decision is final.

**Smoking:** St. Raphael students are not permitted to bring or use tobacco products or vaping devices on school property, or at any school sponsored event, on or off the school grounds. A student is subject to a Level 3 disciplinary action (conference required to determine actions steps) for violation of this policy.

**Policy on Threatening Behavior:** If a report of threatening behavior is made, the Archdiocesan policy will be followed. It is not acceptable to threaten anyone with physical harm, even as a joke. All threats will be taken seriously and Archdiocesan policy put into effect. If your child is ever threatened with physical harm, this should be reported immediately to the child's teacher or the school administration. It is also to be noted that students intentionally making a false report of threatening behavior are subject to Level 3 disciplinary action.

### **If a report of threatening behavior is made:**

The person to whom the report is made records what is reported and by whom, even if it is just a rumor. The student is removed from contact with other students and placed with a school counselor or administrator. Teachers and administrators then conduct an investigation, contact the parents of the student who made the threat, and complete a threatening behavior screening. School officials identify the appropriate category of risk based on the child's age, circumstances surrounding the event, the child's history of behavior, evidence of planning, the child's relational

skills, and any stabilizing factors. If, based on the investigation and threat assessment, the school administration is convinced that no actual threat exists, then a written record is made documenting why no action is being taken. If threatening behavior actually occurred or the school administration is not convinced that no threat was made:

1. Parents of the student who was reportedly threatened are notified of the incident.
2. The student thought to have made the threat is suspended from school pending the results of a mental health assessment.
3. The specific type of mental health assessment required is based on the results of the threatening behavior screening and category of risk.
4. The parents must sign an information release form allowing the school administration to obtain information from and release information to the psychologist or psychiatrist.
5. The school requires that the psychologist or psychiatrist consult with school personnel before issuing his/ her report.
6. The complete report must be given to the school administration before a decision regarding reinstatement will be made.
7. The Principal will consult with the Executive Members of the Administrative Team (Assistant Principal and Counselor) before making a decision regarding reinstatement. The Principal's decision is final.
8. If the child is to be reinstated, a written plan for seeing that threatening behavior is not repeated must be in place prior to the child's re-admittance to class.
9. Parents of the student who was reportedly threatened will be notified of the reinstatement of the student.
10. A report will be made to the Pastor and the Archdiocesan office.

If the parents refuse to have the assessment done and withdraw the child from school, the school administration is advised by the Archdiocesan office to:

1. Notify Child Protective Services
2. Notify the school the child will be attending

**Policy on Gang-like Behavior:** Gang-like behavior will not be tolerated at St. Raphael School. Homework papers with gang symbols on them will not be accepted. Students will be required to remove any items such as bandannas, caps worn backwards, etc., which can be interpreted as denoting gang affiliation. Students demonstrating gang signals or displaying gang symbols on their person will be suspended. Even "playing" at gang activity is not acceptable in a Catholic school – everything these gangs represent is in direct opposition to our beliefs.

**Weapons Possession Policy:** Possession of a firearm, deadly weapon, or destructive device (see definitions under Kentucky Penal Code Section 500.080) on school grounds is a felony punishable by up to 5 years in prison and a \$10,000 fine. The only exceptions are when written permission of the school administration has been given for someone to bring the item on school grounds for ceremonial or instructional purposes. When a report of a weapon on school grounds is made, the suspected student is to be removed from class immediately and not returned to class until the incident is fully investigated and a determination is made that the student is not in violation of the law. Search and seizure policy may come into effect.

Should a student be in violation of the law:

1. parent/guardian is contacted
2. student is dismissed from school
3. police are called
4. pastor and superintendent are notified
5. reason for dismissal is noted on the student's permanent record

Possession of other weapons (pocket knives, etc.), other possibly harmful devices (ice pick, etc.), or incendiary devices (matches, lighters, etc.), will be judged on an individual basis. Consequences may include a School Discipline Report, probation, or suspension.

## DISCIPLINE POLICIES SPECIFIC TO ST. RAPHAEL

**Abusive Behavior:** Abusive behavior may be either verbal (e.g., name-calling, teasing, excluding) or physical (e.g., pushing, shoving, hitting, kicking, or biting). The discipline policy will be followed in cases of verbally or physically abusive behavior.

**Sexual Misconduct:** Students are expected to maintain a "hands off" policy in school. Inappropriate or unwanted touch such as hitting or pushing is dealt with using the classroom or school discipline cycle. Touch of a sexual nature or inappropriate behavior such as displaying private body parts, is defined as sexual misconduct and is handled in a different manner. When a report of sexual misconduct is received:

1. the person initially receiving the report makes note of as much information as possible and immediately takes that information to the school counselor or a school administrator;
2. the counselor or administrator consults with at least one other counselor or administrator and investigates further;
3. the accused student(s) is/are placed on in-school suspension until the issue is resolved and the parents (of any victim(s) and the accused) are notified;
4. if sexual misconduct is deemed to have occurred, or the administration is not fully convinced that no sexual misconduct occurred: depending on the nature and extent of the sexual misconduct, past history, and any mitigating factors, interventions will include making amends, and may include psychological assessment, counseling, probation, suspension, or dismissal;
5. the administration must notify the pastor and the Archdiocesan office

**Bullying Behavior (including cyberbullying):** Abusive behavior may eventually cross the line into bullying. According to Archdiocesan policy, 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, videogames, websites, and any form of social media. Bullying is not tolerated. It is never justified as "kids being kids", "just teasing", or "just joking".

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.

**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 is not always easy, so the following process has been set up for anonymous 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:

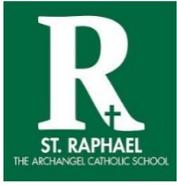
1. Tell the homeroom teacher or any teacher present when the situation occurs. If they are not comfortable doing this, they may
2. Request to see the principal, dean of student services, or school counselor. If they are not comfortable doing this, they may
3. Write a letter explaining in detail the information they have and turn it in to a teacher, the school office or the principal.

Reminder: Reporting false information is a serious offense.

### **POLICY CONCERNING CONFISCATED ITEMS**

For the first offense of having a banned or restricted item confiscated, the usual process will be for the parent to be required to pick up the item if they want it returned. Repeat offenses may result in the item being permanently confiscated and donated to charity. This includes cell phones, game systems, etc.

**ACADEMIC AND BEHAVIOR NOTICES TO  
PARENTS/GUARDIANS**



Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Homeroom/House \_\_\_\_\_

## School Discipline Report

Description of Unacceptable Behavior: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Disciplinary Levels:

Degrees of Censure: Ordinarily the steps will be taken in sequence except in cases of severe breaches of conduct.

\_\_\_\_\_ 1. Written notice to be signed by parent(s) or legal guardian(s) and returned to the Dean of Student Services.

Date Notice Returned: \_\_\_\_\_

\_\_\_\_\_ 2. One-half hour detention to be served before or after school or during recess. Student will complete an assignment.

Date Notice Returned: \_\_\_\_\_

\_\_\_\_\_ 3. Parent/Guardian notified and a conference with parent(s) or legal guardian(s), student, principal or Dean of Student Services and others as the circumstances demand, is held.

Date Conference Held: \_\_\_\_\_

Action Taken:

\_\_\_\_\_

\_\_\_\_\_

This discipline report is to be signed and returned the next school day to the staff member whose signature appears below:

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s) Legal Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_

My child will serve detention: \_\_\_\_\_ before school

\_\_\_\_\_ after school

\_\_\_\_\_ during recess



# HANDBOOK SIGNATURE PAGE

## Grades 6-8 Classroom Discipline Report St. Raphael School

## ADDENDUM TO SIGNATURE PAGE:

Student Name: \_\_\_\_\_ House: \_\_\_\_\_

Issued By: \_\_\_\_\_ Initial Issue Date: \_\_\_\_\_

Type of Behavior:  **Academic** • I have read the St.  
 **Behavior** Raphael Healthy at School Re-Entry Plan for 2021-2022.  
 **Dress Code** (to be issued by student's house mentor) understand that the Re-Entry Plan procedures and policies  
precedence over the  
Parent/Student

Description of Unacceptable Behavior:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐	<b>1<sup>st</sup> Warning</b> – Date _____  _____ Student Signature
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☐	<b>2<sup>nd</sup> Warning</b> – Date _____  _____ Student Signature
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☐	<b>3<sup>rd</sup> Warning</b> – Date _____ (or major academic/behavior offense*)  _____ Parent/Guardian Signature
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☐	<b>Transition to School Discipline Report</b> – Date _____  _____ Student Signature
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### Classroom Discipline Report Procedure:

### Handbook.

1. First and second warnings are given out within the classroom. Student is expected to self-correct the unacceptable behavior.
2. Third warning warrants the report being sent home for a parent signature.
3. Fourth warning warrants a transition to a **School Discipline Report**.

\*School staff has the authority to skip levels for a major academic offense (cheating, etc.) or a major behavior offense (threatening, bullying, physically aggressive behavior, etc.). See Code of Student Conduct for further information.

- I agree to complete a health check on my child(ren) each morning before coming to school.
- I will not knowingly send my sick child to school or use fever reducing medication to mask a fever.
- I give my child(ren) permission to participate in teacher organized Google Meet/Zoom lessons in the event St. Raphael School transitions to Distance Learning.
- I will not record a teachers Google Meet/Zoom Lesson without the signed permission of the teacher.

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 e-mail, newsletter or Sycamore.

We, the undersigned, state that we have read and agree to be governed by the Parent/Student Handbook and the Code of Student Conduct for St. Raphael School for the present 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: \_\_\_\_\_

***This form must be signed and returned to school by Monday, August 27, 2021***