

# St. Raphael the Archangel School

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## Parent/Student Handbook



**2024-2025**

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## **The Archdiocese of St. Louis**

### **Archdiocesan Mission Statement**

Catholic elementary schools in the Archdiocese of St. Louis reflect a visible faith community. Rooted in the teachings of Jesus, these schools are enriched by Catholic tradition and lived Gospel values and are enhanced by the celebration of liturgy, sacrament, and prayer. They further the children's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents. They foster a safe and secure environment in which the children can grow.

Catholic elementary schools are child-centered and are committed to providing strong academic and developmental programs which enable children to meet the challenges of living in an ever-changing racially and culturally diverse world. The faculty and staff of these schools are faith-filled, dedicated, knowledgeable, and competent in their professions, and strive to meet individual needs of the children. These schools are sensitive to family issues and encourage parents/guardians to fulfill their role as the first educators of their children.

### **Archdiocesan Witness Statement**

#### **For Those Seeking to Enroll Their Children in a Catholic School or a Parish School of Religion**

One of the blessings of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the Sacrament of Baptism, parents receive the following call from God to evangelize their children: You have asked to have your child baptized. In doing so you are accepting the responsibility of training her (him) in the practice of the faith. It will be your duty to bring her (him) up to keep God's commandments as Christ taught us, by loving God and our neighbor. You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in

proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflects these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and example, the first and best teacher of my children in the faith.

Practically, this means I will:

Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of my child's education and formation;

To the best of my ability, respect the teachings of the Church and help my children respect the Church and its teachings;

Regularly participate in the Sunday Eucharist with my family (if not Catholic, support my children's participation in the Church of Baptism), include prayer in my daily life, and form my children in the faith;

Commit to speak frequently with my children about God and to include prayer in our daily home life;

Participate in and cooperate with the School or Parish School of Religion in programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;

Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;

Teach my children by word and example to have a love and concern for the needs of others;

Meet my financial responsibilities in supporting the Catholic school or the Parish School of Religion;

Practice stewardship in support of the school and parish.

## St. Raphael the Archangel School

### Mission Statement

**FAITH** – St. Raphael the Archangel School guides its students as they form their knowledge of the Catholic faith and their love for Jesus Christ, in an environment that promotes compassionate hearts through habits of personal prayer, reflection, and community service.

**CHARACTER** – Our school and parish community endeavors to develop each student’s character by modeling and practicing the cardinal virtues of prudence, justice, fortitude, and temperance. We nurture our students’ perseverance, sense of gratitude, leadership, and ability to make informed moral choices.

**ACADEMICS** – We utilize a rigorous, measurable academic program that develops critical thinking skills, promotes imagination, celebrates individual gifts and talents, and fosters a life-long love of learning.

With these values, and through the guidance of our patron, St. Raphael the Archangel, our students are ***Formed in Faith, Prepared for Life.***

### St. Raphael the Archangel School Parent Witness Statement

Realizing that the education of my child/children is a joint venture between parents and educators, I agree to support the Pastor, Principal, and Faculty of St. Raphael the Archangel School in the following ways:

- By making it possible for my child/children to attend Church services at our family place of worship.
- By participating in the spiritual and social life of my parish.
- By following all rules and regulations of the school, especially those regarding discipline, uniform and appearance, attendance, and homework policies.
- By fully complying with the terms of the tuition payment plan through FACTS. If financial difficulties arise, I will contact the Pastor to make arrangements for paying my tuition.
- By promptly paying all Cafeteria, After-Care, and school-related fees. If financial difficulties arise, I will contact the Pastor to make arrangements for paying my fees.
- By participating in all required school meetings and functions such as, but not limited to, Sacramental Preparation Sessions and Parent/Teacher Conferences.
- By volunteering my time and talent through participation in school activities and functions.
- By participating in school-sponsored fund-raising activities



## Faculty and Staff 2024-2025

Pastor	Father Thomas Molini	ThomasMolini@archstl.org
Principal	Mrs. Julie Hayes	hayes@strapahaelarchangel.org
Academic Intervention Coordinator	Mrs. Louise Balicki-Smith	balicki-smith@straphaelarchangel.org
Secretary	Mrs. Kathy Shaver	<a href="mailto:secretary@straphaelarchangel.org">secretary@straphaelarchangel.org</a>
School Counselor	Mrs. Erin Hopfinger	<a href="mailto:erinhopfinger@gmail.com">erinhopfinger@gmail.com</a>
Kindergarten	Mrs. Elizabeth Magee	<a href="mailto:magee@straphaelarchangel.org">magee@straphaelarchangel.org</a>
1st Grade	Mrs. Jessica Klein	klein@straphaelarchangel.org
2nd Grade	Miss Haley Franks	franks@straphaelarchangel.org
3rd Grade	Ms. Susan Polson	<a href="mailto:polson@straphaelarchangel.org">polson@straphaelarchangel.org</a>
4th Grade	Miss Patti Woods	woods@straphaelarchangel.org
5th Grade	Mrs. Katie Meier	meier@straphaelarchangel.org
6th Grade	Mrs. Christy Connor	connor@straphaelarchangel.org
7th Grade	Mrs. Anne Stein	stein@straphaelarchangel.org
8th Grade	Mrs. Sioux Roslawski	<a href="mailto:roslawski@straphaelarchangel.org">roslawski@straphaelarchangel.org</a>
Science/STREAM COORDINATOR	Mr. Leonard Kraudel	kraudel@straphaelarchangel.org
Art	Miss Gretchen Decker	<a href="mailto:decker@straphaelarchangel.org">decker@straphaelarchangel.org</a>
Music	Mrs. Jena Copeland	copeland@straphaelarchangel.org
Liturgical Music	Mr. Ben Allen	
PE, PreK-8	Mr. Jeff Klos	<a href="mailto:klos@straphaelarchangel.org">klos@straphaelarchangel.org</a>
Kindergarten Aide	Mrs. Catherine Geraghty	geraghty@straphaelarchangel.org
Early Child Aide	Mrs. Marti Finan	<a href="mailto:finan@straphaelarchangel.org">finan@straphaelarchangel.org</a>
Preschool Director	Mrs. Molly Indelicato	<a href="mailto:indelicato@straphaelarchangel.org">indelicato@straphaelarchangel.org</a>

Preschool Aide	Ms. Lisa Cartwright	
Pre-Kindergarten	Mrs. Tracy Tate	<a href="mailto:tate@straphaelarchangel.org">tate@straphaelarchangel.org</a>
Pre-K Aide	Mrs. Diane Heineke	
Club Tobias	Mrs. Liz Magee	<a href="mailto:magee@straphaelarchangel.org">magee@straphaelarchangel.org</a>
Cafeteria	Mrs. Qi Franz	<a href="mailto:franz@straphaelarchangel.org">franz@straphaelarchangel.org</a>
Parish Secretary	Mrs. Mickey Janos	<a href="mailto:janos@straphaelarchangel.org">janos@straphaelarchangel.org</a>
Parish Office Mgr.	Mrs. Diane Halbert	<a href="mailto:halbert@straphaelarchangel.org">halbert@straphaelarchangel.org</a>
Maintenance	Bob Schlueter	<a href="mailto:maintenance@straphaelarchangel.org">maintenance@straphaelarchangel.org</a>

## Governance and Organizations

St. Raphael the Archangel School is governed by a School Board of limited jurisdiction, with designated authority in matters of strategic planning, financial oversight, advancement programs, and formulation of school policies guiding academic, business, and development affairs. The School Board is comprised of committed parish and community leaders who bring valuable talents, connections, and resources to the school.

### St. Raphael School Board Members 2024-2025

Pastor, Father Thomas Molini	<a href="mailto:ThomasMolini@archstl.org">ThomasMolini@archstl.org</a>	314-352-8100
Mrs. Julie Hayes, Principal	<a href="mailto:hayes@straphaelarchangel.org">hayes@straphaelarchangel.org</a>	314-352-9474
Liz Murphey, <b>President</b>	<a href="mailto:schoolboard@straphaelarchangel.org">schoolboard@straphaelarchangel.org</a>	
Sean Ridley <b>Vice President</b>	<a href="mailto:SeanRidley@outlook.com">SeanRidley@outlook.com</a>	
Emily Young <b>Secretary</b>	<a href="mailto:mcgrawfan@sbcglobal.com">mcgrawfan@sbcglobal.com</a>	
Megan Dirnbeck	<a href="mailto:mcdirniff@gmail.com">mcdirniff@gmail.com</a>	
Jeanne Magee	<a href="mailto:jmmagee4@gmail.com">jmmagee4@gmail.com</a>	
Heather Wegman	<a href="mailto:hdunford@gmail.com">hdunford@gmail.com</a>	

Melissa Peters [melpeters82@hotmail.com](mailto:melpeters82@hotmail.com)

Maura Zitko [mzitko77@gmail.com](mailto:mzitko77@gmail.com)

Ally Favre [allyfavre@sbcglobal.net](mailto:allyfavre@sbcglobal.net)

## Home & School Association

The Home & School Association is an organization designed to strengthen the relationship between home and school by providing our parents with a means to gather, share information, and work together on school-related projects. All parents/guardians are members of the H&SA and are invited to attend H&SA Meetings. Please refer to the school calendar for H&SA meeting dates and times.

## Home & School Association Officers and Coordinators - 2024-2025

### Executive Board

Jackie Ilg	President	314-910-3416
Rob Curtin	Vice-President	
Liz Berry	Treasurer	
Meredith Winters	Secretary	
Stacy LoBello	Head Room Parent (PreK-8)	
Ashley Mastandrea		
Louise Balicki-Smith	Faculty Liaison	
	Head Guardian Angel	

## St. Raphael the Archangel School Policies and Procedure

Parents and students are responsible for becoming familiar with the policies and procedures listed in the St. Raphael the Archangel School Parent-Student Handbook.

## Admissions

### Policy of Non-Discrimination

St. Raphael the Archangel School will admit students of any race, religion, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available

to students at our school. St. Raphael the Archangel School will not discriminate on the basis of race, religion, color, national origin, or ethnic origin in admission policies, scholarships, athletics, or any other school-affiliated programs.

### **Requirements for Admission**

The following items are needed to register a child in the school:

- A completed Application and Enrollment Forms
- Payment of Resource and Technology Fee
- A completed Tuition Payment Agreement
- A copy of the child's State Birth Certificate
- A copy of the child's Baptismal Certificate (if the child is Catholic)
- A copy of the child's Immunization Record
- A copy of a recent report card (if the child is transferring from another school)
- A completed Request for Transfer of Records Form (if the child is transferring from another school). A review of the child's transcript is part of the application process and is a determining factor for acceptance.
- Verification of custody arrangements in cases in which the parents of the student are divorced. A copy of the portion of the divorce decree that verifies custody arrangements must be provided.

A child must be five years of age on or before July 31 to be admitted to Kindergarten.

A child entering first grade must be six years of age on or before July 31 for admittance.

### **Re-Enrollment of Current Students**

All current students in good standing will be automatically re-enrolled for the following school year provided:

- Letter of intent to return and enrollment information form are completed
- Curriculum/Resource/Technology fees are submitted
- If a family owes more than half of a semester's tuition, they are also to meet with the pastor to discuss a tuition payment plan.

After May 1, current students who have not re-enrolled may lose their space in the grade to newly enrolled students.

### **Waiting List**

In the event that a grade reaches its maximum number of enrolled students, a waiting list will be established for any later applications. If openings become available, students on the waiting list who have completed the school's application process will be accepted. Priority on the waiting list will be given to families from St. Raphael the Archangel Parish.

### **Students with Special Needs**

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both student's special needs and their own capabilities for addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

(The term "adjustments" is used rather than "accommodations" or "modifications" throughout the policies related to special needs. The laws that apply to non-public schools use the term "adjustments," whereas the laws that apply to public schools use the terms "accommodations" and "modifications." Therefore, the term "adjustments" is preferred terminology for changes made to curriculum, instruction, and/or assessment for the purpose of addressing a student's special needs.)

Schools should obtain current diagnostic evaluations and authorizations to exchange information with specialists and agencies to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their enrollment. These evaluations and related documents should be part of a student's cumulative record.

## Financial Information

### Tuition Information

**Kindergarten- Eighth Grade** tuition rates for the 2024-2025 school year are as follows:

	Family Rate	Plus-- Technology Fee
One Child	\$ 6,950.00	\$125.00 per year
Two Children	\$ 10,300.00	\$125.00 per year
Three or more Children	\$ 12,400.00	\$125.00 per year

In addition to tuition, there is a Curriculum/ Resource Fee of \$250.00 per child and is **payable at registration**.

### Pre-K Monthly Tuition for 2024-2025

# of Days Per Week	Half Day	Full Day
3 Days	\$284	\$567
5 Days	\$416	\$830

### Club Tobias Aftercare Payments

Payments for Club Tobias are made similar to tuition payments. Families should set up Club Tobias payment plans with the Club Tobias Director at the beginning of the school year. Families who are 60 days past due on Club Tobias tuition will not be permitted to participate in the After-Care program.

### Club Tobias After Care- Monthly Tuition for 2024-2025

	Full Time	Part-Time	Drop-In (Full/Half Day)
Pre-K	\$273.00	\$168.00	\$25.00
One Child	\$182.00	\$87.00	\$25/\$36
Two Children	\$313.00	\$162.00	\$36/\$58
Three + Children	\$367.00	\$217.00	\$48/\$69

### Financial Policies

To provide the resources for a quality Catholic education, St. Raphael the Archangel charges a significant portion of tuition costs. However, tuition does not cover the full amount of a child's education. Fundraising activities, the Annual Angel Appeal, and a gift from the parish cover the rest of these costs.

The parish finance committee, in consultation with the school board, sets tuition and any fees associated with registering and enrolling in Saint Raphael the Archangel School. Covering the cost

of the school while keeping the cost affordable for families are two key factors in this annual decision.

Each family applying and registering to attend school must complete a Letter of Financial Intent and submit this document with the Curriculum/ Resource and Technology Fees unless other arrangements with the pastor are made. Saint Raphael the Archangel School policy is that all families pay tuition on the scheduled period as described and agreed to in the Letter of Financial Intent and keep their payments up to date. **The tuition payment period runs from July 1 through June 30.**

There are two ways tuition can be paid: monthly or for the full year, received by July 31 or another agreed-upon time by the family and the pastor. Unless paid annually, tuition will be collected through the FACTS tuition management company. Each family will be responsible for any and all fees for this service.

As described in the Financial Letter of Intent, it is the responsibility of the parent or guardian to pay tuition when due. For families where there are multiple guardians due to separation, divorce, etc., it is expected that the guardians will work out arrangements for the full payment of tuition for the child or children affected. Such arrangements should be communicated in writing to the parish office and the pastor annually.

St. Raphael the Archangel is committed to making Catholic education available to any child. To that end, the pastor and tuition committee will work with families in need to find an acceptable payment structure that fits their situation. We encourage families to be proactive in making these needs known so that suitable arrangements can be made.

If a family's unpaid balance totals more than two full months' tuition, their account will be referred to the pastor and to the tuition committee for attention. The pastor or his representative may contact the family via phone, e-mail, or letter to seek a conversation about the situation.

Families are encouraged to cooperate with these efforts so that further action will not need to be taken. If further action is needed, the pastor may decide to:

- Withhold releasing quarterly, semester, or final report cards.
- Withhold releasing records.
- (8<sup>th</sup> Grade Only) Withhold releasing records to a high school and/or restricting a student from end-of-the-year or graduation activities if a family has not made their account current or made arrangements to do so with the pastor no less than 45 days from the date of graduation.
- Refusal of re-enrollment paperwork for the next school year.
- Election by the Pastor not to accept the family to return for the following school year.
- In-home suspension of the student.
- Initiate a withdrawal for cause procedure for immediate dismissal from St. Raphael the Archangel School

The pastor will decide what will happen if a family continually refuses to respond to efforts to collect tuition, consulting with the principal and tuition committee. Any decision outlined above will be communicated in writing to the family before the action occurs.

Before asking the parish for financial aid, we require families to apply for financial aid from the Today and Tomorrow Foundation. Forms for this program are available online through the Today and Tomorrow Education Fund and are due by February 28th of each year. Award amounts vary from year to year and are based on various criteria determined by the individual fund.

We are grateful for our families' commitment to Catholic education and their attention to providing the means for this great gift.

Lastly, please note that the Buckley Amendment or the Family Educational Rights and Privacy Act of 1998, 20 USC, requires that non-custodial parents be given information about the student's progress in school as well as unofficial copies of report cards unless there is a court order to the contrary. It is the parent or guardian's responsibility to file such a document with the school principal. **THIS FEDERAL LAW DOES NOT APPLY TO FINANCIAL OBLIGATIONS.** Tuition statements, particularly due bills, will be sent to both non-custodial and custodial parents.

## **The School Day**

### **Religious Services**

All students in grades K-8 will attend 8:00 a.m. Mass on Wednesday and Thursday and the all-school Prayer Service on Fridays. The K-8 student body will attend Mass three times a week. The Upper School (4-8) will also attend on Mondays, and Early Childhood (K-3) will also attend on Tuesdays. Each Pre-K student will begin attending Mass on Wednesday and Thursday after their classroom teachers have had time to prepare the children.

The Angelus prayer is prayed every day before the lunch hour, and the lunch period ends with a prayer. Students also pray regularly in their classrooms at the beginning and end of each day. They attend Adoration and Benediction once a month. Non-liturgical services such as Prayer Services, the Stations of the Cross, and the recitation of the Rosary are also celebrated at school. The school focuses on virtues and Saints throughout the year.

Students in 2nd Grade prepare for and receive the Sacraments of Reconciliation and Holy Eucharist. Parents/Guardians are required to attend informational meetings for Sacramental Preparation.

Students in Grades 2 - 8 participate in school Reconciliation services during the liturgical seasons of Advent and Lent.



Students in Grades 7 prepare for and receive the Sacrament of Confirmation in the spring. Parents/Guardians are required to attend informational meetings for Sacramental Preparation.

## Arrival - Dismissal - Aftercare

### Morning Arrival Procedures

Morning supervision begins at 7:30 a.m. Students are not to arrive at school before 7:30 a.m. unless they are on SRA Safety Patrol **or have made special arrangements with a teacher.**

**Walkers--** should cross the streets at the corners of school **ONLY** with the assistance of the SRA Safety Patrol or parent (Jamieson & Highfield, and Bishops Place & Highfield). Walkers coming from Jamieson & Highfield should walk on the Jamieson sidewalk all the way to the edge of the school building, near the gym entrance. They should then walk parallel to the building until reaching the cafeteria doors, thereby staying out of the parking lot traffic. Walkers from Bishops Place & Highfield should continue walking along Bishops Place and cross the blocked-off section, thereby staying out of the parking lot traffic.

**Cars/Drivers** are to turn into the drive next to the trash dumpster off Bishops Place between 7:30 and 7:50 a.m. and follow the cones. Teachers will greet students as they exit their vehicles, and all students will enter through the main entrance this year.

Parents wishing to park on the school lot may enter the lot from Highfield and must park in the designated and marked area. They are then **REQUIRED** to walk their children to the gathering area at the steps of the school building. Children are **NOT PERMITTED** to exit parked cars on their own from the parking lot for safety reasons.

### Afternoon Dismissal Procedures

School is dismissed at 3:10 p.m. on regular school days and at noon on half days. Teachers escort their students out of school and to the parking lot.

Walkers should follow the same walking patterns as in the morning, except in reverse. Walkers should never walk in the area reserved for parking. Walkers are to cross the intersections of Jamieson & Highfield and Bishops Place & Highfield **ONLY** with the assistance of the SRA Safety Patrol.

Parents are encouraged to use the parking lot for pick-up, as this is the safest method of picking up students from school. Parents should park in a marked parking space and either wait in the car for their children, or parents may meet their children at the double yellow line and walk back to the car together.

Once all students are in their cars, a teacher on duty will ring the bell, signaling the cars to begin exiting the parking lot. All cars will exit onto Bishops Place at the direction of a teacher on duty.

**All cars are to exit in this line ONLY.** This protects the safety of the children.

Bishops Place will be **closed** from Highfield to the circle during **dismissal** for the safety of the children. Parents are **STRONGLY DISCOURAGED** from parking on any street to pick up their children from school, as this creates a safety hazard for walkers, bike riders, and all students crossing the street. For those times when a parent needs to leave quickly because of an appointment, it is best to park across Highfield in front of the rectory and walk over to pick up your child. Jamieson is also another option, but parents need to walk over to meet their child. We do not want children walking through the cars to find their parents.

## On-Time Pick-Up

School ends each day at 3:10 p.m. unless specified on the school calendar. It is imperative that students are picked up on time. Habitual tardiness will result in the family being required to register and pay for the Club Tobias after-care program.

## Club Tobias After-Care

St. Raphael the Archangel School provides after-care through our Club Tobias program. After-care is provided from dismissal until 6:00 PM (4:00 PM on specific dates.) Please see the school website/handbook for fee and registration details for Club Tobias.

## Attendance

### Tardiness

A student arriving at school after 7:50 a.m. is Tardy. All tardy students must report to the school office for record keeping. Classes leave for Mass at 7:50 a.m. Students arriving after their class has left for Mass are considered tardy. On Mass days, students should head to Mass if they arrive after 7:50, and their teacher will mark them as tardy.

Tardiness adds additional stress for students as they begin their day feeling behind the other students. It is important for parents to know tardiness affects their child's day and to ensure tardiness is limited. For excessive excused or unexcused tardiness, the principal will contact the parent and schedule a meeting. Tardiness is marked accordingly on the attendance and report card.

### Absence

Students are considered absent whenever they are away from school during school hours for anything other than school-sponsored or co-curricular activities (e.g., field trips, enrichment and remedial programs, etc.). Students who are not present for one-half of any portion of a morning or afternoon session are considered absent for one-half day. Students are considered absent for one full day if they are absent for the majority of both the morning and afternoon sessions.

**If your child will be absent, a parent/guardian should call or email the school office between 7:30 a.m. and 8:30 a.m.** (314-352-9474; [secretary@straphaelarchangel.org](mailto:secretary@straphaelarchangel.org)). If a student is absent,

his/her work may be sent home with a sibling or picked up between 3:10 and 3:30 p.m. in the school office.

Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, the parent/guardian should send a written note or email in advance to the teacher and the school secretary stating the time, length, and reason for the absence.

### Multiple Absences

If a student is absent more than **10 days in the school year**, the parents will be required to meet with the principal and teacher to address reasons for the absences and develop a plan for the student to remain enrolled at St. Raphael the Archangel School.

### Release from School Prior to Dismissal Time

A student is permitted to leave school for illness only after the parent/guardian has been contacted. The information provided on the Emergency Information Card will be used to contact parents/guardians. **Parents/Guardians must report to the school office to sign out their sick child.**

For reasons other than illness, a written, signed request from the parent/guardian is required for a student to leave school before dismissal. The request must state the reason for early dismissal and should be brought to the school office. When the time for early dismissal arrives, the student will meet their parent/guardian in the school office. **The parent/guardian will sign out the student.**

**The parent and student must check in with the office before the student can return to class.**

Parents must come into the school building and sign-in their child to school when returning from an appointment during the school day. Please do not send your child back to school alone.

### Truancy

A student is truant if he/she is absent from school for a day or portion of a day without the knowledge and/or consent of the parent/guardian and school officials. Truancy is a serious offense. If a student is truant, the parents/guardians will have a conference with school officials, and the student will be placed on probationary enrollment status. Repeated truancy will result in dismissal from St. Raphael the Archangel School.

### SRA Uniform Policies

Uniform enforcement begins at home. Students are expected to wear the proper uniform to school at all times. No changes or alterations are allowed. All teachers will check student uniforms first thing each morning as part of the daily routine.

Although no policy can cover all issues, we expect the students of St. Raphael the Archangel and their parents/guardians to exhibit good judgment. It is understood that the faculty and administration

will decide what attire and appearance are acceptable for the students of St. Raphael the Archangel.

For students who are not in proper uniform, the administration/teacher will send a notice to the parent/guardian indicating the necessary uniform adjustments. Depending on the uniform infraction, parents may be contacted to bring a proper uniform to school. If a parent cannot come to school, the student will be required to change into a proper uniform from the old uniforms supplied at school.

**Uniforms items can be purchased at:**

**Just Me Apparel- 232 Old Sulphur Springs Rd., Manchester, MO 63021**  
**[www.justmeapparel.com](http://www.justmeapparel.com)**

**Land's End (on school's website)**

**For Uniform Sweatshirts –Contact Laura Klos (Parishioner) at**  
**[laura@putalagoonitpromotions.com](mailto:laura@putalagoonitpromotions.com)**

**General uniform expectations:**

- Uniforms must be clean and neat on a daily basis.
- Uniforms should be free of emblems and name-brand markings.
- Undergarments must not show through the uniform.
- **Absolutely no make-up is allowed, and the only acceptable color of nail polish is clear. Artificial nails may not be worn.**
- **One pair of small earrings** may be worn in the earlobe. Dangle, large hoops, or multiple pairs of earrings may not be worn.
- A single short necklace, with or without an appropriate small-sized religious medallion, may be worn inside the shirt. Bracelets and rings are not allowed.
- Dyed hair, highlights, markings shaved into hair, distracting, and exaggerated styles are not allowed for both boys and girls.
- Boys' hair must be groomed and neat at all times, **above the eyebrows, and above the collar.**
- Simple, inconspicuous ponytail holders are allowed. All headbands and hair bows must be either the uniform plaid, navy blue or black. The only monogramming allowed is SRA and/or the SRA Logo.

**Shirts**

Shirts must be tucked in at all times.

Boys and Girls may wear the following types of solid shirts:

- White or Heather Grey polo-style shirt (long or short-sleeved). **Just Me Apparel, Old Navy and Land's End carry this color.**
- White or Heather Grey oxford, regular collar, or button-down collar shirt (long or short-sleeved).
- Plain white cotton crew neck tee shirt may be worn under the uniform shirt

Girls may also wear a white blouse with buttons down the front (long or short-sleeved).

### Jumpers/skirts

- Girls in grades K – 3 wear the blue and green plaid uniform jumper, any style.
- Girls in grade 4 may wear either the blue and green plaid uniform jumper or the blue and green plaid uniform skirt, any style.
- Girls in grades 5 – 8 wear the blue and green plaid uniform skirt, any style.
- **Jumpers and skirts must be knee length. (No more than 3-4 above the knee.)**
- **Solid black or blue shorts must be worn under jumpers and skirts.**
- Please note that navy blue jumpers, skirts, and skorts are not part of the St. Raphael uniform for grade K-8.

### Pants

- Boys and Girls in grades 2– 8 wear navy blue uniform pants with a navy blue, black, or brown belt.
- Boys and Girls in Grades K-1 may wear pants/shorts with elastic waist. No belt would be required for an elastic waist.
- Pants must have belt loops and must be worn at the waist.
- Only uniform pants are allowed. Denim, cargo, and other styles are not allowed

### Shorts

- Boys and Girls in grades K-8 wear navy blue uniform shorts (**walking shorts**), straight leg or cuffed, with either a blue, black, or brown belt.
- Shorts must have belt loops and be worn at the waist.
- Shorts must fit properly and be above the knee in length. (3-4 inches above the knee)
- Only uniform shorts are allowed. Denim, cargo, nylon, and other styles are not allowed.
- Uniform shorts may be worn anytime during the school year at the discretion of the parents.

### Belts

- Uniform belts must be worn at all times.
- The only acceptable colors are blue, black, or brown.

### Socks

- Girls wear **solid white, solid black, or solid navy blue** crew socks, knee socks, plain leggings or plain tights, no logos, **not flared or wide leggings.**
- Boys wear **solid white, solid black, or solid navy-blue** crew socks or knee socks, no logos.

### Shoes

- Shoes must be practical for school.
- **No heels or boots.**
- Athletic shoes are encouraged.
- Shoes must be lace able, buckled, or fastened with a string, no slip-ons.
- Shoes must cover entire foot.
- Shoes must have rubber soles.
- Leather, dress-type slip-ons are permitted (e.g. penny loafers). Socks are still required.

### Sweaters/Sweatshirts

Students may only wear the St. Raphael the Archangel Logo Sweatshirt or pullover hoodie in addition to the uniform. They can be purchased through [laura@putalagoonitpromotions.com](mailto:laura@putalagoonitpromotions.com)  
**Laura Klos (Parishioner) or Land's End.**

- Sweaters must be cardigan. Only long sleeved, navy blue, or grey are allowed.

### Physical Education Uniform

- All students must wear athletic shoes for PE class.
- On PE days, students will wear their school uniforms for PE class.
- Girls may remove their skirts/jumpers with the following guidelines:
  - Girls in Grades K-4 must be wearing either appropriate length shorts or leggings, as described above.
  - Girls in Grades 5-8 must be wearing shorts as described above. Shorts over leggings or tights are permitted. **Leggings or tights alone are not permitted.**

### Identification of Possessions

- All articles of clothing (**especially sweatshirts, coats, and sweaters**), back packs, notebooks, folders, lunch boxes, and other personal items should be clearly marked with the student's name.

## Special School Days

### Casual Uniform Days

Casual Uniform Days are meant to be an opportunity for students to wear nice clothing to school in lieu of the school uniform. Casual Uniform Days clothing is loosely defined as clothing that would be appropriate when dressing up for church, going out for a nice dinner, or attending a nice family event.

Occasionally, the school will offer Casual Uniform Days as an Auction prize, on birthday days or half birthday, or a special school event. The Casual Uniform attire is as follows:

- School-appropriate slacks, modest skirts, dresses, shorts, gym shorts, jeans, t-shirts, or sweatshirts may be worn.
- All other SRA School Uniform guidelines must be followed on Casual Uniform Days.
- No hats and no short-shorts are allowed on Casual Uniform Days
- Leggings can only be worn with a dress, skirt, or long mid-thigh length top.
- All shirts must have sleeves.

- Students must follow school make-up, accessory, shoe, and nail polish rules.
- Student dress must reflect Christian standards of good taste and decency.
- Students with questionable casual uniform attire will be sent to the principal to determine appropriateness. Parents may be called to bring alternate clothing if the student's attire is determined to be inappropriate for school.

### Accessory Days

Accessory days are **NOT** dress-up days. All students can accessorize their uniforms for Halloween, Valentine's Day, St. Patrick's Day, and other special days as approved by the principal. Students must wear the basic uniform and may wear holiday or color-appropriate socks, jewelry, and t-shirts (in place of uniform shirts/with no inappropriate language or designs/messages). Shirts may be worn over jumpers. Students must follow school make-up, accessory, and nail polish rules. Student dress must reflect Christian standards of good taste and decency. Uniform shoes must be worn on accessory days. **Teachers may ask a student to remove ANY accessory that becomes a distraction in the classroom.**

### Student Birthdays

All students will receive a "Birthday Notice" from the school office a few weeks before their birthday, or half birthday, for those with summertime birthdays. This notice will remind students about the way we celebrate Student Birthdays at St. Raphael:

- Birthdays for each month published in *The Guide*
- **Students celebrating a birthday will follow the Causal Uniform guidelines.**
- Have your name announced over the intercom.
- Come to the office for a birthday prize after announcements.

Please note that in the interest of protecting our instructional time and the wellness of all of our children, **students are not allowed to bring birthday treats to share at school.**

### Snow Days

In the event that school is canceled due to inclement weather, TV stations 2 (FOX), 4 (KMOV) and 5 (KSDK) will carry these announcements. A school cancellation message will be sent by Flocknotes email and ALMA voice messaging through the parents' phone listed in the system. Teachers will also be notified of school closings via the *Flocknotes, emails, and text messages.*

Once the school day is in session, the school will not be canceled due to inclement weather unless, in rare cases, the forecasted weather puts students and teachers in harm's way when traveling home. Parents/Guardians may pick up students earlier than the regular dismissal time on inclement weather

days if they wish. Parents/Guardians should report to the school office to sign out students for early dismissal.

The school calendar includes at least three snow days. Please note, however, that if the snow days are not used, the school year is not shortened for students or staff. If more than the available snow days are used, the school calendar may be adjusted to recapture lost instructional time

### **Field Trips**

The teachers arrange individual classes and multiple class field trips. Field trips are of educational and/or cultural value. Participation in a field trip is a privilege, and students can be denied participation if they fail to meet academic or behavioral requirements.

Parents/Guardians will be notified in advance regarding field trips. Signed parental permission slips are required for all field trips. Students who fail to submit the required permission form will not be allowed to participate. Written notes from parents or phone calls to the school office permitting them to attend a field trip will not be accepted as a substitution for the permission form.

### **Transportation for Field Trips**

Whenever possible, our school will use bus transportation by an insured carrier for all field trips. In the event that private passenger vehicles are used, the following rules apply:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for a minimum of \$100,000 per person and \$300,000 per occurrence.
4. Drivers should be an experienced driver and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system. \*
6. Adults are not permitted to smoke in the vehicle.
7. Adults must have completed the "Protecting God's Children" class before driving students on a field trip.

\*Children younger than four years, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but



less than eight years of age and who weigh at least 40 pounds but less than 80 pounds, and are less than four feet nine inches tall must be secured in a child passenger restraint system for a booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by a vehicle safety belt or booster seat appropriate for the child (Missouri SB 872).

## Parent Involvement

### Volunteers

At St. Raphael, we depend upon the generosity of parents who donate their time! There are many ways parents can volunteer their services at school. All volunteers must attend the Protecting God's Children Training before volunteering in the school. Contact the Home & School Coordinator if you are interested in volunteering. Listed below are some suggestions:

- Cafeteria and Yard Duty
- Classroom Parties
- Field Trip Chaperones
- School Picture Day
- Scholastic Book Fair
- Grandparents Day
- Field Day
- Open House

There are many ways for parents to help at school. Watch the monthly school newsletter, *The Guide*, and teacher newsletters for announcements and volunteer opportunities.

## Cafeteria Program

The school cafeteria serves lunch daily beginning the first full day of school. Students may bring their lunch to school if they desire. **Fast food, soda, candy, gum, and beverages in glass containers are not allowed.** Lunch periods are:

### Lunch Period for Preschool:

- Lunch period 11:05 - 11:35 a.m.

### Lunch Period for Grades K-3:

- Lunch period 12:00-12:20 PM
- Lunch Recess 12:20-12:40 PM

### **Lunch Period for Grades 4-8:**

- Lunch period 11:40 – 12:00 PM.
- Lunch Recess 12:00 – 12:20 PM

### **Cost of Lunch**

**Preschool Lunch costs \$3.00 (Milk or Water included)**

**K-8th Lunch cost is \$4.75 (Milk or Water included)**

**Milk without lunch is \$.50.**

**Water is available to everyone.**

### **Cafeteria Rules for Students:**

- Walk at all times.
- Sit in your chair while eating.
- Speak softly to other students at the table.
- Raise your hand to ask a question or to receive help.
- Keep all food in the cafeteria.
- Clean up and throw away all trash.

### **Cafeteria Payments**

Cafeteria payments are due to the school office by the 25<sup>th</sup> of each month. Payment is made for the month ahead.

Lunch menus and order forms are sent home monthly and can be found on the school website.

Lunches are ordered and paid for ahead of time, one month at a time. Instructions for ordering and payment are included on order forms. Failure to keep accounts current will result in loss of participation in the school cafeteria program and withholding of Report Cards.

### **Preschool Lunch-Bunch Program for Half-Day Families**

We offer our half-day preschool families the option to have their child stay an additional hour and eat lunch at school. The cost of the additional hour is \$6.00 each day. Your child can either bring their lunch or purchase a school lunch for \$3.00. The regular monthly lunch form must be completed to purchase school lunches.

Since this is an optional program, students opting to stay for lunch will be picked up at 12:00 PM at

the preschool entrance. The regular half-day pick-up time will remain at 11:00 PM at the front entrance (Door A). Only those students who have completed the monthly form for this program will be allowed to stay the extra hour.

## Health and Safety

### Physical Examinations and Immunizations

Students are required to have a complete physical examination upon entrance to Kindergarten, 3rd Grade, and 6th Grade. All newly enrolled students at any grade level are required to have a complete physical examination if they have not had a physical in the past 12 months. Students must be in compliance with all necessary immunizations for attendance at school.

### Illness

When students are ill, they should be kept home from school. If a student has a diagnosed health concern, the school office and the student's teacher should be notified of the situation by a parent/guardian.

Generally, any student with a temperature of 99/100 degrees or above will be sent home. Students sent home with a temperature should not return to school until the child is **fever-free without medication for at least 24 hours**.

For the well-being of the other students, the faculty, and staff, parents/guardians are required to keep a student home from school if he/she has:

- A fever or has had one during the previous 24-hour period
- Diarrhea
- A yellow or green nasal discharge
- Vomited in the last 24-hour period
- A discharge from the eyes, including swelling and redness

**If your student has symptoms of a communicable disease (e.g., chicken pox, head lice), please notify the school office immediately.**

## COVID-19 POLICIES AND PROCEDURES

Generally, COVID-19 is treated as if the child exhibits flu symptoms. Families must follow the doctor's directive when returning to school and notify the school's nurse/office of the health situation. The students will stay home until they are fever-free for 24 hours without medications and symptoms improve. The school maintains the previous COVID-19 policies and procedures on file and will update the guidelines if necessary.

### Medication

The following information is per the Catholic Education Office's medication policy: Most medications that children require do not need to be given at school. Any medication that is given three times a day should be given at home (morning, after school, and bedtime). **The school will not administer the first dose of any medication.**

If a medication (prescription or over-the-counter) must be given at school, **parents/guardians must follow these requirements:**

1. An emergency authorization form must be on file listing the name of the student's physician and phone numbers.
2. There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed" a plan must be provided by the physician), and diagnosis or reason for the medication. A current prescription label on the container may serve as a physician's order.
3. Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order.
4. Prescription medications should be brought to school **in a container appropriately labeled by the pharmacy**. Non-prescription medications should be in the **original container**. Ideally, the parent will have two containers, one for at home and one for school. For medications that will be given for the entire school year, the child needs a new prescription container each school year.
5. If there is ANY change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. The parent/guardian may not give permission to administer medication differently than the physician's order.
6. Students will not be able to carry medications with them at school.
7. The school has the right to call the physician to clarify a medication order.

**If a student requires Tylenol for headaches or tooth pain, cough syrup for a cough, Advil for abdominal cramping, etc., the school will need a physician's order to administer the medication.**

Emergency First Aid will be given for minor injuries that occur on school grounds. The school office is equipped with adequate first aid supplies to care for injured students. If the injuries are of a serious nature, the parents will be called.

St. Raphael employs a part-time nurse for the school year. The nurse is shared with a neighboring school and will be on call for emergency if they are not in the building. Otherwise, the school secretary/administration/teachers will administer basic first aid for minor injuries. Designated staff members are trained to administer medication when the nurse is out of the building.

### **Emergency Contact Information**

Parents/Guardians are required to complete an Emergency Information Form for each student enrolled in the school. Should an emergency involving a student occur, the Emergency Information Form is the school's guide for contacting a parent/guardian, physician, or close relative/friend. The information on the Emergency Information Form also instructs the school on the procedures the school should follow to provide immediate medical care for your student.

Also, on the Emergency Information Form, parents/guardians are required to provide the school with information regarding allergies (e.g., peanut, insect) and medical information (pre-existing, ongoing, or newly diagnosed) for each of their students. The school will review all information and determine if a medical intervention plan is necessary.

If an accident occurs, the information on the Emergency Information Form will be used to contact the parents/guardians.

**It is the legal responsibility of parents/guardians to ensure that the school has correct and updated information (address, phone numbers, and medical information) on each of their students.** If the school is unable to contact a parent/guardian due to incorrect, inaccurate, or out-of-date emergency information, the incident will be reported to the proper authorities.

## Food Safety

### St. Raphael the Archangel School Food Safety Policy As of July 1, 2017

**St. Raphael the Archangel School, we are committed to providing a safe environment for all students, including those with food allergies. The most important strategy for keeping children with food allergies safe is to ensure that parents, students, teachers, and staff are all educated about how to make the school environment safe for these children.**

**While St. Raphael School will take all reasonable steps to provide a safe environment for students with food allergies, it is ultimately the responsibility of the parent of the child with food allergies to:**

- **Inform the school office and teachers of the child's allergies and proper protocol, and to**
- **Coordinate with the Room Parent regarding snacks provided at classroom parties, and to**
- **Coordinate with the homeroom teacher for all other snack and food issues at school.**

**In addition to educating our school community about this issue, the following policies will be in place for our school:**

#### **Cafeteria**

1. All regular kitchen staff must complete the ServSafe Allergen Online Training Course and Assessment before working in the cafeteria. The school will cover the costs of this training.
2. The Kitchen Supervisor is responsible for training all kitchen helpers who have not received the ServSafe training.
3. The Kitchen Supervisor will meet with parents of children with food allergies at the beginning of the school year and any time the parents request a meeting to offer personal assistance in keeping the children safe while utilizing the cafeteria and lunch services.
4. The Kitchen Supervisor will plan menus and make food purchases with sensitivity to students with food allergies as much as is possible.
5. Every lunch menu shall include this disclaimer: ***PLEASE BE ADVISED THAT FOOD PREPARED HERE MAY CONTAIN THESE INGREDIENTS: MILK, EGGS, WHEAT, SOYBEAN, PEANUTS, TREE NUTS, FISH AND SHELLFISH.***
6. When the Kitchen Supervisor becomes aware of food allergen changes in the food being served, he or she will contact the parents of the children affected by those changes in a timely manner.
7. It is incumbent upon the Kitchen Supervisor to ensure that all food safety policies are followed in his or her absence.
8. A Food Allergen Free table must be provided for students with food allergies by the Cafeteria Supervisor.
9. The Food Allergen Free table must be cleaned with a ServSafe approved cleaning solution, and wiped with clean paper towels, before and after each lunch period by the Cafeteria Supervisor.
10. Students with food allergies may have a friend sit with them at the Food Allergen Free table, as long as reasonable care is taken by the Cafeteria Supervisor to be sure there are no obvious food allergens in the friend's lunch.
11. Sharing of food in the cafeteria is not allowed.

### **Classroom Snacks on a Daily Basis**

1. The school will provide the website where parents can view the most up-to-date list of allergen-free snacks (snacksafely.com). Please note that this website is updated about every six weeks, and the items on the list do change.
2. Parents of all students are asked to send daily snacks from the Safe Snacks list for the classroom.
3. Students may not share snacks.
4. Teachers will encourage frequent hand washing and sanitizing.
5. Teachers will supervise the cleaning of desks after snacks have been consumed daily.

### **Classroom Parties**

1. The school will inform the Head Room Parent of all students with food allergies and dietary restrictions and convey this information to each Room Parent.
2. The Head Room Parent will provide each Room Parent with a website where they can view the most up-to-date list of allergen-free snacks (snacksafely.com). The Head Room Parent will see that Room Parents understand that this list is updated about every six weeks and must be consulted prior to purchasing snacks for each classroom party.
3. Room Parents will choose food treats for classroom parties exclusively from the most current Safe Snacks list.
5. No other party treats will be allowed in the classroom.

### **School Events with Food**

1. Whenever possible, food for school events should be allergen-free from the current Safe Snacks list.
2. If it is not possible to provide allergen-free food for a large school event, the school is responsible for notifying parents of children with food allergies ahead of time so that they may make an informed decision about how to handle food on that day, e.g., the lunch on Field Day.

### **Field Trips**

1. When students bring their own lunches on a field trip, parents of children with food allergies are responsible for their lunches as usual.
2. No eating is allowed on the bus.
3. Teachers may bring safe classroom snacks along on field trips.
4. Teachers are responsible for ensuring that students with food allergies eat in a safe place on the field trip.
5. Teachers carry Epi-Pens and Inhalers for all students who need them on field trips.
6. When purchasing food on a field trip, the teacher is responsible for providing parents with food allergen information ahead of time so that they may make an informed decision about the purchase of food for their child.
7. When planning a stop for a treat, the teacher is responsible for providing food allergen information to parents ahead of time, so that parents may make an informed decision about the purchase of the treat for their child.

### **Training**

1. All teachers will be trained on using Epi-Pens at the beginning of each school year.
2. All teachers will be updated at the beginning of each year on students with food allergies in their classes and safe food practices in the classroom.

**Other**

1. Teachers and Staff will not give food treats of any kind to students.
2. Clearly visible signs must be posted anytime food is being served at parish or school events (e.g., School Lunch, Donut Sunday, Concession Stand, Parish Picnic, Watermelon Festival) stating that Food Allergens may be present in the food being served. The signs must state the following



**Safety Patrol**

Students in Grades 7 - 8 are trained as Safety Patrol members using the guidelines set forth by the Automobile Association of America (AAA). Safety Patrol members are on duty each day from 7:30 a.m. to 7:45 a.m. and from 3:10 p.m. to 3:20 p.m. Students and parents/guardians must obey and respect the Safety Patrol members in all directives.

**Safety Drills**

Fire drills are conducted periodically throughout the school year. The school's Fire Drill procedure is in accord with the requirements set forth by the St. Louis City Fire Department to ensure a safe and orderly evacuation of the school building. Tornado, Lockdown Drills, Earthquake Drills, and Intruder/Active Shooter Drills are conducted periodically throughout the school year



## Electronics – Internet - Phone Usage

### Classroom Interruptions- Phone Usage

Classes are not to be disturbed at any time during the school day. Students are **only allowed** to call parents during the school day for emergencies **from a school phone** with the permission of a teacher or the school secretary. **Use of personal cell phones (texting or calling) is not allowed during the school day.** Forgetting homework or lunch is not considered an emergency. If parents/guardians wish to drop off items for students during the school day, please come to the school office.

### Electronics and Cell Phone Usage by Students

Students are not allowed to carry cell phones with them during the school day. Cell phones must be turned off and placed in a secure area provided by the teacher. St. Raphael is not liable for the loss or theft of personal cell phones. Personal electronics, other than cell phones, are not allowed at school.

**Smartwatches (e.g., Apple Watches or Galaxy Watches) that have similar capabilities to smartphones to make or receive calls, text, or access apps are not allowed to be worn during the school day. They must remain turned off and in their locker during the school day. Activity trackers, which primarily keep time and track steps/activity without messaging, are allowed. The administration will make the final determination if a device should be categorized as a smartwatch or an activity tracker.**

**Only wired earphones will be allowed. Air buds or any Bluetooth device are not allowed.**

### School Computers and the Internet

Providing School Computers and the Internet promotes educational excellence by facilitating resource sharing, innovation, and communication. Access to telecommunications enables students and teachers to explore thousands of libraries, databases, and educational websites.

Telecommunications, electronic information sources, and networked services can significantly alter the information landscapes for schools by opening classrooms to a broader array of resources.

School Computers and the Internet are provided for students and teachers to conduct research and enhance learning. St. Raphael the Archangel School will make every effort to protect students from any misuse or abuse during their experience with the Internet.

Access to network services will be provided only to students and teachers who agree to act in a considerate and responsible manner. In addition, students and teachers are expected to use good judgment in all their activities and to provide a positive image of St. Raphael the Archangel School to others who participate in networked communication forms. **Students will not be able to access email, instant messaging, or social network sites, nor will they be able to participate in or enter chat rooms.**

Students and teachers are responsible for good behavior on school computer networks just as they

are in the classroom. School rules for behavior and communication apply. To ensure a beneficial and quality experience for all, students and teachers are required to adhere to the following for acceptable use:

- Respect for the values and individuality of other students and teachers as well as for the rest of the network community.
- Respect for others by using appropriate language.
- Respect for others' privacy; this includes passwords, folders, work, and files.
- Respect for the property of others, such as computers, computer systems, computer networks, and copyrights.
- Respect for the time and resources available by not wasting them.

Using School Computers and the Internet is a privilege, not a right, and inappropriate use of any kind will result in disciplinary action.

Students, parents, and teachers must sign an annual Acceptable Use Policy (AUP). This form must be completed prior to any School Computer use. Student and teacher use of the school computers and the Internet at St. Raphael the Archangel School is permitted only for those with a signed Acceptable Use Policy on file.

### **Acceptable Use Contract**

I realize that the use of the School Computers and the Internet at St. Raphael the Archangel School is a privilege, not a right. I understand that inappropriate behavior will lead to disciplinary action and the denial of this privilege. I understand that the usage of the School Computers and Internet at St. Raphael the Archangel School is educational, and I agree to the following:

- I will use the Internet access for educational purposes only.
- I will use respectful, appropriate language at all times.
- In written and oral reports, I will give credit to all programs, books, articles, and data obtained from the Internet.
- I will respect the rights of copyright owners and will not reproduce any work protected by copyright.
- I will not try to gain unauthorized access to any other system.
- I will never give out my/or another student's personal information to anyone over the Internet.

- I will promptly report any messages or sites visited that are inappropriate or make me uncomfortable.
- I will not attempt to bypass or shut off the security measures on the computers or the school network.

I have carefully read and agree to follow the St. Raphael the Archangel School Internet Use Contract. I understand the consequences that may result if this agreement is violated.

## Chromebooks

Chromebooks, their warranties, and all Google accounts are the property of the school. St. Raphael is a One-to-One school in which each student is assigned a labeled Chromebook for student use during the school day. Students are not allowed to take their Chromebooks home, so families need to provide a device for them in the home setting. Students must refrain from careless actions such as dropping on the floor, eating food while in use, and forceful treatment during the day. When damage does occur to a student's Chromebook, students are to turn it into the office for evaluation. If the Chromebook is unable to be repaired by the school, it will be sent back to the provider for repairs. **The cost incurred by the repair will be split 50/50 between the parents and the school.**

## Prohibit the Use of AI (Artificial Intelligence)

### Use of AI (Artificial Intelligence) and Digital Tools

With the daily advances in technology occurring in the world and the school environment, St. Raphael the Archangel desires to help our students and faculty understand and utilize those advancements in the best manner possible. St. Raphael the Archangel reserves the right to evaluate the use of any type of AI tools by students and change the definitions of acceptable/appropriate and unacceptable/inappropriate use of AI tools as they evolve.

### Acceptable/Appropriate Use of AI and Digital Tools

Some AI tools may provide students an opportunity to research or understand topics or subject material related to their daily learning and lessons. AI tools should be limited to supplemental or expanded understanding of lessons and material and preferably utilized outside of school hours and off campus. AI tools may be used similarly to search engines (e.g., Google, Bing, etc.), which may function in our daily use of the internet and the World Wide Web to find websites and potentially acceptable sources to better understand daily lessons or expand knowledge.

### Unacceptable/Inappropriate Use of AI and Digital Tools

AI tools may not be utilized to directly answer, solve, complete (partial or whole), create, write, be used as a source, or cheat on any school assignments, homework, or exams. This applies to on-campus or off-campus use and during or after school hours. St. Raphael the Archangel reserves the right to evaluate any work, assignments, or exams for unacceptable use of AI. If a student is found to be utilizing AI tools in an unacceptable manner, consequences could include suspension or withdrawal for cause.

### **Questions Related to AI and Digital Tools**

We want our students to utilize the most recent technology and tools responsibly and meaningfully. If a student or parent has questions about their use of AI or digital tools, please forward them to their teacher prior to turning in any assignments or homework.

### **Communication**

Teachers communicate with parents through formal and informal conferences, report cards, written notes and letters, phone calls, emails, learning platforms, ALMA, and Flock Notes.

Parents/Guardians wishing to communicate with the principal or a teacher may call the school office on school days between 7:30 a.m. and 3:30 p.m. and request a return call. The principal or teacher will return the call within one school day and arrange for an appointment if necessary. Once the appointment is scheduled, parents/guardians need to notify the school if they will be late or if the appointment needs to be rescheduled. The principal and teachers may also be contacted by written note or by email. Parents/Guardians can expect a response within one school day.

### **Use of Electronic Communications Devices and Applications**

St. Raphael the Archangel School provides faculty and staff members with a school email account and website accessibility. All electronic and digital communication between faculty and staff and parents/guardians must occur through these applications. School personnel may not use personal websites, blogs, personal email, social networking sites, text messaging, and the like to communicate with parents/guardians. Parents/guardians are encouraged to report to the principal any electronic or digital communications from faculty and staff that violate this directive.

### **Use of Student Photographs by the School and the Media**

Photographs of students will not be used in marketing materials or by the media without the permission of the parent/guardian. A Permission Form for Students Involved in Media/Marketing Materials is given to all families at the beginning of each school year. A copy of the signed form is kept on file in the school office.

### **Phone and Email**

Phone and Email contact information is available to all teachers, administration, and parents on ALMA, the school website, and the SRA Buzz Book published at the beginning of each school year. Please use good judgment when using this contact information. These contacts should be used only for school business.

## Visiting the School

The school building is locked at all times. Parents/Guardians and visitors must ring the bell located by the main doors and identify themselves to enter the school building. All parents/guardians, volunteers, and **visitors must report directly to the school office** when entering the school building. All parents/guardians, volunteers, and visitors are required to sign in and may be asked to wear a Visitor Badge while in the school building and return their badges when leaving the school

## Grievance Procedure

When problems or concerns arise, parents/ guardians should first contact the teacher involved to discuss the matter. Situations are usually settled through sincere, open dialogue. Parents/Guardians may leave phone messages for teachers between 7:30 a.m. and 3:30 p.m.

When it is difficult to reach an agreement after attempting to discuss the problem or concern with those involved, the principal should be approached for assistance.

## Instruction & Curriculum

### Textbooks

The school purchases books and textbooks for student use. Every effort should be made to protect the books:

- All textbooks must be covered at all times.
- Students must carry a book bag to and from school for the protection of textbooks.
- If a book is lost or damaged, parents/guardians will pay to replace the book.

### Homework Policy

Homework assignments are an integral part of the student's learning experience. Homework allows students extra practice, reinforcement, enrichment, and helps to foster the habit of independent study. Students should be provided with an appropriate atmosphere while doing homework.

All students in grades K - 8 are assigned homework. This includes written assignments, studying, reading, and working on projects over a span of several days. Parents/Guardians should verify with their students on a daily basis that homework has been completed as assigned. Students in Grades 1-8 are expected to use the assignment book provided by the school. Assignments can be also posted through Google Classroom, Remind, or Seesaw.

It is necessary that all homework and classroom assignments be completed on time so that students are prepared for the next learning steps in class. Please note that routine homework is generally

considered to be formative, and grades are not taken as such. However, if a student continuously fails to complete routine homework assignments, this will be reflected in his or her mastery of the learning goals and/or work habits grade.

A realistic age-appropriate guideline for homework time allotment is 10 minutes per grade level. (Ex. 1st Grade—10 minutes, 4th Grade- 40 minutes, 8th Grade- 80 minutes) This is only a guideline. However, parents are encouraged to notify the teacher if their child consistently works beyond the suggested time allotment or consistently has little homework. The goal is to challenge our students without causing undue stress.

### **Homework in Grades K- 3**

Homework in the primary grades should not exceed 10-30 minutes per night. At the beginning of the school year, each classroom teacher will communicate procedures for assigning and completing homework. Reading time is in addition to assigned homework.

### **Homework in Grades 4- 8**

All assignments are expected to be done neatly. Assignments must be turned in on the date and during the class period in which they are due. It is important to understand that the time allotment may be divided between multiple subjects or an assignment may be divided over multiple days.

Grades 4 & 5 estimated homework time 40-50 minutes a night.

Grades 6, 7 & 8 estimated homework time 60-80 minutes a night.

### **Homework and Absences**

It is strongly encouraged that students attend school every day, but there are times when a student cannot be at school due to illness, doctor appointments, or travel. Whatever the reason, it is the parent's responsibility to notify the school office and the individual teachers by phone or email about the absence and the reason. The school should not hear about the absence from the students only.

**Extended Weekend Absences--Students leaving school for an extended weekend, Fri.- Sun. or Sat.- Mon., need to request assignments and bring home books/supplies needed to complete assignments before they leave for the weekend to be completed while away. Assignments are due upon return.**

**Extended Out-of-Town Absences – The school encourages families to refrain from planning extended out-of-town trips during the school year. Still, when those occasions happen, the parents are expected to notify the school and teachers ahead of time of the event. It is the student's responsibility to request and complete make-up work in accordance with teacher requirements.**

**Teachers are not required to compile homework ahead of time for students going out of town for longer than an extended weekend. Still, they may choose to assign partial assignments with**

**the completion of all assignments due two days after their return. Teachers will post assignments on Google Classroom.**

## Student Evaluation

### Standards-Based Grading

Standards-based grading (SBG) communicates how students perform on a set of clearly defined learning goals called standards. The purpose of SBG is to identify what a student knows or is able to do in relation to those learning goals—as opposed to simply averaging grades/scores over the course of the grading period, which can mask what a student has learned or not learned.

Students at SRA receive grading feedback on every Learning Goal in the curriculum, not just a single grade for each subject area. This specific feedback allows teachers, students, and parents to get a clear picture of each student’s areas of mastery and areas needing more attention.

Students are learning all the time during every class. Teachers assess student learning all the time during every class and take informal information all day long about what students are learning and where they are struggling. This information is referred to as “**Formative Assessment.**” Formative assessment information is used in the classroom and is often recorded in the grade book. Formative Assessment information guides the student and teacher in their instruction and learning. Formative Assessment examples include routine practice homework, class discussions, small group work, performance on classroom assignments, and impromptu quizzes.

At some point in the teaching and learning process, it is time to determine exactly what each student has learned and to assign a mark or a grade to that learning. These grades are called “**Summative Assessments**” and are all reported in the online gradebook on ALMA within one week of the Summative Assessment being given. **The purpose of summative grades is to determine the level of student learning at that particular time.** We want to know what a student has learned at the end of a learning period, not how much he or she struggled to get there. So, in Standards-Based Grading, when you see a Summative grade, it is the grade that best describes the **student’s level of learning at that time.**

On the quarterly Report Cards, there is an overall **Achievement Grade** for every single subject, as well as Summative Grades for different areas of the curriculum in each subject area. Report Card grades are determined by teachers looking at the students' patterns of learning over the quarter, re-testing when necessary, considering both Formative and Summative Assessments, and determining the student's **level of learning at that time** for the subject area.

Since student behaviors at school do not necessarily reflect a student’s level of learning in academic subject areas, **Effort**, and **Conduct** are reported separately from academic achievement. Again, this

will give parents, students, and teachers important information about these critical life skills, class by class.

### Grading Scale-Upper Grade Scale

<b>Grade</b>	<b>Description</b>	<b>Definition</b>
<b>4</b>	<b>Exceeds Grade Level</b>	Student demonstrates performance beyond grade level expectations on a consistent and independent basis.
<b>3 +</b>	<b>Proficient +</b>	Student consistently and independently demonstrates mastery of grade level material, and sometimes demonstrates performance beyond grade level expectations.
<b>3</b>	<b>Proficient</b>	Student consistently and independently demonstrates mastery of grade level material.
<b>3 --</b>	<b>Proficient --</b>	Student often demonstrates mastery of grade level material independently, but not yet consistently.
<b>2 +</b>	<b>Progressing +</b>	Student sometimes demonstrates independent mastery of grade level work, but still requires some teacher assistance and support.
<b>2</b>	<b>Progressing</b>	Progressing toward the standard. Producing the required grade level work with teacher direction and assistance.
<b>2 --</b>	<b>Progressing --</b>	Student can meet grade level expectations with extensive teacher assistance and support.
<b>1</b>	<b>Beginning</b>	Student's performance is beginning to develop on grade level material, but not yet able to produce grade level work.
<b>0</b>	<b>No Evidence</b>	No evidence of learning
<b>NA</b>	<b>Not Assessed</b>	Not Assessed
<b>T</b>	<b>Taught but not graded</b>	Taught but not graded
<b>I</b>	<b>Incomplete</b>	Work is incomplete

### Grading Scale-Early Childhood Scale

<b>Grade</b>	<b>Description</b>	<b>Definition</b>
<b>4</b>	<b>Exceeds Grade Level</b>	Student demonstrates performance beyond grade level expectations on a consistent and independent basis.
<b>3</b>	<b>Proficient</b>	Student consistently and independently demonstrates mastery of grade level material.
<b>2</b>	<b>Progressing</b>	Progressing toward the standard. Producing the required grade level work with teacher direction and assistance.
<b>1</b>	<b>Beginning</b>	Student's performance is beginning to develop on grade level material, but not yet able to produce grade level work.
<b>0</b>	<b>No Evidence</b>	No evidence of learning



<b>NA</b>	<b>Not Assessed</b>	Not Assessed
<b>T</b>	<b>Taught but not graded</b>	Taught but not graded
<b>I</b>	<b>Incomplete</b>	Work is incomplete

*Please note that we are focused on student learning, not on competing for grades. Our goal is for ALL students to achieve proficient or higher mastery of the curriculum.*

### Online Grades

Parents may view students' Formative and Summative Assessment Grades online at ALMA for grades K-8. Parents are encouraged to talk directly with their students and teachers if they have any questions or concerns about academic progress.

### Report Cards

Report cards are created on ALMA four times per year at the end of each Quarter. Parents can view report cards through ALMA. Paper copies are not sent to parents.

### Parent-Teacher Conferences

First-quarter parent-teacher Conferences are held after the release of the First-Quarter report card. They are mandatory for all parents/guardians.

Parent-teacher conferences are also held throughout the school year at the request of either the parent/guardian or the teacher. Parents/Guardians are required to attend conferences requested by the teacher, the principal, or the school counselor.

### Promotion and Retention

Students are advanced in grades based upon satisfactory completion of the required academic work for the preceding level.

Students are retained if they have not satisfactorily completed the required academic work for the preceding grade level. This decision, made after thorough consultation between home and school, is based on academic readiness, social and/or emotional readiness, and other pertinent circumstances.

### Standardized Testing

Standardized testing for an elementary school student in the Archdiocese of St. Louis consists of the following:

- The Missouri Kindergarten Inventory of Development Skills Test (KIDS), along with various readiness assessments, are administered to children who are applying for kindergarten prior to acceptance.
- Standardized testing, which is done Archdiocesan-wide, is administered in late September to Grades 8th. The Iowa Assessment and Cognitive Ability Test (CoGat) is administered to this

grade. The Archdiocese of St. Louis requires this assessment for 8<sup>th</sup> graders. Results are made available to parents/guardians at the First Quarter Parent Teacher Conferences.

- After successfully piloting the NWEA Assessment (Northwest Evaluation Assessment) in grades 2, 3 & 5 in 2022-2023 and grades K-7 last year, we will now assess the entire student body to this assessment. The NWEA Assessment will be administered to grades 1-8 three times a year, in August, January, and May. The results are available to parents/guardians at the end of the school year. The NWEA Assessment measures both achievement and growth in learning each year. More information about this assessment will be presented at parent meetings.
- Other Benchmark Assessments in reading and math are administered throughout the school year across grade levels. A benchmark assessment is a form of ongoing evaluation of student progress.

### Cumulative Records

The school maintains a cumulative academic and health record for each student. Parents/Guardians have the right to inspect and review their student's official active file by making an appointment with the principal.

In the event that parents are separated, divorced, or divorced with joint custody of the student or divorced with the non-custodial parent having visitation rights, both parents are entitled to access their student's records and information regarding their student's education, medical treatment, and general welfare. A non-custodial parent without visitation rights is not entitled to access his or her child's records/information.

Student records will not be released to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian or the former student if the student is eighteen years or older. **Records are not released to parents/guardians or students but are transferred directly from the school to the institution designated to receive them.**

School personnel's right to access students' records is limited to those who have a legitimate purpose for the information the record contains. The person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

Student discipline information is not part of the student's cumulative or permanent record file and, as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian. This applies to both written and/or oral information.

## School Discipline Policy

Discipline in Catholic schools is an aspect of moral guidance and refers to reasonable controls that promote the individual student's development and self-discipline. It sets the foundation for a Christian environment in which the rights and responsibilities of the faculty, staff, and students are recognized and observed. The rules governing St. Raphael the Archangel School are based on creating a Christian atmosphere for the education, safety, and faith-community enrichment of all faculty, staff, and students.

The teacher is responsible for creating a classroom environment that nurtures academic performance and self-esteem. Teachers and students work together to create a climate that inspires excitement for life and learning. Teachers and students work to develop mutual respect for each other. Teachers engender a sense of responsibility in their students that enables them to act effectively in life and to be happy contributing members of the Christian community.

Parents work in conjunction with the school to promote a sense of self-discipline in our students. In the event further encouragement in self-discipline is needed, procedures will be used to guide the student towards accepting responsibility for his/her behavior and towards meeting reasonable goals that teachers and parents set.

In the spirit of thoughtfulness and Christian love, we keep the following code of conduct during the school day:

The students will:

- follow all classroom rules and regulations.
- attend all classes regularly and punctually.
- be prepared for all classes with proper materials and supplies.
- cooperate with teachers and students in class activities.
- maintain a quiet and orderly atmosphere in the classrooms, hallways, cafeteria, and restrooms.
- speak with respect toward everyone.
- settle disagreements in a reasonable manner.
- Respect all adults who are part of the school program.
- use proper manners at all times, and come to school well-groomed, neat, and clean.
- Refrain from chewing gum during the school day.

## Restorative Discipline and Consequences

The administration and faculty implement the practice of **Restorative Discipline** for minor offenses. Through **Restorative Discipline**, the administrator and faculty facilitate a 5-step apology by:

1. Both students are given due process to explain their side of the offense.
2. Acknowledgment that harm has occurred between students
3. The student causing harm states a sincere apology
4. The student harmed accepts an apology
5. The student causing the harm offers an act of kindness to help heal the harm.

**Consequences** may be needed for more serious offenses during the school day.

In early childhood, in grades PreK-3, most behavior teaching takes place in the classroom, with supportive communication between the teacher and the parent.

In the Upper School, Grades 4-8, appropriate behavior is taught, and supportive communication between teachers and parents continues. In addition, students are held actively accountable for their behavior choices through the SRA Demerit System.

Demerit cards will be assigned to every student in Grades 4-8 each Quarter. When students make inappropriate behavior choices, demerits will be recorded on the demerit card.

Teachers may record up to three (3) demerits at a time, based on the seriousness of the behavior:

- **One Demerit: Minor infraction of school rules**
  - (ex., Missing homework, talking in class)
- **Two Demerits: Moderate infraction of school rules**
  - (ex. Repeated missing work, talking in class)
- **Three Demerits: Major infraction of school rules**
  - (ex. Acts of disrespect, phone out during school)
- **Automatic Detention:**
  - (ex., cheating, lying, inappropriate language, major acts of disrespect, phone usage)

After a total of four (4) Demerits in a Quarter, the student will serve a Detention. Students have ten (10) school days in which to serve their Wednesday after-school detention from 3:15 – 4:15 p.m.

Detentions are supervised by teachers in Grades 4-8 on a rotating basis. Based on teacher discretion, students in Detention may be asked to sit in silence and/or complete service tasks in the school building.

After a student has served three (3) Detentions, a mandatory meeting between the principal, teachers, parents, and student will be held to resolve the student's failure to follow the school's general rules.

## **Inappropriate, Abusive, Profane, Racial Language, and/or Sexual Harassment**

Creating an emotionally safe learning environment for our students within the classroom or playground is important to the St. Raphael the Archangel learning community. The administration and faculty take the use of inappropriate, abusive, profane, racial language and/or sexual harassment seriously by students, and it will not be tolerated at St. Raphael. Consequences for these offenses consist of automatic detention, contacting parents and Pastor, suspension, and possible withdrawal for cause for repeated offenses.

## **St. Raphael the Archangel and Archdiocesan Guidelines on Serious Offenses**

### **Suspension**

A student who seriously offends in discipline, respect, behavior, and cooperation or who continually provokes minor disturbances is liable to be suspended.

Suspension is the removal of a student from all classes for a specified period of time, either in school or at home.

During the suspension, the student will spend one to three days in the school office with school work or at home under the supervision of the parents/guardians. The student will complete the classroom work assigned during the suspension. The student will not participate in any school-sponsored activities during the suspension.

The decision to use suspension as a disciplinary action is made by the principal. Notice of suspension will be orally conveyed to the parents/guardians. The parents/guardians will be informed of the following:

- Clear reasons for suspension
- Length of time of suspension
- Process for and conditions of the student's return to school
- Listing of required assignments that the student must complete during the suspension period.

Required tests will be completed upon the student's return to school.

The parents/guardians will receive a written statement outlining the reasons for the suspension, the length of the suspension, the process for and conditions of the student's return to school, and the

procedure for the student making up school assignments.

### **Probation**

Probation is the continued enrollment of a student but with specified conditions. The decision to use probation as a disciplinary action is made by the Principal in consultation with the Pastor.

### **Withdrawal for Cause**

Withdrawal for Cause is the permanent end of enrollment of a student from a school. Withdrawal for Cause of a student is a very serious matter, and this measure is evoked only as a last resort.

The fact that a student presents a serious problem is not in itself a sufficient reason for Withdrawal for Cause. The Principal will use every means available to discover the cause of the problem and exhaust all appropriate remedies within the school. The parents/guardians of the student will be called for a conference with the Principal in the hope that a solution to the problem will be found, which will forestall the necessity of Withdrawal for Cause. In cases where outside assistance seems necessary, recommendations of agencies available to the family will be given.

If Withdrawal for Cause seems to be the only solution, the following steps will be followed:

- The student will be placed on indefinite suspension and the parent/guardian and student will be notified that Withdrawal for Cause is being considered.
- The Principal will consult with staff members, students, and others to obtain information about the student's behavior leading to consideration of Withdrawal for Cause.
- The Principal will consult with the Director of Elementary Education at the Catholic Education Office.
- The Principal will inform the Pastor.
- A conference with the parents/guardians, Pastor, and Principal is arranged to discuss the matter. The student will attend the conference if deemed appropriate.
- The decision to withdraw the student will be made by the Pastor and communicated to the parents/guardians orally and in writing.

Offenses that can lead to Suspension and/or Withdrawal for Cause include, but are not limited to, the following:

- Continuous disregard or defiance of authority
- Habitual violation of school regulations and policies
- Fighting
- Defacing or destroying school/parish property.
- Unauthorized leaving of school premises during school hours\*
- Posing a threat to the welfare of the faculty, staff, and students

- Serious violations of the St. Raphael the Archangel Discipline Policy
- Serious violations of the St. Raphael the Archangel Violence Policy
- Serious acts of harassment
- Inappropriate conduct of a sexual nature
- Inappropriate electronic conduct
- Immoral behavior and/or possession of pornographic materials
- Possession or use of any object which can reasonably be considered a weapon or dangerous instrument (firearms, knife, razor, club, chain)\*\*
- Possession of, use of, and/ or distribution of cigarettes, tobacco, alcohol, drugs and other controlled substances \*\*\*
- Possession of gang paraphernalia and/or use of gang signatures
- Possession of or being under the influence of alcohol.
- Involvement in gangs and/ or gang related activities.
- Engaging in behavior that is contrary to Church teachings

\*A child leaving the school premises during school hours is considered truant. The truancy will be reported to the proper authorities.

\*\*In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Raphael the Archangel School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

\*\*\*The use and abuse of alcohol and other drugs pose a threat to the health of young people and create an obstacle to their potential as Christian persons. In addition, under present federal and state laws, the possession of and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs, is illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions is not permitted. Students violating this policy will be subject to Suspension and/or Withdrawal for Cause. In addition, civil authorities may become involved.

Anything against the law in the community is also illegal at school and will be treated through the juvenile court system. Offenders will be Withdrawn for Cause.

### **Archdiocesan Guidelines on Violence Policy**

Catholic schools provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, any form of violence

will not be tolerated at St. Raphael the Archangel School.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/ or harm persons. The possession or use of firearms, other weapons, or explosive devices is unlawful and strictly prohibited on school property.

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action, depending on the severity of the incident.

In the event a threat of violence is made by a student, the following steps will be taken:

- The child will be immediately removed from any contact with the school community. The child will be detained in the School Office under the supervision of the Principal or designated teacher in charge.
- The Elementary Director of Schools at the Catholic Education Office and the Pastor will be contacted.
- The parents/guardians of the child will be contacted and informed of the situation. The parents/guardians will be requested to report to the school immediately to remove their child from the school premises. The parents/guardians will be informed that the police will be notified of the incident. In the event, the parents/guardians do not comply with the request to come and get their child, or if the parents/guardians cannot be contacted, both the Police Department and the Division of Family Services will be contacted to remove the child from the school premises.

The Police Department will be informed of the threat of violence. The Principal, Pastor, and faculty will cooperate fully with any investigation the police may conduct and follow the recommendations of the police. Such recommendations may include, but not be limited to:

- The school filing a police report.
- The school filing formal charges.
- The arrest and detention of the student.

The individual who may have been the target of the violent threat (e.g. a child and their parents, a faculty member, a staff member, etc.) will be informed of the threat and the actions taken to deal with the threat. Counseling or other needed support will be provided to assist the individual(s) in coping with the threat.



The school community will be informed of the threatened violence if necessary. The decision to inform the community will be a consensus decision of the Principal, the Pastor, and appropriate Archdiocesan officials.

A child who threatens violence must remain off school premises until a mental health professional certifies in writing that the child is not a threat to himself/herself and to others. St. Raphael the Archangel School reserves the right to request a "second opinion" evaluation/assessment by a mental health professional with which the school is affiliated (i.e., Catholic Family Services Counseling, West County Psychological). Such information will be shared with and reviewed by the Principal, the Pastor, the Director of Elementary Education, and other appropriate Archdiocesan officials.

The decision as to whether the child is reinstated as a student at St. Raphael the Archangel School will be made by the Pastor in consultation with the Principal and other parties involved with the situation.

For the health and safety of all members of our school community, St. Raphael the Archangel School reserves the right to expel children who threaten violence at our school.

### **Archdiocesan Guidelines on Harassment**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools' forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner, and to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and expulsion, will be taken.

### **Archdiocesan Guidelines on Internet and Electronic Communications Conduct**

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize that safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the Principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including Withdrawal for Cause.

### **Archdiocesan Guidelines on Search and Seizure**

School officials with sufficient reasons to do so may search a student's locker, cubby, or desk. School lockers, cubbies, and desks are school property provided to students for use and are subject to search for proper reason. Arbitrary, random, or mass searches of lockers could be considered unreasonable, could constitute a violation of student's rights, and should not be undertaken by school officials.

A student's jacket, purse, backpack, and the like are personal property, and as such, school officials do not have the right to conduct a search of these items. With good reasons, school officials could request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based upon that refusal.

### **Archdiocesan Safe Environment Policy**

The Archdiocese of St. Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody and control or from persons who are agents or employees of the Archdiocese of St. Louis. All employees, volunteers, religious, priests and deacons working in the schools, parishes and agencies of the Archdiocese of St. Louis are required to support this Policy and to comply with the Procedures developed to implement the Policy.

Requirements of the Safe Environment Program:

All Employees and Volunteers who have contact with minors on a regular basis\* must:

- Attend a Protecting God's Children Workshop.
- Complete a criminal record check from the Family Care Safety Registry or another entity.
- Commit to the Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors in the Archdiocese.

\*A person would be considered to have contact with minors on a regular basis if he/she would be in a position in which there would be a likelihood that he/she would be working with or near minors three or more times a year, would be participating in an overnight program with minors, or would be on a list of persons eligible to be working with minors.

All children in archdiocesan educational programs are encouraged to participate in a "Safe Touch" program. Safe Touch programs are educational programs that teach children how to protect themselves from being sexually abused. Age-appropriate programs are being implemented throughout the archdiocese. Parents are notified prior to the start of "Safe Touch" programs.

## Catholic High School Application Process

### Process and Timeline:

- Catholic High Schools in the Archdiocese of St. Louis host "High School Nights" at various locations throughout the area during September and October each year. Students and parents/guardians are invited to attend to learn more about Catholic High Schools and what they have to offer. Schedules for High School Nights are distributed to the students in early September.
- Most Catholic High Schools will conduct an Open House on the first Sunday in November. Tours will be given, and personnel will be available to answer questions (schedule posted at [www.archstl.org](http://www.archstl.org)).
- Eighth-grade students and their parents/guardians are highly encouraged to arrange visit days ("shadow days") with the individual high schools. These visits occur on school days during regular class time and will be counted as an excused absence.
- Eighth-grade students apply to Catholic High Schools in mid-November.  
  
Online applications and instructions are sent home to each student.
- Between late November and January, the school supplies the designated high school with a copy of the student applicant's cumulative record and current report card. **No letters of recommendation are written by the Principal, faculty, or staff.**
- Students and parents/guardians are informed of acceptance/non-acceptance in early February.

Parents/guardians who wish to have their student apply to a public district or an independent school for high school placement must personally contact those schools for their application process, procedures, and timelines.

### Forms

The following school forms can be found on the school website [www.straphaelarchangel.org](http://www.straphaelarchangel.org):

- Parent Permission Form for Field Trip Participation

- Media Authorization Form
- Parent Consent for Medication Administration for their Child
- Emergency Medication Action Plan
- Student Asthma Action Card



# St. Raphael the Archangel School Year-At-A-Glance Calendar 2024-2025



## AUGUST

- 5 PK Back-to-school 6pm @ Francis Park
- 5-9 Faculty Meeting Week
- 7 Faculty Retreat Day
- 8 Kindergarten Back-to-school 6pm @ Wilmore Park
- 11 Back to School Open House 10-11am
- 12 First Day of School PK-8 – Noon Dismissal-  
No Aftercare**
- 13 First Full Day of School
- 13 Home & School 6:30PM
- 15 No School - Assumption**
- 17 Watermelon Festival
- 19 School Board 7pm
- 21 Palmer Music Student Presentation 2pm
- 22 Back to School Curriculum Night 6:30PM
- 27 8<sup>th</sup> Grade Parent Meeting 6:30pm in Cafe
- 28 Palmer Music Parent Presentation 6:30pm in Cafe
- 30 Noon Dismissal-SIP Work Day-No Aftercare**
- TBD NWEA



## SEPTEMBER

- 2 Labor Day, No School**
- 4 History Day Parent Meeting 6:30pm
- 10 Home & School 6:30PM
- 13 Parish Picnic - No School - PD for Teachers**
- 14 Parish Picnic**
- 16 Iowa Testing Week 8<sup>th</sup> Grade only
- 16 School Board 7pm
- 24 Uniform Picture Day
- 26 Blood Drive 1-7pm
- 27 SRA Feast Day Celebrated
- 27 PK Parent Party 6:30pm
- 29 Feast of the Archangels

## OCTOBER

- 3 Blessing of Pets 2:45pm on playground
- 4 Noon Dismissal-SIP Work Day**
- 8 Home & School 6:30PM
- 9 Picture Retake Day
- 14 End of 1<sup>st</sup> Quarter
- 16 First Reconciliation Parent Meeting 6:30pm
- 21 School Board 7pm
- 24 Noon Dismissal-Parent Teacher Conferences**
- 25 Fall Break – No School**
- 28 Red Ribbon Week
- 31 Halloween - Parties 2PM



## NOVEMBER

- 1 All Saints Day –No School**
- 8 Noon Dismissal-Faculty PD**
- 9 Trivia Night
- 11 Veteran's Day Mass – 5<sup>th</sup> Grade Planning
- 12 Home & School 6:30PM
- 18 School Board 7PM
- 27-29 Thanksgiving Break - No School**



## DECEMBER

- 4 2<sup>nd</sup> Grade First Reconciliation 6:30pm
- 6 Noon Dismissal – SIP Work Day**
- 8 Feast of the Immaculate Conception
- 9 Confessions Grades 5-8
- 10 Confessions Grades 3-4
- 12 Christmas Program
- 16 School Board 7PM
- 20 End of 2<sup>nd</sup> Quarter – Christmas parties 11am
- Noon Dismissal- Christmas Break Begins at 12:00pm**



# St. Raphael the Archangel School Year-At-A-Glance Calendar 2024-2025



## JANUARY

- 6 School Resumes PK - 8
- 14 Home & School 6:30PM
- 15 Report Cards Open
- 17 **Noon Dismissal – SIP Work Day**
- 20 **MLK Day - No School**
- 20 School Board 7PM
- 26 Catholic Schools Week Open House Sunday
- 26-31 Catholic Schools Week
- 28 Spelling Bee 1:45pm
- 31 **Grandparents Day – Noon Dismissal – No Aftercare**
- TBD NWEA



## FEBRUARY

- 6 7<sup>th</sup> Grade Confirmation Parent Meeting 6:30pm
- 12 Class & Club Photos
- 14 **Noon Dismissal – Faculty PD**
- 14 Valentine Parties 11am (tentative)
- 15 Black & Gold Auction (tentative)
- 17 **President’s Day - No School**
- 17 School Board 7pm
- 27 2<sup>nd</sup> Grade First Communion Parent Meeting 6:30pm



## MARCH

- 5 Ash Wednesday
- 7 End of 3<sup>rd</sup> Quarter
- 11 Home & School 6:30pm
- 14 **Noon Dismissal – SIP Work Day – No Aftercare**
- 14 Report Cards Open
- 17-21 **Spring Break – No School**
- 24 School Board 7PM

## APRIL

- 3-4 SIP Visiting Team at SRA
- 10 Spring Picture Day
- 17-21 **No School – Easter Break**
- 25 2<sup>nd</sup> Grade Activity Day
- 26 7<sup>th</sup> Grade Bow Saturday 4:30pm
- 27 2<sup>nd</sup> Grade Bow Sunday 9am
- 29 “Night of Entertainment” 6:30pm



## MAY

- 1 2<sup>nd</sup> Grade First Communion Practice/Tailgate 6:30pm
- 4 2<sup>nd</sup> Grade First Communion
- 5 Second Grade No School
- 5 7<sup>th</sup> Grade Confirmation w Bishop Rivituso
- 6 Seventh Grade No School
- 8 May Crowning
- 9 **Field Day- Dismissal 12:30pm**
- 11 Mother’s Day
- 12 Biz Town 5<sup>th</sup> Grade
- 14 8<sup>th</sup> Grade Last Day
- 15 8<sup>th</sup> Grade Mystery Trip
- 16 8<sup>th</sup> Grade Graduation Dinner
- 18 8<sup>th</sup> Grade Graduation Mass
- 20 PK Performance 6:30pm
- 23 **Last Day of School**
- 30 Reports Cards Open
- TBD NWEA

**Revised: 7/17/24**