

St. Raphael Catholic School Student Handbook



REPORT CARDS

Report cards provide information on a student's academic progress during a quarter. Report cards are issued one week after the end of the first three quarters and on the last day of school.

2nd - 8th Grade Report Cards

In second through eighth grade, letter grades are given on the report cards.

Evaluation Key

A = 100 - 93
B = 92 - 85
C = 84 - 73
D = 72 - 65
F = 64 and below

Effort/Conduct

1 = Above Average
2 = Average
3 = Below Average
3c = Conference Requested

Conduct Grades

Kindergarten children are observed for personal interactions and classroom attentiveness. Report card comments on these skills are under the headings "Social Development" and "Work Habits".

1st - 8th Grade

- | | | |
|---|-----------------|---|
| 1 | (Above Average) | Accepting of and outgoing to all classmates and wider school community. Rarely needs correction but accepts one gracefully. Polite, cooperative, contributes to good atmosphere of class and school as a whole. |
| 2 | (Average) | One of the considerations for a "1" is lacking. May need a few verbal corrections to modify a minor problem of behavior or cooperation, but immediately responds appropriately. |
| 3 | (Below Average) | Disruptive, confrontational, disrespectful of classmates, school personnel or rules. |

Honor Roll Requirements (5th - 8th Grade)

First Honors

A grade of "A" in all of the following subjects and a conduct grade not lower than a "2":

English	Science
Mathematics	Social Studies
Reading	Spelling

Students must receive an S (satisfactory) grade in the following subjects:

Handwriting	Physical Education
Music	Art
Computers	Foreign Language

Second Honors

A grade of "A" or "B" and one "C" in all of the following subjects and a conduct grade not lower than a "2":

English	Science
Mathematics	Social Studies
Reading	Spelling

Students must receive an S (satisfactory) grade in the following subjects:

Handwriting	Physical Education
Music	Art
Computers	Foreign Language

CODE OF CONDUCT

General Rules

The primary goal of St. Raphael School is to provide a learning environment that fosters each student's Christian development and academic excellence along with respect and acceptance of all members in the school community. We believe it is important to work with parents/guardians and to encourage the development of responsible, respectful students. We support positive peer relationships, as well as foster a positive teacher student relationship. We stress the care of personal belongings and our school facilities.

The immediate objective of school discipline is to maintain effective learning conditions. The ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. In order to accomplish this, heavy emphasis will be placed on techniques designed to instill in each child a sense of individual responsibility for one's own actions.

Students are expected to abide by the Code of Conduct for St. Raphael School. Should infractions occur, students will be held accountable for violations and disciplinary measures will be taken.

Because it is impossible to foresee all problems that may arise, it is within the principal's discretion to take disciplinary action for any behavior that violates the spirit and philosophy of St. Raphael School, even though not specified here.

Kindergarten Discipline

In kindergarten, students learn and have an opportunity to practice acceptable social skills. The classroom teacher deals with inappropriate behavior through methods of behavior modification. If the child's behavior does not improve, a referral may be issued. Once kindergarten students reach this point, they are subject to the same disciplinary measures as the rest of the student body.

Conflict Resolution

Students are trained to respond to key-words used by classmates to signal hurt feelings. They are trained to follow a procedure that has been proven to bring a peaceful solution to conflicts.

Peer Mediation

When students feel the need of a third party to help resolve a dispute, they may request a peer mediator.

Peer mediation is a conflict resolution program in which trained student mediators help peers resolve inter-personal conflicts. Peer mediation is voluntary, confidential and proven to be one of the most effective approaches to solving student disputes. Through in-depth training, selected peer mediators and teachers learn collaborative problem-solving strategies that are used to guide all mediation sessions.

Referrals/Detention

In most cases, the teacher in the classroom handles discipline. For more serious infractions a teacher may choose to write a referral. A referral may be given by a faculty or staff member for violation of the Code of Conduct, violation of the dress code, or for missing three assignments in a given subject in one quarter.

Lunch supervisors or bus drivers may write a referral for violation of the Code of Conduct when students are under their charge.

The referral form is a three-part form. The parents will be asked to sign, date and return their copy of the form.

Reasons for receiving a referral are listed but not limited to the following:

annoying to classmates	lack of cooperation
destruction of property	misbehavior on bus
hitting / hurting others	bringing inappropriate materials to school
fighting	found in unauthorized area
rude / discourteous	lying / cheating / forgery
throwing snow	inappropriate language
playground misbehavior	spitting
gum chewing	gambling
being disrespectful	

A disciplinary action is indicated for each referral. An accumulation of three referrals per quarter results in one detention. Parents/guardians of students who receive an after-school detention will pay a fee of \$10 for the cost of supervision.

Serious infractions of the Code of Conduct may merit detention after one occurrence as deemed necessary by the school principal.

Suspension

An accumulation of two detentions per quarter will result in a one-day suspension. Suspension may be in or out of school. While suspended, a student may not participate in or attend any school-sponsored activity or event.

Daily work must be turned in by 8:00 a.m. the following day or it will be considered late. All assignments must be turned in before the student returns to school. **Students will receive a zero for all work done while suspended.**

Serious infractions of the Code of Conduct may merit immediate suspension, as deemed necessary by the school principal. The school principal shall determine the length and type of suspension.

A student receiving one suspension in one school year will be placed on probation. The parents/guardians and student will meet with the principal, and the student will be asked to sign a behavioral contract.

Probation

A student cited for repeated acts that indicate a pattern of non-compliance with the Code of Conduct, or any student who receives a suspension, will be placed on probation. A behavioral contract will be offered to the student by the principal. The parents/guardians will sign this contract as a witness. A conference with the parents/guardians, student, and administration will be held to ensure complete understanding of the conditions of the contract.

Students who do not fulfill the conditions of the behavioral contract will meet with the Disciplinary Committee.

Expulsion

The term "expulsion" shall mean the dismissal of a student from St. Raphael School for the remainder of the school year.

Expulsion of a student is a last resort. This is the most extreme measure and is used when other measures have proven ineffective or for severe violations of the Code of Conduct. This action and the authority to do so lie in the hands of the school principal acting together with the Disciplinary Committee.

Disciplinary Committee

Members of this committee are the pastor, principal, and a staff member. The sole purpose of this committee is to meet with the parents/guardians and student to consider the possibility of expulsion.

Right of Appeal

When parents/guardians disagree with a decision made by a member of the staff, every attempt should be made to resolve the issue at that level. However, if it cannot be resolved at that level, the parents/guardians may take the unresolved issue to the principal. If the parents/guardians are still not agreeable with the resolution, they may make an appointment to discuss it with the pastor.

THE FOLLOWING VIOLATIONS ARE SUBJECT TO DISCIPLINARY ACTION

Academic Honesty

Students are expected to conduct themselves in a manner that promotes Christian values and integrity. Therefore it is contrary to our policy to submit work that is not one's own; claim the thoughts or works of another as one's own; cheat, lie, or steal the ideas or property of another; or condone someone else's breach of this policy.

Weapons

Students are prohibited from bringing or having weapons or toy weapons in school, on the premises, or in the immediate vicinity of the school.

Definitions: A weapon is any object that can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature, or description; knives; chains; karate sticks; brass knuckles; sling-shots; sharpened instruments; ammunition; etc.

School premises include the school buildings and the adjacent grounds, such as parking lots, playgrounds, school bus, etc.

Immediate vicinity of the school means within a one-block radius of the school.

Any student discovered to be or suspected of carrying, possessing, concealing, or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from class pending investigation.

Any student found to be in violation of this policy and rule is subject to expulsion.

Any student who interferes with or otherwise obstructs the search and questioning allowed in this policy and rule shall be subject to disciplinary action including the possibility of expulsion.

Illegal/Controlled Substances

The possession, use, manufacture, sale or distribution of alcoholic beverages, controlled substances, paraphernalia, or tobacco by students in school or at school-sponsored events is expressly forbidden. Students who violate this policy will be subject to suspension and/or expulsion.

Threats

St. Raphael students have the right to trust in the safety of the school environment. Violent acts, intimidation, or threats of any type are prohibited and will not be tolerated. Disciplinary action will be taken to stop them, up to and including expulsion.

Harassment

The pastor, administration, and staff of St. Raphael School believe that all employees and students are entitled to work and study in a school environment that is Christ centered and free of harassment. St. Raphael School will not tolerate harassment of any type. If harassment occurs, disciplinary action will be taken, which may include suspension or expulsion.

Examples of harassment include, but are not limited to, verbal or written taunting or inappropriate communication via the internet; bullying, other offensive intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings, or objects which are offensive, intended to alarm, annoy, abuse or demean an individual or group.

Youth Gangs

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Participation in such a gang or gang related activity might result in suspension and/or expulsion.

Vandalism

Vandalism, defined as the willful or malicious destruction or defacement of public or private property includes: parish/school properties, teacher properties, student properties, or other properties, such as automobiles parked on parish property.

All incidents of illegal entry, theft of property, vandalism, or damage of school property shall be reported to the school principal who will notify the proper authorities.

Any student found to be in violation of this rule is subject to disciplinary action. Restitution is expected and must be made in full.

St. Raphael School Technology Code of Conduct

When visiting the computer lab, students are expected to follow rules of respect and courtesy to people and property.

Each student has the right to make use of computer hardware and software provided on school grounds in order to facilitate diversity and personal academic growth in technology.

The student accepts the responsibility for the preservation and care of the computer hardware and/or software.

- ◆ It is the responsibility of the student to alert the teacher or computer lab supervisor if any problems arise with the computer hardware or software.
- ◆ It is the responsibility of the student to obtain permission from the classroom teacher or computer lab supervisor to use the printer.

- ◆ It is the responsibility of the student to notify the classroom teacher or computer lab supervisor when the printer needs ink, paper, or servicing.
- ◆ Students failing to abide by the Technology Code of Conduct may have their computer privileges severely curtailed.

Radios/Cassettes/ Laser Pointers

Radios, cassettes, CD players, lasers, hand-held game systems, and other such types of recreational audio/visual equipment are prohibited on the school premises. The teacher has the authority to confiscate recreational electronic equipment. A parent/guardian must retrieve the equipment.

Phones/ Beepers

Cell phones and beepers are prohibited on the school premises. The teacher has the authority to confiscate phones and beepers. A parent/guardian must retrieve the equipment.

UNIFORM DRESS CODE

The objective of the Uniform Dress Code at St. Raphael School is to maintain an appearance of neatness, visual uniformity, and simplicity. Good grooming is part of the education of a child. Through it we teach self-discipline, self control, self respect, importance of proper dress for different occasions, and the seriousness of educational learning.

With that in mind, students shall be dressed as follows:

Students in 1st – 8th Grade

It is the responsibility of parents/guardians to make sure that their children follow the dress code. All uniform clothing should be kept clean and in good repair.

Girls 1st – 6th Grade

- Jumper (1-4) Navy/red plaid purchased from Schoolbelles should be kept clean and in pleated condition. Must be at least knee length.
- Skirt (5-6) Navy/red plaid purchased from Schoolbelles should be kept clean and in pleated condition. Must be at least knee length.
- Blouse Plain white blouse may have pointed or round collar, long or short sleeve. White turtlenecks and polo shirts are acceptable. T-shirts may not be worn. Shirts are to remain tucked in at all times. Colored T-shirts may not be worn under the shirt or blouse.
- Shorts Navy uniform walking shorts may be worn anytime.
- Skorts Navy/red plaid of modest length purchased from Schoolbelles may be worn anytime.
- Slacks Navy dress slacks (twill or corduroy) may be worn anytime. (no flared bottoms)
- Socks Solid color navy, red or white anklets, knee-highs or tights. Holiday socks are permitted during the week prior to Halloween, Christmas, Valentine’s Day and St. Patrick’s Day, and Easter.
- Shoes Dress shoes with closed heel and toes in any dark color (black, brown or navy) and saddle shoes are acceptable. No tennis shoes, platforms, boots, sandals or any semblance of tennis or sport shoes are acceptable. Heels should not exceed 2”.
- Sweater Solid navy or red V-neck, button-down cardigan, or sweater vest purchased from Schoolbelles may be worn over blouse with jumper. Sweater or sweater vest must be worn with shorts, skorts, skirts, or slacks. Removal of sweaters is at the teacher’s discretion.

Girls 7th – 8th Grade

- Skirt Navy/red plaid purchased from Schoolbelles should be kept clean and in pleated

condition. Khaki or Navy uniform skirts purchased from Schoolbelles, may be worn. Must be at least knee length.

Blouse	Plain white blouse may have pointed or round collar, long or short sleeve. White turtlenecks and polo shirts are acceptable. T-shirts may not be worn. Shirts are to remain tucked in at all times. Colored T-shirts may not be worn under the shirt or blouse.
Shorts	Navy or khaki uniform walking shorts purchased from Schoolbelles may be worn anytime.
Skorts	Navy/red plaid, Navy, or Khaki of modest length purchased from Schoolbelles may be worn anytime.
Slacks	Navy dress slacks (twill or corduroy may be worn anytime no flared bottoms)
Socks	Solid color navy, red, or white anklets, knee-highs or tights may be worn anytime. Holiday socks are permitted during the week prior to Halloween, Christmas, Valentine's Day, St. Patrick's Day, and Easter.
Shoes	Dress shoes with closed heels and toes in any dark color (black, brown or navy) and saddle shoes are acceptable. No tennis shoes, platforms, boots, sandals or any semblance of tennis or sport shoes are acceptable. Heels should not exceed 2".
Sweater	Solid navy or red V-neck, button-down cardigan or sweater vest purchased from Schoolbelles may be worn over blouse with jumper. Sweater or sweater vest must be worn with shorts, skorts, skirts or slacks. Removal of sweaters is at the teacher's discretion.
Hair	Must be well groomed, clean and brushed, bangs should be cut neatly and out of the eyes. No extreme hairstyles or artificially lightened, bleached, or colored hair. Hair must be of natural color. Hair accessories must be of uniform colors. Holiday hair accessories are permitted during the week prior to Halloween, Christmas, Valentine's Day, St. Patrick's Day, and Easter.
Make-up	No make-up is to be worn at school except for eighth grade girls on graduation picture day only. No artificial nails are to be worn at school. No body art, tattoos, or body piercing allowed.
Accessories	Permitted - watch, one ring per hand, post earrings. Necklace must be tucked inside of shirt. No bracelets allowed.

Girls 1st – 8th Grade

Hair	Must be well groomed, clean and brushed, bangs should be cut neatly and out of the eyes. No extreme hairstyles or artificially lightened, bleached, or colored hair. Hair must be of natural color. Hair accessories must be of uniform colors. Holiday hair accessories are permitted during the week prior to Halloween, Christmas, Valentine's Day, St. Patrick's Day, and Easter.
Make-up	No make-up is to be worn at school except for eighth grade girls on graduation picture day only. No finger nail polish is to be worn at school. No artificial nails are to be worn at school. No body art, tattoos, or body piercing allowed.
Accessories	Permitted - watch, one ring per hand, post earrings. Necklace must be tucked inside of shirt. No bracelets allowed.

Boys 1st – 6th Grade

Pants	Navy uniform trousers or corduroys must be worn. Pants must be worn at the waist.
Shorts	Navy uniform walking shorts may be worn anytime. Shorts must be worn at the waist.

Shirts	White dress shirt, turtleneck, or polo shirt may be worn. The shirt must be tucked into trousers or shorts. Colored T-shirts may not be worn under the shirt or blouse.
Sweater	Navy or red V-neck pullover long sleeve sweater or sleeveless sweater vest purchased from Schoolbelles must be worn at all times. Removal of sweaters is at the teacher's discretion.
Socks	Red, white, or navy dress socks must be worn at all times. Holiday socks are permitted during the week prior to Halloween, Christmas, Valentine's Day, St. Patrick's Day, and Easter.
Shoes	Dress shoes with closed heels and toes in any dark color (black, brown, or navy) and saddle shoes are acceptable. No tennis shoes, sandals, boots or any semblance of tennis or sport shoes are acceptable.
Hair	Must be styled above the eyebrows and above the collar. Hair must be neat, clean, and well combed. No extreme haircuts (shaved areas, lines, tails, etc.). Also, no artificially lightened, bleached, or colored hair permitted. Hair must be natural color. Clean-shaven at all times.
Accessories	Permitted - watch, one ring per hand, necklace must be tucked inside of shirt. No bracelets allowed. No body art, tattoos, or body piercing allowed.

Boys 7th – 8th Grade

Pants	Navy or Khaki uniform trousers or corduroys must be worn. Pants must be worn at the waist.
Shorts	Navy or Khaki uniform walking shorts may be worn anytime. Shorts must be worn at the waist.
Shirts	White dress shirt, turtleneck, or polo shirt may be worn. The shirt must be tucked into trousers or shorts. Colored T-shirts may not be worn under the shirt.
Sweater	Navy or red V-neck pullover long sleeve sweater or sleeveless sweater vest purchased from Schoolbelles must be worn at all times. Removal of sweaters is at the teacher's discretion.
Socks	Red, white, or navy dress socks must be worn at all times. Holiday socks are permitted during the week prior to Halloween, Christmas, Valentine's Day, St. Patrick's Day, and Easter.
Shoes	Dress shoes with closed heels and toes in any dark color (black, brown, or navy). No tennis shoes, sandals, boots or any semblance of tennis or sport shoes are acceptable.
Hair	Must be styled above the eyebrows and above the collar. Hair must be neat, clean, and well combed. No extreme haircuts (shaved areas, lines, tails, etc.). Also, no artificially lightened, bleached, or colored hair permitted. Hair must be natural color. Clean-shaven at all times.
Accessories	Permitted - watch, one ring per hand, necklace must be tucked inside of shirt. No bracelets allowed. No body art, tattoos, or body piercing allowed.

Gym Uniforms Boys and Girls 1st – 8th Grade

On designated gym days, according to grade, students may wear the following uniform to school:

- ◆ Gym shoes
- ◆ White, navy or red socks
- ◆ Solid red, gray, or navy t-shirts or sweatshirts (no cut-off, writing, or insignias other than St. Raphael logo)
- ◆ Loose fitting, solid navy colored athletic pants (no tear-a-ways, jeans, cut-offs, stripes, writing or insignias other than St. Raphael logo)
- ◆ Loose fitting, solid navy colored shorts of modest length (no tear-a-ways, jeans, cut-offs stripes, writing or insignias other than St. Raphael logo)

Note: The final decision regarding the appropriateness of all attire and appearance is at the discretion of the administration. Any exceptions must be discussed with the administration.

Uniform violations result in a referral/detention. Refer to the Code of Conduct section.