

Saint Raphael School
Parent/Student Handbook
2018-2019



1100 Fifth Avenue
San Rafael, California 94901

415-454-4455 Fax 415-454-5927

www.straphaelschool.com



“Be who God meant you to be and you will set the world on fire!” St. Catherine of Siena

Welcome to Saint Raphael School!

Thank you for choosing to partner with Saint Raphael Catholic School in order to provide your child with academic excellence as well as faith formation.

Saint Raphael School’s Veritas vision emphasizes faith-filled leadership and builds self-confidence in academics by developing individual strengths and teaching skills for success (innovation, adaptability, critical thinking, cross-cultural communication, and teamwork) so our students have the tools to make a difference in the world.

This Parent/Student Handbook is meant to provide an overview of policies and procedures at Saint Raphael School. Please feel free to contact the school with any questions or concerns that may come up throughout the school year. Communication is essential in this partnership to provide the best environment for your child’s spiritual, academic, emotional, and physical development.

I encourage you to be actively involved in the school community through the Parent-Teacher Guild or PTG. There are numerous fundraisers and social events planned during the school year that allow you to form lasting friendships with other parents. Schools with an involved parent community demonstrate greater student success.

I look forward to meeting you in the coming school year.

Sincerely,

Mrs. Lydia Collins, Principal
collins@straphaelschool.com

**1100 Fifth Ave., San Rafael, CA 94901, 415-454-4455 Fax 415-454-5927
www.straphaelschool.com**

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SCHOOL ADMINISTRATION, FACULTY & STAFF

| | | |
|------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Pastor | Fr. Andrew Spyrow | frspyrow@saintraphael.com |
| Associate Pastor | Fr. Santos Rodriguez | frsantos@straphaelschool.com |

| | | |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------|
| Associate Pastor | Fr. Wade Bjerke | frwade@straphaelschool.com |
| Principal 8 th Science | Mrs. Lydia Collins | collins@straphaelschool.com |
| Kindergarten | Mrs. Tonya Bentivegna | bentivegna@straphaelschool.com |
| First Grade | Mrs. Kathy Murray | murray@straphaelschool.com |
| Second Grade | Ms. Aileen Stoddard | stoddard@straphaelschool.com |
| Third Grade | Ms. Chelsea McNally | mcnally@straphaelschool.com |
| Fourth Grade | Ms. Teresa Collins | tcollins@straphaelschool.com |
| Fifth Grade | Mrs. Ana Nunez | nunez@straphaelschool.com |
| Sixth Grade Homeroom 6 th -8 th Literature 6 th -7 th English/Writing | Ms. Katie Kyne | kyne@straphaelschool.com |
| Seventh Grade Homeroom 5 th -8 th Math | Mrs. Ray Decker | decker@straphaelschool.com |
| Eighth Grade Homeroom 6 th -8 th Social Studies/K-8 th PE | Mr. Gavin Madden | madden@straphaelschool.com |
| 6 th -8 th Religion Assistant Principal | Francesca Previtali | previtali@straphaelschool.com |
| 6 th & 7 th Science, 8 th English | Mr. Melissa Rose | rose@straphaelschool.com |
| Resource Teacher/ Technology | Mrs. Sarah Jensen | jensen@straphaelschool.com |

| | | |
|-----------------------|-------------------------|--------------------------------------------------------------------------------|
| Spanish K-4 | Ms. Elizabeth Geler | geler@straphaelschool.com |
| Spanish 5-8 | Ms. Sandra Jimenez | jjimenez@straphaelschool.com |
| After School Program | Ms. Sheri Leavitt | leavitt@straphaelschool.com |
| Music | Mr. Christopher Fazzi | fazzi@straphaelschool.com |
| Art | Mr. Harry Simpson | simpson@straphaelschool.com |
| Office Administrators | Ms. Stephanie Hernandez | office@straphaelschool.com |
| | Mrs. Danielle Dixon | office@straphaelschool.com |

MISSION STATEMENT

Saint Raphael School fosters a Catholic faith that gives meaning and direction to life, challenges and guides our students to pursue academic excellence, and instills within them a spirit of service to God and others.

“Be who God meant you to be and you will set the world on F.I.R.E.” *St. Catherine of Siena*

PHILOSOPHY OF SAINT RAPHAEL SCHOOL

At Saint Raphael School we believe:

- The gospel message of Jesus develops a school community of love, peace, respect, and service to others
- Parents are the primary educators of their children and that they unite with the school in an active partnership
- Health is also critical to the overall emotional and physical development of the whole child

STUDENT LEARNING EXPECTATIONS (F.I.R.E)

Students at Saint Raphael School will demonstrate:

Faith

- Know and serve the Lord through Catholic tradition
- Demonstrate an understanding of scripture
- Respect other faith traditions

Intelligence

- Effectively communicate
- Be an active and reflective learner
- Show grade level proficiency
- Engage in critical thinking and problem solving

Responsibility

- Take responsibility for our actions and choices
- View ourselves as agents of peace and justice
- Understand our role as stewards of the earth

Excellence

- Strive to do our personal best
- Acknowledge our strengths and weaknesses
- Seek help when appropriate
- Maintain physical and emotional well-being

HISTORY OF SAINT RAPHAEL SCHOOL

Saint Raphael School celebrates 125 years of Catholic education rooted in the Dominican tradition. In 1889 the Dominican Sisters of San Rafael began to educate students with excellent academics and formation in the Catholic faith. We proudly continue that tradition today.

ACCREDITATION

Saint Raphael School is fully accredited according to a mutual process of the Western Association of Schools and Colleges and the Western Catholic Educational Association

ADMISSIONS POLICY

STATEMENT OF NON-DISCRIMINATION

Saint Raphael School does not discriminate on the basis of race, color, and national and/or ethnic origin, age, or gender in the administration of education policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

PRIORITY IN ADMISSIONS

Priority at entrance is given to siblings of current students at Saint Raphael School. Thereafter preference is given to active, registered members of Saint Raphael Parish, to children of alumni, to Catholics living outside of the parish, and finally, to non-Catholic students. Those who have previously been in Catholic Schools must have left those schools in good standing.

HEALTH IMMUNIZATIONS

Students entering Saint Raphael School's Kindergarten must have a physical check-up signed by a doctor and a dental exam on file in the school office. California Law (C.A.C. 17) states that each student must have verified evidence of immunization against polio, diphtheria, pertussis, tetanus, measles, rubella, mumps, and a Mantoux skin test for tuberculosis. Additionally, students entering Kindergarten, Grades I, 7, and 8 must have verified evidence of having begun the Hepatitis B series in order to be admitted to school. The Tdap is mandatory for students entering 7th grade. The California school immunization law states that students entering 7th grade may not attend school until they show verification of having received the Tdap vaccine. Verification in writing by a doctor must be submitted if a student has had measles (rubella or rubella) and/or mumps. Students entering a California school (this applies to all Kindergartners) for the first time must have a physical check-up signed by a doctor and a dental exam on file in the school office. Parents will be notified if a student's health records are not up-to-date. Failure to immunize children or provide proper documentation may result in suspension from school.

TRANSFERS

If a child is transferring to another school during the year, please inform the principal and the teacher as soon as the decision is made. The office needs at least one week advance notice so that pertinent information may be prepared. A letter of formal withdrawal from Saint Raphael School must be submitted to put a stop payment on automatic tuition payments.

PARENTS' ROLE IN EDUCATION

Parents have chosen to enter into a partnership with Saint Raphael School. The school trusts that parents will be loyal to this partnership. During these formative years (K-8) the child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowments. We at Saint Raphael School consider it a privilege to work with parents in the education of

children. We believe parents are the primary educators of their children. Therefore, it is the parents' right and duty to become the primary role models for the development of their child's life—physically, mentally, spiritually, emotionally, morally, and psychologically. The parents' choice of Saint Raphael School involves a commitment and exhibits a concern for helping their child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideas taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality, and by the honest personal relationship with God evident in your family life.

Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the work of challenging, yet nourishing, the student to realize his/her potential. If there is an incident at school, you as parents must make investigation of the complete story your goal. It is vital for both parents and teachers to remember that allowing oneself to be divided from the other partner will not have positive results for anyone, least of all the child. Divided authority—whether between home and school or within the home—will erode a child's respect for authority. Evidence of mutual respect between parents and teachers will model good mature behavior and healthy relationships.

SAINT RAPHAEL SCHOOL'S REQUEST OF PARENTS

As partners in the educational process at Saint Raphael School, parents are asked to set rules, times, and limits on your child and to ensure that he/she:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at dismissal;
- Is dressed according to the dress code;
- Completes class assignments on time;
- Has necessary materials and brings sufficient food for lunch and/or a snack to school each day.

Additionally parents are asked:

- To actively participate in school activities.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school with a phone call and written note when a student has been absent.
- To notify the school office, as soon as possible, of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To support and meet the obligations of the PTG
- To inform the school of any special situations regarding the student's well-being, safety, health, and/or family concerns.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student problems and to adhere to the “Code of Christian Conduct” found at the end of this handbook
- To monitor the student's internet use at home

ACADEMIC POLICIES

REPORT CARDS

The dates for the end of each of the four quarters are noted on the school calendar. Report cards are sent home the week following the end of the quarter.

In grades K, one and two the academic marking code follows National and Archdiocesan standards, and indicates whether each standard has been met during the quarter with the following letter marks:

- *E- exceeds standard*
- *M- meets standard*
- *W- working toward standard*
- *N- not at Grade Level Standard*
- */- standard not addressed this grading period*

Grades three, four, and five receive a report card with letter grades. Grades six, seven, and eight receive a report card with percentages. The marking code is:

| | | |
|----|------------|------------------------|
| A | 96-100 | |
| A- | 95-93 | 1 = Outstanding |
| B | 91 - 92 | 2 = Meets expectations |
| B | 87-90 | 3 = Improvement needed |
| B- | 84-86 | 4 = Unsatisfactory |
| C+ | 81-83 | |
| C | 74-80 | |
| C- | 70 - 73 | |
| D+ | 67 - 69 | |
| D | 63-66 | |
| D- | 60 - 62 | |
| F | 59 – below | |

It is essential that a child take responsibility for grades he/she earned and that he/she be accountable for homework, long-term assignments, major tests, projects, and any other assignments. This responsibility also extends to work that accumulates during times of absence.

Parents are asked to place emphasis on effort, conduct, and home study as reasons for success or lack of success in school subjects. Be keenly interested in your child's schoolwork and pay close attention to assignments and tests that require a parent signature. Avoid comparing your child's work with that of other students. Consult your child's teacher whenever you desire more information other than what the report card reveals.

PROGRESS REPORTS

Please note in the school newsletter the dates for progress reports. Progress reports are sent home to all students midway through first, second and third quarters. Progress reports will be sent home fourth quarter at the teacher's discretion. Parents should discuss them with their child and make appointments with teachers, if desired.

SCHOOL RECORDS

Parents may request to see their child's Permanent Record Folder that includes transcripts, attendance,

academic testing, and health records. This request must be in writing. The school requires a one week notice to arrange for such a viewing. The viewing will take place at a time when a qualified staff person is available in order to respond to questions and to interpret the recorded data. Parents finding contents inaccurate or incomplete may submit a written request to the principal to change or add data that will correct the record. The decision to amend school records belongs to the principal.

Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

BUCKLEY AMENDMENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

PARENT CONFERENCES

Formal Parent-Teacher conferences are mandatory and are scheduled for all grades after the first quarter report cards are issued. Either the teacher or the parent may initiate Parent-Teacher conferences at any time for academic or behavioral reasons. Any questions or concerns parents have about their child's academic or social progress are to be addressed initially with the classroom teacher by means of a conference. Parents may contact the school office or email the teacher, to set up such a conference. Parents or students are not to call teachers at home without teacher permission. Emails should be limited to brief communications or to set up appointments. Serious concerns are preferred to be discussed in person rather than through emails, which have the potential of being misinterpreted. Should a parent-initiated conference with a teacher prove unsatisfactory, the parent may then take up the concern with the administration.

HOMEWORK

Homework is essential to the educational program and is planned to meet the needs of students.

Homework is assigned to:

- Reinforce concepts or skills that have been demonstrated in class,
- Foster the student's creativity and discipline;
- Promote independence and responsibility for completing a task.
-

Homework is given at the discretion of the classroom teacher. The amount of time which different students in the same grade spend doing homework varies; however, the general guideline is as follows:

| | |
|--------------|------------|
| Kindergarten | 15 minutes |
| Grades 1-2 | 30 minutes |
| Grade 3 | 45 minutes |
| Grades 4-5 | 60 minutes |
| Grade 6 | 90 minutes |

Teachers should be consulted as soon as possible regarding any questions or concerns about homework.

TEXTBOOKS

Textbooks belong to the school and are loaned to the student. They are expensive and are expected to last a long time. The student must replace damaged or lost books.

RETENTION

A student that is having academic difficulty may be placed on "academic probation." Academic probation means that a student's progress will be monitored and there may be a teacher recommendation for extra tutoring and/or summer school. It is sometimes necessary for a student to repeat a given grade. From the school's perspective, retention is recommended when it is in the best interests of the academic and/or social development of the student. After serious consideration and discussions with the principal, the teacher may recommend that a child repeat a grade. Should the principal concur with the teacher, the principal communicates this recommendation to the parents. There is then a discussion between the parents and the school to determine the course of action that is in the best interests of the student. If a child is not retained and the recommendation, with the principal's concurrence, is repeated in any subsequent year, the decision rests with the school.

SACRAMENTAL PROGRAM

Central to the school's mission is the preparation of Catholic students for the reception of the sacraments of Reconciliation and First Eucharist. A major part of this preparation involves academic instruction, instruction that is deemed suitable for all students, including those who are not Catholic.

Catholic students begin preparation for the sacraments of Reconciliation and Eucharist ("Holy Communion") in Grade 1. This preparation continues in Grade 2, culminating with the reception of these Sacraments in the spring. Parents are expected to attend educational/informational evenings prior to their child receiving the sacraments. During the school year these sacraments are also made available to any students in grades 3-8 who have not received their first Reconciliation and First Eucharist. Please contact the parish office (415-454-8141) if you are interested in having your child baptized or wish to have them receive Reconciliation and First Eucharist. The school will work with parents and the parish to arrange education and dates.

8th GRADE SERVICE REQUIREMENT

All 8th graders are required to do 30 hours of service to graduate. Service hours completed at either St. Vincent's Dining Room or with the parish's Meals for the Homeless will count as double. A student's choice of any other service site requires the prior written approval of the student's religion teacher. Students are responsible for contacting sites to make arrangements to serve at them.

EXPECTATIONS OF STUDENTS

CODE OF CONDUCT

A student enrolled at Saint Raphael School assumes personal responsibility for his/her conduct. As a member of a Christian community, he/she is obligated to be considerate and respectful toward other students and all teachers and adults. Each student is asked to accept this opportunity and obligation to become an integral part of the school community where the exercise of Christianity and love of neighbor are lived out in respecting the rights and privileges of all the other members of the school community. This basic attitude of respect characterizes the actions of the student toward self, other students, teachers, school and parish staff, visitors, and the principal. The purpose of discipline is to promote genuine pupil development; to increase respect for duly constituted authority, to assist in the growth of self-discipline, and to provide a classroom situation conducive to learning.

Approved disciplinary measures may include, but are not limited to, the following:

- Individual conference with student
- Conference with parents
Assignment of special tasks
- Payment of fines (see p. 25, "acceptable language", especially for grades 5-8)
- Denial of privileges
- Detention
- Probation (Review by Discipline Board)
- Suspension (Review by Discipline Board)
- Expulsion (Review by Discipline Board)

Suspension or expulsion from Saint Raphael School could result from one or more of the following behaviors:

- Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of school personnel, assault or battery upon a student on school premises or while under the authority of school personnel, or any threat of force or violence directed to any school personnel or pupil at any time or place. (E.C. 489003)
- Smoking or having tobacco on school premises
- Use, sale, or possession of narcotics, hallucinogenic drugs or substances, or any other controlled substance. (E.C. 48904)
- Misconduct when other means of correction fail to bring about proper conduct (E.C. 49807)
- Destroying, cutting, defacing, or otherwise injuring in any way property, real or personal, belonging to the school or to any member of the school community. The parent or guardian shall be liable for all damages caused by a minor. (E.C. 48909)
- Use or possession of intoxicating liquor or other substance while on school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance. (C.A.C. 301)
- Possession of a weapon or anything which could function as such, or cause harm/injury to another student or adult.
- Stealing
- Habitual truancy
- Using the internet in a manner that does not conform to school policy.

Normally a student who continues to fail to adhere to school rules would move through the following steps:

1. Warning to a student
2. Detention
3. Conference with teacher and parents and review by the Discipline Board
1. Suspension (**typically in-school only, parents pay for substitute teacher, \$ 120/day**)
2. Second review by the Discipline Board
3. Expulsion

Students who are suspended from Saint Raphael School are responsible for completing all work and will receive failing grades for the day(s) covering the suspension.

The suspension may be served at home or in school (a decision made by the Discipline Board) with an adult supervising the student. The parents will be expected to pay for the cost of the supervising adult/substitute teacher who will stay with the suspended student. (\$ 120/day)

Students who are expelled may no longer attend Saint Raphael School, be on the school grounds between 7:30 am & 6:00 pm, or attend school activities.

The Discipline Board and the Administration reserve the right of discretion regarding the above process.

DISCIPLINE BOARD

The Discipline Board is composed of teacher and administrator representatives from the school that will meet to review serious discipline cases such as those that warrant suspension or probation. After review of the case, the Discipline Board will decide appropriate disciplinary action.

DETENTION

Detention is a disciplinary measure that requires a student to arrive at school early. A detention form stating the reason for this disciplinary action must be signed by a parent and the student. Detention is generally served on Thursdays from 7:15 am – 7:45 am in a designated classroom.

ACADEMIC INTEGRITY

Honesty is one of the Gospel values taught by the school.

Students should not use dishonest methods to fulfill academic expectations and responsibilities. Students are expected to do their own work

While trying to extend some help or advice to a student, relatives and friends should be aware that assignments and projects are the responsibility and product of the student.

A violation of academic integrity can consist of, but is not limited to, plagiarism, copying another work, asking or looking for answers on a test or quiz, ignoring directions given before tests (i.e., to put away notes, books, etc.), informing classmates of information found on an exam and passing off information from the internet or reference materials as one's own work. **Students who violate academic**

integrity will receive a failing grade on the relevant test/assignment, and the student's parents will be notified. This can also result in further consequences and disciplinary action.

A student who forges a parent/guardian signature on any home-school communication or who solicits someone else to do so may be suspended. Suspension also applies to anyone who forges a signature for another person.

SPECIFIC SCHOOL RULES

- Food items may not be eaten in the classroom, except at specified times and when permitted by the teacher.
- Glass bottles or containers are not permitted.
- Gum is not permitted on the school grounds at any time.
- Students may not leave the school grounds at any time, except with teacher/supervisor's permission. Once students arrive in the morning they must remain on the school grounds.
- Students should be in their assigned areas during recess and lunch.
- Students are not allowed in the classroom at any time without an adult's presence.
- All students are responsible for the protection and preservation of school property. Damaged items must be replaced or repaired by the students or their parents.
- Students are to use the computers and the internet responsibly and in accordance with the computer/internet use agreement signed by both student and parents. This includes the iPad use agreement.
- Students may not bring excessive money, iPods or other music players, laser lights, video games, trading cards, or any other article of value to school. The school cannot be responsible for the replacement of such items. These items will be confiscated by the administration.
- Students are discouraged from bringing **cell phones** to school. If a parent requests that a student carry a cell phone, the phone must remain with the teacher from 8:00-3:00. Students may not bring cell phones on field trips. Students may not use cell phones during school hours, during extended care if the student is in after-school care, or during middle school homework club. All students must only make emergency calls from the office or extended care phones. Students using cell phones during school hours may have the phone taken away for an extended period of time. The parent and student must come to the principal's office at the end of that time period to ask for the phone.
- Excessive (more than 3) key chains or toys may not be attached to student backpacks as they pose a safety hazard. All gang type writing is forbidden on book covers, folders, and personal belongings of the students.
- Fighting or play fighting is prohibited and students could be subject to suspension.
- Games that involve throwing a ball at another student are not allowed. Tackle football, or any prohibited games are never allowed on school grounds.
- Play equipment may not be brought from home.
- Students are expected to use only acceptable language. Inappropriate language will not be tolerated.
- Students are not to ride bicycles, roller blades, skateboards, or scooters on the school grounds before and after school. Bicycles are to be locked. Each individual is to have his/her own lock. Scooters, skateboards and roller blades brought to school must be left in the school office during the school day.
- Students are to assist in keeping the grounds and facilities free of paper, other litter, and graffiti.
- Drinking fountains and restrooms are to be used with safety and cleanliness in mind.

The school reserves the right to inspect lockers and desks at any time.

- Students are to be honest, courteous, and moral. All behaviors are to be in keeping with Catholic teachings and values.

CONDUCT GRADES

Conduct grades are assessed in the following areas: respect for rights, property, and opinions of others; respect for authority; courtesy, cooperation; acceptance of responsibility; following of school, classroom, and playground rules; adhering to the dress code; and response to correction. Grades based on the above are applied to conduct inside and outside the classroom, during lessons, activities, discussions, study periods, and educational ("field") trips.

GENERAL INFORMATION

OFFICE HOURS

The school office is open from 8:00 am until 3:30 pm on days when school is in session. The school secretary and other office personnel are to assist with clerical work and the needs of the principal and faculty. They should not be asked to perform any duties without the principal's permission.

COMMUNICATION WITH THE SCHOOL

The school phone number is (415) 454-4455. The office can also be reached at this email: office@straphaelschool.com . The fax number is (415) 454-5927. Teachers and staff members can be reached by email or by leaving a message with the school office manager. Teachers and staff can be e-mailed at the web addresses provided on page 4. Please do not expect teachers to answer emails during the day and allow for a reasonable period of time for a reply. Information regarding the school and individual classes can be found on the school website at www.straphaelschool.com .

The Family Folder is the weekly communication emailed and/or sent home with the youngest child in the family. Important notifications are included in the folder going home and replies to the school may be sent back to school in the folder.

EMERGENCY RELEASE FORM

All emergency information is collected via School Speak and must be updated the first day of school. During the school year, please notify the school immediately of any changes in address or phone numbers. Any changes on address and phone numbers can be made at anytime on School Speak. These forms are used for notification in case of illness or accident. It is important to list at least two alternative contacts, (other than the parents), who would be able to pick up a child in the event the parent(s) cannot be reached. In the event of an emergency or disaster, the students will be released only to a parent or person listed on the card.

PHOTO/VIDEO RELEASE FORM

The packet of emergency forms received at the beginning of the school year include a photo/video release form. A parent's signature on this form gives Saint Raphael School permission to use photos of your child in school publications, videos, social media, or

advertisements. If you do not wish to give the school permission to use your child's photo, please be sure to indicate your preference on the form.

ABSENT, TARDY, ILL, INJURED, OR MISSING STUDENTS

Good attendance contributes to good learning, whereas irregular attendance is one of the chief causes of unsatisfactory progress in school. Tardiness creates a disturbance to the classroom and problems for the office staff. Please see that your child is on time for school. If your child is not well prior to the beginning of the school day, you are requested to keep the child home.

When a child must be absent from school for any reason, parents are required to call the school at 415-454-4455 by 9:00 am on the morning of the absence. The school will always call home regarding an absence to verify the child's whereabouts, if not notified of the absence by the parent.

As required by California State Law (C.A.C. Sec. 421), a dated note stating the reason for the absence, the date of the absence and a parent/guardian signature is to be given to the teacher upon return to school. Parents must provide the school, within three days, all appropriate documentation for absences.

A student is tardy if she/he arrives after 8:00 am. If the student arrives after recess, he/she is marked absent half a day. Tardiness is an issue that affects all the students in a class as well as their instructor. The administration and California State Law require that students arrive at school in a timely fashion, before class begins. **When a student is excessively tardy, the parents of that student may be required to attend a conference with the teacher to try and resolve the issue of tardiness.**

In case of illness or injury at school, a child is to report to the homeroom teacher or yard supervisor and then to the office. Decisions to call a parent or send a child home are made by the Administration. Parents/guardians are required to sign the child out when being excused because of illness, medical appointment, or emergency.

Procedures have been established in the case of a child found to be missing in the course of the school day. If a child cannot be found, parents will be notified immediately after a reasonable attempt by the school to locate a child. If a child still cannot be found, the police will then be called and provided with a description of the child.

EXTENDED ABSENCES

Parents are **strongly discouraged from taking children out of school for extended vacations.** Parents who choose to do so must fill out an Extended Vacation Form in the school office. If a student will be missing school due to parental choice, the classroom teacher is not expected to provide pre-assigned coursework, homework or projects. The student is expected to make up all missed assignments within a reasonable period of time. Excessive absences affect a child's learning and will impact a student's grades.

APPOINTMENTS

All children having appointments during the day must be signed out and picked up at the school office.

Written permission from the parents must be received prior to dismissal by the school. This request must be signed first by the classroom teacher and sent to the office. No child may leave the school grounds for any reason without first being signed out and released from the school office. The child will be released into the custody of the parent/guardian or a person designated on the Emergency Release Form.

LOST AND FOUND

All articles of clothing, lunches, school materials, and other personal items must be clearly marked at all times with the child's name and current grade. The Lost and Found is located in the office. At the end of each quarter, items that are not claimed will be donated. The school is not responsible for lost items.

INSERVICES AND FACULTY MEETINGS

Faculty meetings are held on the first two Wednesdays of the month. School is dismissed at 12:15 p.m. on those days for faculty in-services. Please consult the website calendar for these dates.

TELEPHONE USE/MESSAGES FOR STUDENTS

No child will be called to the office to take a phone call. An urgent message may be left with the school office manager or her assistant to be given to your child. Children will not be allowed to use the office phone without the permission of the principal, a teacher, or the office manager. Messages for students should be brought to the office. Under no circumstances are classes to be disturbed by parents or relatives. (See note regarding cell phones under Specific School Rules)

VISITORS

All visitors, including parents, must report to the school office and sign in. For the safety of our children, visitors, including parents, may not approach a child on the playground. Visitors who have business on campus will be issued a visitor's pass.

LUNCH

Lunches are to be brought to school with the child in the morning as this encourages a sense of responsibility. **Parents are strongly discouraged from bringing lunches for their children.** If, on rare occasion, this is not possible, lunches are to be brought to the school office (not to the classroom) with the student's name/grade clearly visible on the lunch. For safety reasons, please do not pack glass bottles or containers in lunches. Parents are not allowed to sit with their child during lunch as this interferes with the child's social interactions with his/her classmates during the lunch period.

HOT LUNCH

Prepaid hot lunches are available every day. Children are to bring their clean, reusable container to school each day. The school is not responsible for washing the container. The school is also not responsible for providing a lunch when the order is placed after the deadline. Emergency lunch is available at an increased price.

MONEY

When sending money to school for any purpose, please place the correct amount in an envelope and write your child's full name, grade, amount of money enclosed, and purpose. Please **DO NOT** send money

without following this procedure. Students should not bring excessive amounts of money to school for personal use. The school will not be responsible for money brought to school for the student store or any other purpose.

PARTY INVITATIONS/BIRTHDAY CELEBRATIONS/GIFTS

Party invitations MAY NOT be distributed at school, unless the entire class is invited. Children may celebrate their individual birthdays by bringing treats to be given out at recess to all of their classmates. All treats must be cleared through their homeroom teacher. Please remember that we are encouraging healthy treats. Do not bring anything that might require refrigeration. Personal gifts are not to be distributed on school grounds.

MEDICATIONS

Students are NOT to be in possession of any medication during the school day. If a student needs to use any medication, (both prescription and "over the counter"), of any kind during the course of the school day, the medication and a signed written note, including the doctor's signature, regarding its administration must be brought to the school office when the student arrives at school in the morning. Only prescribed medication provided by parents/guardians will be dispensed by school personnel.

ATTENDANCE AT RELIGIOUS EVENTS/ SCHOOL ASSEMBLIES

All students are to attend Student Body Masses, prayer services, and school assemblies in a respectful manner and in full uniform, including sweaters.

CHILD PROTECTIVE SERVICES

As childcare workers, the Principal, teachers, and staff are bound by state law (CPC 11166.55) to notify the Child Protective Services when there is reason to believe a child is being neglected or physically, sexually, or emotionally abused.

ACCIDENTS/INSURANCE

The Student Accident Insurance Program provided for all students is included in the registration fee. This program assists in the medical expenses incurred due to bodily injury sustained by students while participating in a solely school-sponsored and supervised activity.

- Any student suffering an injury is responsible to report to the yard supervisor, teacher, or secretary immediately.
- Insurance claims should be made immediately. Necessary forms may be obtained from the school office.
- Any child returning to school after dismissal, and not signed into Extended Care, is NOT covered by school insurance.

UNIFORMS AND DRESS CODE

All students are expected to be in complete uniform. Uniforms are available from Classic Designs (phone number 415-661-4700.) Previously owned uniforms are available for purchase at a considerably reduced price for school families through the Uniform Exchange. Families are encouraged to donate uniforms that they no longer need. Please see the family envelope or come to the school office for more information on the Uniform Exchange. **All students must have the uniform sweater for liturgies, assemblies, and**

field trips. The fleece jacket is optional and does not replace the sweater required for liturgies, assemblies, and field trips.

BOYS

- Uniform khaki shorts / khaki pleated twill pants- NO CARGO STYLE SHORTS/PANTS
- White short sleeve polo style shirt with or without Saint Raphael logo
- Navy blue V-neck or cardigan sweater- MUST BE FROM CLASSIC DESIGN
- White crew socks, low-cut socks are not acceptable
- Shoes - All white, athletic type shoes (no sandals, boots, or adidas with black stripes)

GIRLS

- Plaid skirt (Grades 5-8) or jumper (Grades K-4)- no more than 4 inches above knee
- Uniform khaki shorts/khaki pleated twill pants- NO CARGO STYLE SHORTS/PANTS
- White peter pan collared blouse or white short sleeve polo style shirt with or without logo
- Navy blue V-neck or cardigan sweater - MUST BE FROM CLASSIC DESIGN
- White crew socks (solid color) or tights (white only) low-cut socks are not acceptable
- Shoes - All white, low-cut, athletic types (no sandals, boots, or dress shoes)

ALL STUDENTS

- All students must wear laced or Velcro closure shoes with rubber soles (no "slip-ons", boots, "high-heeled" sneakers, platform shoes or sandals may be worn). Boys and girls may only wear **undershirts that are plain white shirts without decorations or logos.**
- The following are not considered appropriate for school uniform use: low-cut jeans or pants, baggy or oversized pants, long tailed shirts, bandanas, hats, sweats, and gloves. Eyewear must also be safe and appropriate for a Catholic school. Hologram contact lenses are not permitted.
- **Make-up** such as foundation, eyeshadow, eyeliner, mascara, colored lip gloss, blush, and lipstick is not to be worn on campus. False nails are not permitted and only clear nail polish is acceptable. For safety reasons only "post-type" earrings are permitted. Only one earring per ear is permitted. Excessive jewelry (multiple necklaces, bracelets, or rings), long necklace chains or "choker necklaces" are not permitted.
- **Hair** coloring, highlighting/streaking, and bleaching is not permitted. Hair styles must be appropriate to a Catholic educational environment. Boys are to have hair neatly combed and trimmed and evenly layered. Boy's hair may not touch the collar of their shirt. Boy's hair should be cut by a barber in an effort to avoid an unkempt look. Step-type haircuts, wedges, tails, braids (for boys), lines, shaven or short sides, and mohawks are not permitted.

Parents are responsible for ensuring students abide by all aspects of the uniform code (i.e. hairstyles, clothing, and jewelry). Out of Uniform slips will be given to students who do not abide by the uniform code. Students who incur three uniform infractions must wear their uniform on the next out-of-uniform day. Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

The final decision as to the appropriateness of all uniform, make-up, and hair expectations remains

with the Principal.

NON-UNIFORM DAYS

On occasion the principal may designate a "non-uniform" (free dress) day. Clothing must be appropriate to a Catholic educational environment. Oversized, baggy attire, low-cut jeans or pants, "skinny jeans," exposed midriff, spaghetti-type strap tops, and t-shirts with logos that do not support the values of Saint Raphael School are not permitted. Shoes must be closed toe and closed heel so it is appropriate and safe for school activities. Sandals and "flip-flops" are not allowed. Saint Raphael spirit shirts may be worn on non-uniform days.

TUITION AND FEES

The tuition is set each spring by the Principal, Pastor, and Finance Committee. A letter is distributed to the school community at this time. Parents should refer to their financial contract for the tuition schedule. No tuition will be refunded unless a family relocates to another city or state. Should a family withdraw their child from school between September and December, they will owe tuition for the first semester. Should a family withdraw their child from school from January to May, they will owe an entire year's tuition. From time to time, the classroom teacher or school may require the purchase of a specific educational book or materials.

DELINQUENT TUITION

Tuition is payable in full or through the FACTS tuition program. Tuition is considered delinquent when a family has not met their monthly financial obligation for two months or longer. Seriously delinquent accounts will be turned over to a third-party collection agency. Any family whose account is delinquent must bring their account up to date prior to their children returning to school. In the case of extenuating circumstances, it is the responsibility of the parent to contact the school office and speak to the principal. All other school commitments are as outlined in the Tuition Contract and must be fulfilled or a child will be denied re-registration and/or participation in the graduation ceremonies. Returned checks are subject to a \$20 penalty. The school will no longer accept checks from families with two returned checks.

PARISHIONER STATUS

A parishioner is defined by registration in a parish, involvement in that parish, financial contributions to the parish in the form of weekly offerings, as well as contributions to the Archbishop's Annual Appeal and to any parish capital campaign.

PARENT/TEACHER GUILD

Enrollment in the Saint Raphael Parent Association is automatic for all parents/guardians of Saint Raphael students. Parental participation is vital to the support of the school. The PTG can be contacted at ptg@straphaelschool.com. The PTG sponsors many school fundraisers and parent education nights. More information can be found on the school website under the "Community" section.

PARENT SERVICE HOURS

Parents are asked to help support the school with their time and talents. Saint Raphael School is a healthier community when everyone contributes to the success of the school. Families are obligated to fulfill a service requirement of a minimum of **forty hours per year**. Single parent families have a twenty hour requirement. Forms to record service hours may be found in the office and turned into the office

manager.

CLASSROOM INVOLVEMENT

Parents are encouraged to participate in the education of their children through active, appropriate classroom involvement, which promotes the education of the students. Teachers may determine the type and scope of parent involvement in their classroom.

EDUCATIONAL ("FIELD") TRIPS

Educational field trips are a privilege for students. The school may deny participation to a particular student based on academic or behavioral grounds. Parents may refuse permission for a child to participate in a field trip; however, the student should attend school and will be placed in an alternate classroom for the duration of the trip. No child will be allowed to go on a school-sponsored field trip unless the Archdiocesan field trip permission slip is returned, signed by a parent or guardian. Permission may not be given by means other than the designated permission slip form and cannot be given by phone.

The permission slip form may be faxed to the school office. All appropriate medications must also be provided for the trips. When private automobiles are used for school field trips, drivers must have a copy of a current driver's license and proof of current insurance on file in the office. Parents who have volunteered to chaperone on overnight field trips must be fingerprinted in accordance with Archdiocesan guidelines.

ARRIVAL/DEPARTURE

The school day begins at 8:00 a.m. and ends at 3:00 p.m. There is no yard supervision before school; all children must report to Extended Care in the gym if they arrive before 7:55 a.m. Extended Care is available free of charge before school from 7:15-8:00 am. Children should leave the playground after school or report to Extended Care, which is available after school until 6:00 pm for a fee. All students that are waiting for a parent over 15 minutes after dismissal will be sent to Extended Care. All children must be picked up on Mission Street or in the East Yard where there is supervision. No child is allowed to wait on Fifth Street or on Mission Street unless accompanied by a parent/guardian. Students may not remain after school unless they are with a teacher, are involved in a supervised activity or are in Extended Care. Parents are required to meet their children on time. Parents may not sign their child out of Extended Care and then remain on campus while their child continues to play. This causes confusion for the Extended Care staff and the children about who is responsible for their safety and behavior.

Parents who allow their child/children to walk or bike to and from school must have a letter giving permission on file with the school.

AFTER SCHOOL PROGRAM

Extended care is offered to our families who need care for their children beyond school hours. Extended care continues the school's philosophy and offers a well-supervised program for children kindergarten through eighth grade. Please be sure to enroll your child in the extended care program at the beginning of the school year, if needed. Your child may attend extended care on a drop-in basis and you will be charged accordingly. Extended care closes at 6 pm. Parents who arrive after 6 pm will be charged \$1 per minute. Parents who repeatedly arrive late are not being respectful of the extended care staff and may not

be allowed to continue to send their child to extended care. Please see the Extended Care handbook for more information.

STUDENT COUNCIL (Executive Body)

Student Council is comprised of 6th, 7th and 8th grade students who have been elected to serve as student body representatives to the school administration. As such, they represent the leadership of the student body and serve as role models for all the students at Saint Raphael School.

Student Council members are elected in May for the following school year. The term of office is one year, however, they may be elected to the same position in two consecutive years. Students in grades 2 through 7 may participate in the voting.

Requirements to Run for Office

- Fill out the Student Council Application form.
- The Student Council Application form must be approved by the homeroom teacher, two teachers other than the homeroom teacher, and the principal. (This is an application to run for office and not a guarantee that you are eligible to run for office.)
- Promote yourself with 2 posters and a prepared speech during election time.

The following **officers** serve on the Student Council:

- President
- Vice President
- Treasurer
- Secretary
- Commissioner of Religious Affairs
- Commissioner of Public Relations
- Commissioner of Environmental Affairs

Student Council sets the example for the student body. Therefore, all officers on Student Council must maintain a "2" or above in Conduct to run for office. A "3" will disqualify a student from running for any office.

All officers on Student Council must maintain a "2" or above in Conduct and must have a "C" average or higher in each class. The President and Vice President must maintain a "B" average or higher. *If for any reason, a student drops below the required conduct or grade, he/she will be temporarily suspended from participating in Student Council until the following report card indicates compliance with requirements.

STUDENT COUNCIL (General Session)

A general session of Student Council includes the executive body and representatives from grades 1-8. General sessions of Student Council can be called to plan school events/activities that require the help of each class.

COMPUTER/INTERNET USE

Saint Raphael School strongly believes in the educational value of technology, recognizing that electronic media has the potential to support curriculum and student learning.

At Saint Raphael School use of school computers by students always has an educational purpose. This purpose extends to use of the internet while at school. Any computer use—particularly internet use—by a student at school that does not conform to this educational purpose will be considered as cause for disciplinary action. Such action is the prerogative of the teacher and/or the administration.

The school makes every reasonable effort to protect all members of the school community and the school itself from negative experiences resulting from electronic information accessed through the school's computers.

Without intending to, internet users may encounter material that is controversial, inappropriate, or offensive. On a global network such an encounter is inevitable because of the impossibility of totally controlling internet data. Even as this is so, it is the user's responsibility NOT to purposefully initiate access to objectionable internet matter and not to dwell on such matter should it appear.

Saint Raphael School recognizes that, away from school, students make frequent, sometimes prolonged use of the internet for their own purposes. Students are reminded that the school will hold them responsible—to the point of discipline—for internet usage away from school that conveys information or pictures damaging to the dignity of any member of the school community or injurious to the integrity of the school itself.

In addition to the above understandings and in collaboration with Beyond Technology, our partners in computer education at Saint Raphael School, students and parents will be asked to sign and return an internet use policy.

Electronic Readers (E-readers): Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. Saint Raphael School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

e-Reader Acceptable Use Policy:

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be shown to the teacher and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. e-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of Saint Raphael School. Please refer to the Parent-Student Handbook for more details.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.

5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. e-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

Instagram® and other Social Media: Photos and captions on a student or parent’s Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

In accordance with the Child Internet Protection Act, Saint Raphael School provides content filtering on computer workstations within the school.

DISASTERS/EMERGENCIES

The safety of students and school staff is of paramount importance. When the school is affected by an emergency/disaster, parents with knowledge of such are asked to:

1. Be calm and remain calm.
2. Do NOT phone the school. Call the Emergency Announcement phone #--(415) 446-8467—for a recorded message in both English and Spanish giving the status of the emergency
3. Listen to the radio (Emergency Broadcast System) for reports and instructions.
4. Saint Raphael School follows the local public school system's procedures.
Understand that children will be sent home only when dismissal can be done in complete safety. Children will be released ONLY to a parent or person designated on the Emergency Release Form. That person will be required to produce identification. Accountability records of this information will be kept by the school.

SCHOOL SAFETY

Saint Raphael School provides a safe environment for all individuals. Verbal or written threats (including email) made against the physical or emotional wellbeing of any individual will be taken seriously. Students making such threats (seriously or in jest) face disciplinary action up to and including suspension or expulsion.

HARASSMENT POLICY

Saint Raphael School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, other parent, religious, or priest is prohibited. The school will treat allegations of harassment seriously and in a prompt, confidential and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and

including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender.

GRIEVANCE PROCEDURE

The Archdiocese of San Francisco has a grievance procedure. Information is available in the school office and on the Archdiocesan website.

PRINCIPAL'S RIGHT TO AMEND

The Principal reserves the right to amend the policies, procedures, and requirements listed in this handbook. Such amendments would be instituted for just cause and all parents would be notified of such changes.

INTERNET ACCEPTABLE USE POLICY - SUMMARY Grades K-8

THIS FORM IS A COPY – DO NOT RETURN

In order for a student to use the Saint Raphael School Internet connection, which is provided for educational purposes only, he/she must read these guidelines or have them read and explained to them by a parent/guardian.

All Internet use at the elementary level is under the supervision of a teacher or responsible adult. Unless the statement below is signed and returned, it is assumed that the student does not have permission to use the Internet in school.

Acceptable Use By Student

- I will use the computer as instructed by my teachers.
- I may use the Internet and World Wide Web only when a teacher or other adult is present and I have permission to do so.
- I will not download any files or software without the permission of a teacher or other adult.

Safe Use

- I will never give out personal information about others or myself over the Internet.
- I will not use my name, only my first initial, if I am doing project work over the Internet.
- I will inform my teacher immediately if I find materials or sites that make me uncomfortable.
- I understand that I must learn to evaluate the information that I find on the Internet and World Wide Web.
- Internet Etiquette
- I will be polite. I will only use language that is acceptable in my school.
- I will use the computer in ways that will not harm the computer system or other people's work.

Consequences

- I understand that I must follow the rules and guidelines of the school and my teachers. If I do not follow the rules, I will have my computer privileges taken away and I will also have to meet with my school principal and classroom teacher to review my behavior. My parents will also be notified.

Contract for the Use of the Internet will be provided by the computer teacher at the start of classes, and must be returned to the office in order for a student to have access to internet at the school.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The student's interest in receiving a quality, morally based education requires that parents and personnel work together. Normally, differences between those individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be the express condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, the policies, principles, or procedures set forth in this parent/student handbook.

It shall be the express condition of enrollment that the parent/guardians of a student shall also conform themselves to the standard of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. The principles, include, but are not limited to, the policies, principles, or procedures set forth in this parent/student handbook. These Christian principles further include, but are not limited to, the following:

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concern about the school operation and its personnel. However they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/ guardians include, but are not limited to, all school sponsored programs or events (e.g. extended care, athletics, field trips, PTG)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school, (e.g. detention or suspension of a student or suspension of a parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, and other activities.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

EI CÓDIGO DE CONDUCTA CRISTIANA QUE CUBRE ESTUDIANTES Y PADRES/GUARDIANES

Queremos que los estudiantes reciban una educación moral y de calidad y así la escuela y los

padres deben trabajar juntos.. Normalmente, las diferencias entre esos individuos pueden ser resueltas. En algunos casos raros sin embargo la escuela puede descubrir que es necesario, en su discreción, para requerir a padres/guardianes a retirar a su niño. Será la condición expresa de matriculación que el estudiante se comporta en una manera, en y de campus, que es consecuente con los principios cristianos de la escuela como determinado por la escuela en su discreción. Estos principios incluyen, pero no son limitados a, a las políticas, a los principios, ni a conjunto de procedimientos adelante en la guía de padre/estudiante. Será la condición expresa de matriculación que los padres/guardianes de un estudiante también se conformarán a sí mismo al estándar de conducta que son consecuentes con los principios cristianos de la escuela, como determinado por la escuela en su discreción. Los principios, incluyen, pero no son limitados a, a las políticas, a los principios, ni a conjunto de procedimientos adelante en la guía de padre/estudiante. Estos principios cristianos incluyen aún más, pero no son limitados a, lo siguiente:

1. Los padres/guardianes son esperados trabajar cortésmente y cooperativamente con la escuela para ayudar al estudiante a encontrar al académico, a la moraleja, y a esperanzas conductistas de la escuela.
2. Los estudiantes y los padres/guardianes pueden expresar respetuosamente su preocupación acerca de la operación escolar y su personal. Como ellos no pueden hacer así en una manera que es descortés, escandaloso, el rumor accionado, disruptivo, amenazar, hostil, ni divisivo.
3. Estas esperanzas para estudiantes y los padres/guardianes incluyen, pero no son limitadas a, toda la escuela patrocinó programas o acontecimientos (por ejemplo extendió cuidado, el atletismo, los viajes de estudio, PTG) La escuela reserva el derecho de determinar, en su discreción, cuales acciones no alcanzan encontrar los principios cristianos de la escuela. El fracaso para seguir estos principios tendrán como resultado normalmente una advertencia verbal o escritos al estudiante y al padre/guardián y normalmente tendrán como resultado primero acción disciplinaria brevemente de un requisito para retirar de la escuela, (por ejemplo detención o suspensión de un estudiante o la suspensión del privilegio de un parent/guardian para venir en el motivo de campus y/o tomar parte en actividades parroquia/escolares, el trabajo de voluntario, y otras actividades). La escuela reserva el derecho de determinar, en su discreción, cuando conducta es de una naturaleza tan severa como justificar acción inmediata sin una advertencia y/o sin un paso intermedio corto de retirada.



I have read and understand the contents of this handbook and the Code of Christian Conduct for Saint Raphael School. I understand that this is an agreement between the school and parents/guardians that is a necessary part of the educational partnership with Saint Raphael School.

He leído y he comprendido este manual escolar y el Código de Conducta cristiana para la Escuela de St. Raphael. Comprendo que esto es un acuerdo entre la escuela y los padres/guardianes que es una parte necesaria de la asociación educativa con la Escuela de St. Raphael.

Child's name /Nombre del niño/a

Child's signature/Firma del niño/a

Grade/ Grado

Child's name /Nombre del niño/a

Child's signature/Firma del niño/a

Grade/ Grado

Child's name /Nombre del niño/a

Child's signature/Firma del niño/a

Grade/ Grado

Parent/ Guardian 1

Parent/ Guardian 1 Signature

Parent/ Guardian 2

Parent/ Guardian 2 Signature

Date/ Fecha

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