

St. Raphael Catholic School  
2009 – 2010  
Student Handbook



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[www.straphael-gc.org](http://www.straphael-gc.org)

## **ADMISSIONS**

St. Raphael is a parish school in the Archdiocese of Detroit. Its purpose is to provide a Catholic education for children of the parish, and if space is available, for children of the Archdiocese, and of the greater civic community. Within this policy there is no discrimination based on race, color, creed, sex, national or ethnic origins.

Current students, children of St. Raphael parishioners, and Catholic children from other parishes will receive first consideration for admission. Non-Catholic children whose parents/guardians agree to the child's participation in the integrated religious education program may be admitted as space permits.

We reserve the right to deny admission to any child whose parents/guardians have concerns not consistent with the goals and/or policies of St. Raphael School. If this is determined, the parents/guardians may be required to withdraw their child from St. Raphael School. Students with disabilities will be evaluated for admission on an individual basis upon their needs and the school's ability to accommodate those needs. The final decision will be made by the Pastor and Principal.

Students entering kindergarten must be five years old prior to December 1st of their kindergarten year.

## **REGISTRATION**

Registration for the next school year takes place in the late winter of the current school year. Current students may register for the next school year by mailing in the completed forms along with the appropriate registration fees, or bring their completed forms to the school office during specified hours and days.

Registrations will not be accepted from those who are behind in their tuition payments or parish contributions for the current or previous school years.

The registration fee, which is nonrefundable, is due at the time of registration.

Current students who register after the registration period will be expected to bring current their tuition payments according to the tuition payment schedule upon registration. An arrangement with the principal about a special tuition payment schedule including late fees is also a possibility.

New students may register for grade levels with openings. Prior consideration is given first to parish members, then to Catholics from other parishes, and then to the general public. At registration, parents/guardians must complete a registration form, emergency card, tuition card, a records request form to be submitted to the child's current school, and a registration fee payment. They must also submit copies of the child's birth certificate, health records, baptismal certificate (if applicable), and the most current report card.

Kindergarten screening tests are administered in the spring.

### **Probationary Status:**

All students entering St. Raphael Catholic School are admitted on a one semester probationary status. Students who demonstrate an unwillingness to cooperate academically or demonstrate unacceptable or disruptive behavior may be asked to leave at any time during the first semester.

Registration fees are non-refundable except for the following conditions:

- ◆ Kindergarteners who do not pass the initial screening will receive a full refund.

## TUITION

All tuition payments must be paid according to the tuition schedule for the current year. By signing the policy agreement at registration, parents/guardians are agreeing that they will comply with the policy as stated. All payments must be paid in full by the assigned dates.

Tuition is non-refundable for any quarter in which the student has attended at least one school day.

### **IN-PARISH REQUIREMENT**

To be considered In-Parish, you must be registered in the Parish and families should make a minimum weekly contribution of \$10.00. If there are extenuating circumstances that prevent you from meeting this requirement, please make an appointment to discuss this with the pastor.

In order to qualify for the in-parish rate, it is expected that the family be:

- ◆ Registered members of St. Raphael Parish prior to December 31<sup>st</sup> of the year before enrollment in school.
- ◆ Attend weekly liturgies regularly and support the work of the parish.

### **Tuition Assistance**

All tuition grants known to the principal will be reported in the *Rebel Report*. Parents/guardians who qualify for these grants will have each tuition payment requirement reduced in accordance with the grant.

### **Delinquent Tuition**

No student will be admitted to class unless the tuition for the current quarter is paid. A \$20.00 late fee will be assessed for each late payment.

### **Returned Checks/Fund-raising**

There will be a \$20 fee assessed for each check returned for insufficient funds. All families are responsible for the sale of \$150 in raffle tickets.

### **Tuition Reimbursement**

Families who participate in Scrip or Market Day fund-raisers are given a tuition credit as follows:

- ◆ Scrip – The year is from July 1<sup>st</sup> - June 30<sup>th</sup>. During that time, the first \$20 profit earned stays with the school. After the first \$20, the profit is split 60% for the family and 40% for the school. Credit slips are issued once a year for the fall tuition payment.
- ◆ Market Day - A percentage of profit will be reimbursed to the family once a year as a credit toward the fall tuition payment.

### **Withdrawal/Transfer**

Upon the official request of another school, signed by a parent/guardian, a child's academic and health records will be mailed to the requesting school.

## **TRANSPORTATION**

### **Parking Lot Procedures**

To protect the safety of all the children at St. Raphael, please follow the parking lot procedure as outlined below.

- ◆ Preschool drop off and pick up is in the Parish Center parking lot. Parents need to exit toward Moeller heading west.
- ◆ Only cars transporting kindergarteners may use the blacktop by the school buildings. Enter by the Merriman driveway and exit left onto Beechwood. Pull up to the pylons to drop off your students. If you need to get out of the vehicle, park in the parking lot to the left and walk your student to the door. Keep the flow of traffic going to prevent cars from having to stop on Merriman.
- ◆ All other cars carrying students enter the church parking lot from Krauter and exit left onto Beechwood and proceed to Moeller. In the morning, pylons will guide the cars into two lanes as they approach Beechwood. If the driver anticipates a delay, proceed to the left of the pylons and park in a marked spot. The students leaving these cars are to cross the line of cars pulling up at the front of the sidewalk, where safeties will guide them.

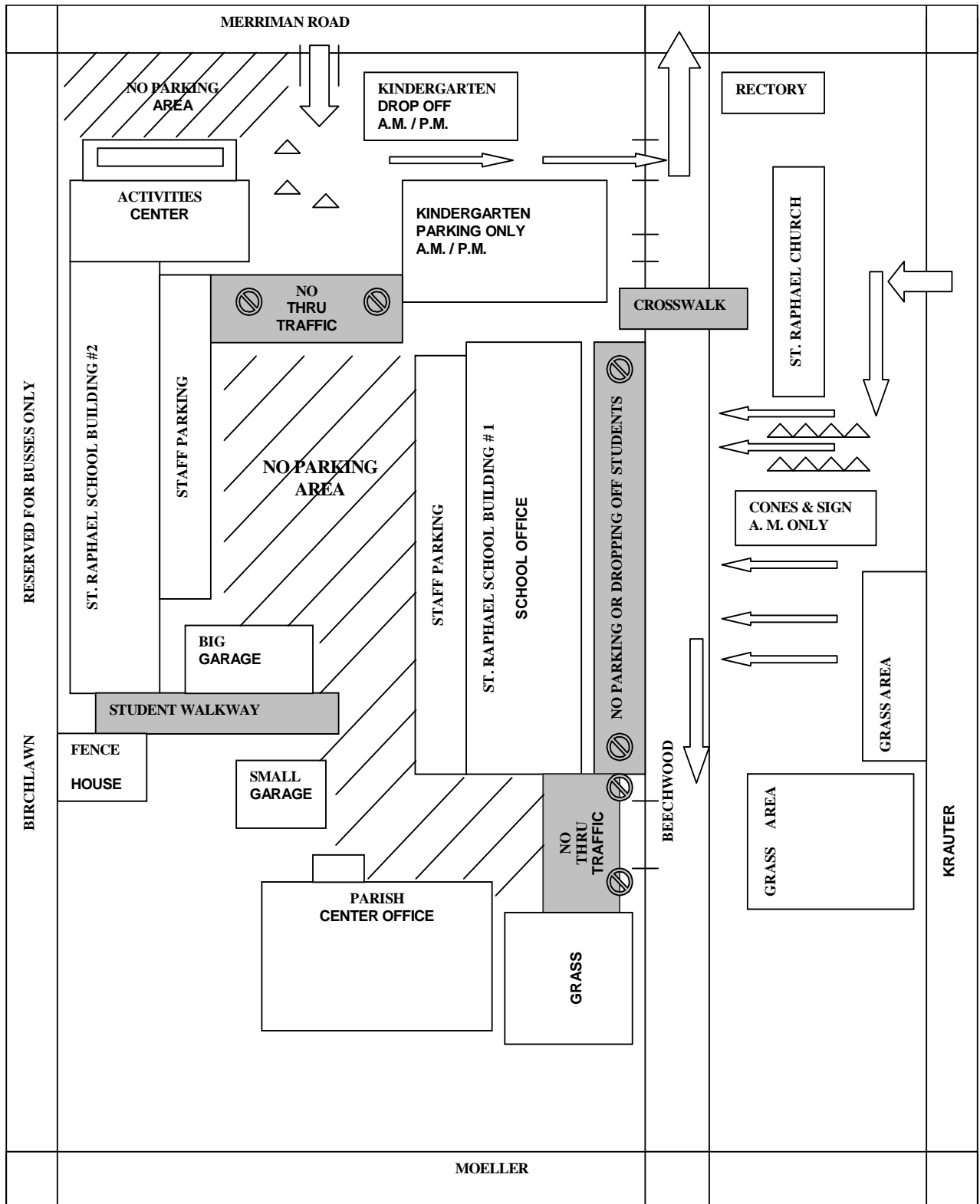
By following this flow of traffic, the crosswalk will remain clear of cars when the children are attempting to get to class. At no time should cars park on Beechwood between the crosswalk and the Parish Center. This limits the sight of the safeties and the walking space on the sidewalk. Birchlawn is reserved for buses only.

At no time should cars drive between the school buildings. Students should not be dropped off or picked up in the street.

### **Garden City Bus**

Most Garden City residents are able to take advantage of the Garden City Public School buses. Each year Garden City Public School Transportation Department is given a list of St. Raphael students residing in the city. Bus routes are made according to their policies. Should you have any questions, please call the Garden City Public School Transportation Department 734-762-8325.

# TRAFFIC PATTERN A.M. /P.M.



## **CURRICULUM**

Curriculum includes classes in religious education, English, reading/literature, phonics, mathematics, social studies/history, science, spelling, and handwriting. Students receive instruction from Garden City Public Schools for classes in art, music, foreign language, physical education, and computer science. The curriculum is also strengthened by library periods once a week.

### **Religion**

Religion classes are held in all grades. Grades one through eight have the opportunity to plan and participate in weekly liturgies.

All students, regardless of religious affiliations, are required to attend and participate in all religion classes, liturgies, and prayer services, with the exception of receiving the sacraments or participating in the sacramental programs.

### **Sacramental Preparation**

First Reconciliation – 2<sup>nd</sup> grade

This sacrament involves an on-going catechesis that prepares students to receive the Sacrament of Reconciliation in the second grade. As children mature, they deepen the awareness of giving witness to the laws of God, Jesus, and the Church.

First Eucharist – 2<sup>nd</sup> grade

Parent/guardian meetings and family celebrations throughout the year focus on the Eucharist as the “center and heart of the Catholic faith so that one can live a Christian life.”

Confirmation – 7<sup>th</sup> & 8<sup>th</sup> grade

This sacrament involves a two-year preparation program including seventh and eighth grade classroom instruction, participation in works of service and/or ministry, as well as special confirmation activities and retreats.

Rite of Christian Initiation for Children (R.C.I.C.)

Students of any age who have not received the sacraments of Baptism, Reconciliation, or First Eucharist are invited to make special arrangements through the Religious Education Office 734-425-5550.

## **Library**

When visiting the library, students are expected to follow rules of respect and courtesy to people and property. Inventory of the library collection takes place during the end of May. Borrowed books need to be returned and fines paid by this time. Report cards will be held at year-end for students who do not return books or settle payments due.

Students visit the library according to the library schedule.

The librarian welcomes a book donation in celebration of a child's birthday. Please contact the librarian for further details.

### **Check Out**

- ◆ Students in Preschool, Kindergarten and grade 1 may check out one book for one week.
- ◆ Students in grades 2 - 3 may check out two books for one week.
- ◆ Students in grades 4 - 8 may check out two books for two weeks.

### **Fines**

- ◆ Overdue slips are given to the students when books are not returned on time.
- ◆ Preschool through third grade students are charged 5 cents/day, not including the weekend.
- ◆ Fourth through eighth grade students are charged 10 cents/day, not including the weekend.
- ◆ Students must pay for damaged and lost books.

It is the student's responsibility to pay overdue fines. Failure to pay fines will result in the loss of library privileges.

## **Special Services**

Limited special services are available through Garden City Public Schools Department of Special Services.

## **HOMEWORK**

The purpose of an assignment is to strengthen skills and provide further practice. All assignments must be handed in on time. If a student is absent, assignments will be due within the same number of school days that the student was absent.

Homework options when a student is sick are as follows:

- 1) Work may be picked up at the office after 2:55 p.m.
- 2) It can be sent home with another student.
- 3) The work can be kept in the student's desk.

We do not encourage vacations during the school year. Teachers are not required to give homework assignments ahead of time. If your child is going to be absent due to a vacation, assignments will be given when the student returns to school and will be due within the same number of days missed.

### **Parent/Teacher Communication Forms**

Parents will be notified by individual teachers through a Parent-Teacher Communication Form if areas in academic achievement, classroom participation, or performance need immediate attention. The Communication is sent home with the student. The student must return the form signed by the parent or guardian the next school day. Failure to return the form will require the student to call his/her parent.

## **EXAMS**

7<sup>th</sup> & 8<sup>th</sup> grade - Final exams or final projects are given in all major subject areas. These take place at the end of the fourth quarter. A schedule will be given to the students prior to the week of final exams.

### **Standardized Testing**

In October, students in grades 2 - 8 are administered the Iowa Test of Basic Skills. Test scores are used to assess students individually and as a group in order to evaluate strengths and weaknesses. Parents/guardians are provided with a copy of the test results. The results are also placed in the students' files.

### **Cognitive Abilities Test**

In October, students in grade 1, 3, 5, and 7 are administered the Cognitive Abilities Test along with the Basic Skills test.

## **TUTORING**

If a student is having difficulty with a subject, tutoring may be recommended. Parents/guardians may contact the office for a list of available tutors. Other options include peer tutoring, tutoring by an older student, or tutoring by a student in a local university education program.

## **INTERIM PROGRESS REPORTS**

An Interim Progress Report provides information on a student's academic progress approximately mid-way through each quarter. The interim provides an opportunity for students to evaluate their progress and to identify those areas where some extra effort may be needed.

Preschool and kindergarten students do not receive Interim Progress Reports.

## **JUNIOR HIGH ON-LINE GRADING**

Students in grades 7 and 8 will receive a student name and PIN# to access their grades. These grades are updated weekly and can be accessed through the junior high teacher website.

## **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. The final report card will be mailed to the home.

### **Preschool Report Cards**

Preschool report cards are issued twice a year and use the comments:

- ◆ I can
- ◆ I'm growing
- ◆ I need more time

### **Kindergarten Report Cards**

Kindergarten report cards use the comments:

- ◆ 1- Excellent progress
- ◆ 2- Developing at expected level
- ◆ 3- Experiencing difficulty

### **First Grade Report Cards**

In the first quarter, comments and the following codes are used:

- ◆ 1- Excellent progress
- ◆ 2- Developing at expected level
- ◆ 3- Experiencing difficulty

Beginning with the second quarter, letter grades are assigned in reading, math, phonics, handwriting, science, and social studies.

### **1<sup>st</sup> – 8<sup>th</sup> Grade Report Cards**

In first 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".

### 1<sup>st</sup> - 8<sup>th</sup> 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 (4<sup>th</sup> - 8<sup>th</sup> 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
Computer	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
Computer	Foreign Language

## Retention

Retention may be successful if a student for any reason was unable to give full concentration to his/her studies the first time at a grade level. All parties concerned need to view this in a positive manner. It is a second chance to succeed, not a punishment.

Parents/guardians are informed of the possibility of retention in the present grade level, in January, at the beginning of the third quarter. Failure of two major subjects in fourth through eighth grade warrants the repeating of that grade.

Subjects under consideration:

Kindergarten	Retention is considered if a student has not mastered letter recognition, letter sounds, number recognition, and counting skills. A child's level of maturity is also considered.
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1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> grade	Reading and Math
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4 <sup>th</sup> - 8 <sup>th</sup> grade	Reading/Literature/English, Math, Science, Social Studies
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## **PARENT/TEACHER COMMUNICATION**

*Rebel Report* – A weekly newsletter is e-mailed every Wednesday. Parents/guardians are encouraged to faithfully read this newsletter because it contains upcoming events, fund-raiser information, student articles, and other pertinent information.

Communication keeping parents/guardians informed as to the student's academic and behavioral progress occurs in a number of ways.

- ◆ Parents/guardians may be requested to sign a graded test, assignment, or progress report.
- ◆ Parents/guardians may be contacted by phone, e-mail, or written correspondence either at home or at work when a need arises.
- ◆ Parents/guardians are also requested to initiate contact with teachers either by phoning the school office to leave a message for the teacher or by note with concerns that they might have. Please do not call the teachers at their home.
- ◆ Students are also expected to keep their parents/guardians informed of their progress in school.
- ◆ School and teacher websites will contain up-to-date information including the *Rebel Report*, lunch menus, and forms.

### **Conferences**

The faculty welcomes opportunities to discuss a student's behavior and academic progress with the respective parents/guardians at a time convenient to all parties. Conferences are by appointment only.

### **Fall Parent/Teacher Conferences**

Conferences are an invaluable aid in bringing about a closer relationship between home and school. Parent/teacher conferences are held after the first quarter report cards are received.

## **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 of the school community. We believe it is important to work with parents/guardians encouraging 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. We embrace the philosophy of *Love and Logic* and encourage responsibility in all of our students.

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.

Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor as detrimental to the school community.

### **Peer Mediation**

When students feel the need for 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. A referral may be given by a faculty or staff member for violation of the Code of Conduct, violation of the dress code, or at the teacher's discretion.

Lunch supervisors or bus drivers may write a referral for violation of the Code of Conduct.

Students in grades four through eight may be given detention. Detention is scheduled once a week after school and lasts an hour. Detention will result from negative behavior, lack of academic cooperation, disrespect toward faculty or adjunct assisting adults, or disrespect toward school property. Students receive at least a school day's warning for their detention so that travel arrangements by families might be modified.

## **Suspension**

After accumulating 2 detentions per quarter, a third offense 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 parent/guardian 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 parent/guardian will sign this contract as a witness. A conference with the parent/guardian, student, and administration will be held to ensure complete understanding of the conditions of the contract.

## **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 administration.

## **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 principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

## **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 or to any school function.

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**

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social-networks, such as Myspace, will be disciplined, up to and including expulsion.

It is the policy of the Archdiocese of Detroit and St. Raphael Catholic School to make every effort to provide an educational environment as well as a work environment, free from all forms of

harassment. This policy applies to the actions of all faculty, staff and students at St. Raphael, as well as others who may be in a working relationship with the school.

The Archdiocese of Detroit and St. Raphael are open to and respect the complaints brought under this policy. Respect for the dignity and worth of each individual is a basic tenet of St. Raphael. Each individual faculty, staff member, student, or other who is in a working relationship with the school, is entitled to work/ attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct which ensure that the school is free from sexual and other forms of illegal harassment.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

Examples of sexual harassment:

- online postings
- sexual innuendoes
- jokes of a sexual nature
- sexual propositions
- sexually suggestive pictures or cartoons
- foul and obscene language, jokes or gestures
- unwanted and unnecessary physical contact
- unwelcome comments about appearance.

The principal will answer questions and disseminate information about the policy, investigate complaints, and take appropriate corrective action. Any faculty, staff member, student or other person in a working relationship with St. Raphael, who feels that he or she has been a victim of sexual or other forms of illegal harassment, should bring the matter to the immediate attention of the principal. The school will investigate all complaints of harassment in as prompt and confidential a manner as possible, and will take appropriate corrective action when warranted. Any student who is determined to have engaged in harassment will be subject to appropriate disciplinary action, up to and including exclusion from school.

### **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 access the internet and to use the printer.
- ◆ Students failing to abide by the Technology Code of Conduct may have their computer privileges severely curtailed.
- ◆ An internet policy must be signed by the parents and the students before access to the internet is granted. This policy is sent home at the beginning of the year.

### **Electronic Devices**

iPods/MP3 players, 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**

Cell phones are prohibited on the school premises. The teacher has the authority to confiscate phones and a detention will be given to the student. A parent/guardian must retrieve the equipment.

## UNIFORM POLICY

The objective of the uniform policy 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:

### **Preschool and Kindergarten**

Preschool and kindergarten students do not have daily uniform requirements. Students should be dressed in comfortable, washable clothing that they can manage in the bathroom by themselves.

- Shoes            Must have closed heels and toes. No sandals or platform shoes. Athletic shoes are required on gym days.
- Socks            Must be worn at all times.
- Hair             Must be clean, brushed, and well groomed. Extreme hairstyles are not permitted.
- Accessories    1 set of post earrings may be worn. No dangling earrings, costume jewelry, or nail polish.

### **Students in 1<sup>st</sup> – 8<sup>th</sup> 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 1<sup>st</sup> – 4<sup>th</sup> Grade**

- Jumper         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. Socks need to cover the ankle bone. 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 solid color (black, brown or navy) and saddle shoes are acceptable. No platforms, high heels, boots, sandals or any semblance of tennis or sport shoes are acceptable.
- Sweater         Navy or red fleece vest or pullover purchased from school, or 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 5<sup>th</sup> – 6<sup>th</sup> Grade**

Skirt	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 may be worn anytime. Socks need to cover the ankle bone. 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 solid color (black, brown or navy). No high heels, platforms, boots, sandals or any semblance of tennis or sport shoes are acceptable.
Sweater	Navy or red fleece vest or pullover purchased from school, or solid navy or red V-neck, button-down cardigan or sweater vest purchased from Schoolbelles may be worn over blouse with jumper. Sweater, sweater vest, fleece vest, or fleece pullovers must be worn with shorts, skorts, skirts or slacks. Removal of sweaters is at the teacher's discretion.

## **Girls 7<sup>th</sup> – 8<sup>th</sup> Grade**

Skirt	Navy/red plaid purchased from Schoolbelles should be kept clean and in pleated condition. Khaki or Navy uniforms skirts 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. Socks need to cover the ankle bone. 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 solid color (black, brown or navy). No high heels, platforms, boots, sandals or any semblance of tennis or sport shoes are acceptable.
Sweater	Navy or red fleece vest or pullover purchased from school, or solid navy or red V-neck, button-down cardigan or sweater vest purchased from Schoolbelles may be worn over blouse with jumper. Sweater, sweater vest, fleece vest, or fleece pullovers must be worn with shorts, skorts, skirts or slacks. Removal of sweaters is at the teacher's discretion.

### **Girls 1<sup>st</sup> – 8<sup>th</sup> Grade**

Hair	Must be well groomed, clean and brushed, bangs should be cut neatly and out of the eyes. No extreme hairstyles. 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 fingernail 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, one set of post earrings. Necklace must be tucked inside of shirt. No bracelets allowed.

### **Boys 1<sup>st</sup> – 6<sup>th</sup> 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 fleece vest or pullover purchased from school, or 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. Socks need to cover the ankle bone. 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 solid color (black, brown, or navy). No 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.). 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 7<sup>th</sup> – 8<sup>th</sup> 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 or blouse.
Sweater	Navy or red fleece vest or pullover purchased from school, or 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. Socks need to cover the ankle bone. 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 solid color (black, brown, or navy). No 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.). 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, writing or insignias other than St. Raphael logo)
- ◆ Loose fitting, solid navy colored shorts of modest length (no tear-a-ways, jeans, cut-offs, 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 Holidays**

On certain days, the principal may call a Uniform Holiday. On these occasions, students need to be dressed modestly. The rules regarding shoes, hair, and accessories still remain.

Students may not wear tank tops, sleeveless tops, or open toed shoes. Torn or ripped pants are not acceptable.

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.

## **ATTENDANCE**

Regular attendance enables a student to gain more from their educational experience than one who is absent frequently. Regular class attendance and punctuality contribute to positive attitudes toward school, encourage promptness, and promote the habit of dependability – all necessary ingredients for success in future career efforts. The earlier the students learn that school is their job and that they have something important to do, the more satisfactory their progress will be.

### **Parent/Guardian Responsibility**

Each parent/guardian has the obligation to see that their student attends school regularly. If a student is absent from school for any reason, parents/guardians should notify the school office by telephone (734) 425-9771, or in writing, prior to 8:30 a.m. on the day of absence. To ensure that all work can be prepared for the student please state in your message or note which of the following ways you wish the work to be sent home:

- ◆ Work may be picked up at the office after 2:55 p.m.
- ◆ Work may be sent home with another student (include name, grade and room number).
- ◆ Work may be kept in the student's desk.

At no time should the parents/guardians interrupt a class before 2:55 p.m.

If the parents/guardians have not notified the office about an absence by 8:30 a.m., the school secretary will call home, work, or emergency numbers to determine the reason for the absence.

We must report all contagious illnesses to the Wayne County Health Department.

Contagious illnesses are listed below:

chicken pox	lice	strep throat
scarlet fever	impetigo	pink eye
mono	fifth disease	meningitis
mumps	rubella	pinworm
ringworm	herpes	hepatitis

If students are absent for an extended period of time, a doctor's note is requested.

### **Terms of Custody**

St. Raphael School requires that divorced parents file a court certified copy of the custody section of the divorce decree with the school office.

A non-custodial parent has no right of physical access to a child unless granted by court order. With the increasing prevalence of divorce, many schools are faced with questions regarding the rights of non-custodial parents. The initial issue is the terms of custody, usually contained in a divorce decree or custody order. If a parent claims the custody arrangements have changed, the parent must provide a copy of the new order.

## **Student Responsibility**

Every student has the responsibility to:

- ◆ Attend school regularly and on time.
- ◆ Remain on school grounds throughout the entire school day.
- ◆ Make up schoolwork missed during absences regardless of the reason for nonattendance in class.
- ◆ Report to the school office if arriving late for class. A tardy slip must be presented to the teacher before entering the classroom.

If a student leaves school grounds, disciplinary action will be taken, which may include suspension or expulsion. The parents/guardians will be notified immediately.

Tardiness interferes with a student's progress and is also an injustice to the other students in the class who are disturbed by the tardy member. Five unexcused tardies in a quarter will result in a morning detention for the student to be served at 7:30 am. It is important that students arrive on time each day to allow for their day to start off in a positive way.

Note: A student is not considered tardy if the bus arrives late at school. It is not necessary to report to the office when the bus is late.

If a student is absent from school for twelve days or more in a quarter, he/she will receive an incomplete until all work is made up. The school will also notify the proper authority regarding the truancy.

## **Early Dismissal**

Any student requesting dismissal prior to 2:55 p.m. must have a written note or phone call from home stating the time and the name of the adult who will pick up the student at the office. The parent/guardian, or an adult authorized by the parent/guardian, must meet the student at the office and sign him/her out (a photo ID may be requested). This procedure is a safety measure for all school children.

## **Vacation**

Parents/guardians are encouraged to plan vacations during summer and other vacation periods during the school year. If your student is going to be absent due to a vacation, missed assignments will be given when the student returns to school and will be due within the same number of days that the student was absent. Teachers are not required to give out homework assignments prior to missed days.

## **Perfect Attendance – All Grades**

Students who have no absences or tardies during the school year will receive a Perfect Attendance Award.

## **Outstanding Attendance – All Grades**

Students who have not been tardy and/or absent more than a total of three times during the school year will receive an Outstanding Attendance Award.

## **DAILY SCHEDULE**

### **Early Morning Regulations**

If a student arrives at school before 7:45 a.m., supervision is not provided unless they are enrolled in morning latchkey. (See Latchkey section below.) K-8 parents should not enter the school building. Parents are asked to say goodbye at the exterior school door.

### **After-School Regulations**

School ends at 2:55 p.m. Students of Building I who ride school buses exit the north door and use the walkway behind the garage. Building 2 riders exit the building by the north doors and proceed to the buses parked on Birchlawn.

Parents should pick up students in the Church parking lot. Students should **NEVER** be picked up in the street. This poses a danger to the student being picked up and all other students.

Any student remaining at school after dismissal must be at latchkey or under the supervision of a sports coach or scout leader.

### **Latchkey**

The latchkey program is a certified program designed to provide an organized and supervised setting for our students. Registration is required in order to participate in latchkey. Request for Latchkey forms are given to parents/guardians on request. If there are openings in the program, registration forms are given to the parents/guardians. If latchkey is full, the names are placed on a waiting list. More information about the program may be obtained in Room 11.

Morning latchkey is available every regular school day during the school year. The session begins at 7:00 a.m. beginning the first full day of school.

After-school latchkey is available on most full school days during the school year. The session runs from school dismissal to 6:00 p.m. Latchkey is not available on half days.

### **Kindergarten Arrival and Dismissal**

#### **A.M. Kindergarten**

Students arrive between 7:45 a.m. and 7:55 a.m. and enter through the south breezeway kindergarten door. A.M. kindergarteners are dismissed at 11:00 a.m. and exit through the north breezeway kindergarten door on Birchlawn. There is no bus service for A.M. kindergarten dismissal.

#### **Full Day Kindergarten**

Students arrive between 7:45 a.m. and 7:55 a.m. and enter through the south breezeway kindergarten door. Kindergartners are dismissed at 2:55 p.m. Car riders exit through the south breezeway kindergarten door. Bus riders are dismissed through the north breezeway doors. Kindergarten bus riders are encouraged to have a "bus buddy" who will walk with them to the correct bus. Students, who are registered for latchkey, are escorted to the latchkey room by sixth graders.

## **Hot Lunches**

St. Raphael School offers a hot lunch program provided by the Archdiocese of Detroit. Students are able to order lunches by the month. Orders are turned in a month in advance. Students can not purchase daily lunches. Lunches are available every full day of school. Payment for lunch orders must be by check or money order only. If a student forgets lunch a lunch will be provided, with a note going home indicating the amount they owe for that day's lunch. If this becomes a habit, a parent/guardian will be contacted.

While in the cafeteria, students are subject to the same discipline policy as in the classrooms and hallways. Supervisory staff is empowered to enforce school rules i.e. detentions, time-outs. Students are expected to show respect for the supervisory staff in the lunchroom and on the playground.

In addition:

- ◆ Tables and floor must be cleaned by the students.
- ◆ Students are expected to maintain good table manners and etiquette i.e. no throwing or flicking of any objects.

## **Hall Passes**

Students must ask permission to leave the classroom. Students traveling to the office, another classroom, or the restroom, are expected to do so in an orderly and timely fashion.

Students in grades five through eight are required to sign out when using the restroom at a time other than designated group time.

## **Telephone**

Students are discouraged from calling home for a parent/guardian to bring forgotten items. If it is necessary to make a phone call, the student must use the office telephone.

## **Messages For Students**

A parent/guardian must call the office or visit personally, to send a message to a student. School personnel will deliver messages and personal items to the student at an appropriate time.

## **EMERGENCY PROCEDURES**

### **Emergency Card**

An Emergency Medical Authorization Release card must be on file for each family. These forms are renewed yearly at registration, as the information must be current and accurate. It is important to note current health information and other student problems. If the information changes during the school year, a parent/guardian is obliged to call the school office and update the information.

### **Medical Emergencies**

Parents/guardians are encouraged to file a Medical Emergency Form in the office. Any serious injury will be reported to the parents/guardians or contact person found on the student's emergency card, which is kept on file in the office. If the student needs immediate medical attention, 911 will be called. A Medical Emergency Form will be sent with the medical emergency personnel. If a child must go home, the student may do so, only if the parent/guardian or contact person listed on the emergency card provides transportation.

If there is a change in emergency phone numbers, medical information, or contact person, the school must be informed of the change so that the information on the emergency card is current.

### **Emergency School Closings**

In the event that school must be closed due to inclement weather, the local radio and television stations will make the announcement. If radio stations announce that all public schools in Garden City will be closed, then this announcement also applies to St. Raphael.

Should an emergency situation arise particular to St. Raphael only, such as a breakdown of the heating system and the school finds it necessary to close, the local radio and TV stations will announce that St. Raphael in Garden City will be closed.

St. Raphael School will never be closed after classes have been started for the day due to severe weather. Parents/guardians are welcome to pick up their students at the school office, if they feel the weather conditions are severe enough.

If at any time an emergency arises that one or both of the school buildings need to be evacuated, the students will proceed to St. Raphael Church where they will be held until a parent/guardian arrives to take the student home.

Parents/guardians and students are requested not to call the school office or parish center to make inquiries regarding a school closing. Radio and TV will provide this information more efficiently.

### **Emergency Classroom Fan-Out**

In the event (such as building problems or a flu-pandemic) that St. Raphael will need to close when students are in the buildings, staff will begin the fan-out by calling one or two parents from their homeroom. Those parents would be responsible for contacting all the parents/guardians in that classroom. The classroom fan-outs will be established at the beginning of each school year.

### **Fire Drill Procedures**

Fire drills are used to get students to designated safe areas away from the school and to teach behavior that will protect them in the event of a fire or other disaster. These drills will be conducted in the fall and spring.

## **Tornado/Natural Disaster Drill Procedures**

Tornado/Natural Disaster drills are used to get students to designated safe areas in the school and to teach behavior that will protect them in the event that a tornado or other natural disaster threatens.

Parents/guardians are requested not to call the school office in the event of a tornado warning. We need to keep the telephone lines open for emergency or specific directives from officials.

## **School Lockdown/Shelter-in-Place Drill Policy**

School Lockdown/Shelter-in-Place drills are used to get students to designated safe areas in the school and teach them the behavior that will protect them in the event of a school lock down.

*New legislation (Act No. 187 and Act No. 337) requires a minimum of 2 drills for each school year, in which occupants are restricted to the interior of the building and the building is secured. This must be conducted at all schools that operate any of the grades kindergarten to 12, with security measures that are appropriate to an emergency, such as the release of a hazardous material or the presence of an armed individual on or near the premises.*

## **Medication**

According to the State of Michigan Department of Public Health, all prescription and non-prescription medications shall be given only when a signed Release for Dispensing of Medication is on file in the office. Cough drops are considered medication.

Medication provided by the parent/guardian must be in the original container.

The only medication (prescription or non-prescription) a student is permitted to carry is an asthma inhaler. There must be a signed Release for Dispensing of Medication on file in the office. Teachers must be aware when the student is using the medication.

Without a signed Release for Dispensing of Medication, the only way a child can take any medication is if a parent/guardian comes to the school to administer the medication. We understand this may be an inconvenience but we have to abide by the state laws. If your child is prone to headaches, it would be wise to have your physician be aware of the problem and sign a release form so we could dispense any medication needed. Forms are available in the office.

## **School Safety**

School doors are to remain locked at all times. Anyone needing access into the building should enter through the office doors. All visitors are required to sign in and wear a badge. This allows the office to be aware of all visitors that are in the building.

## **SCHOOL ACTIVITIES**

### **Field Trips**

Students must have a permission slip signed by their parents/guardians and payment received in order to attend the field trip. Students must follow school rules as well as those of the designated chaperone. Transportation for the students will be provided via St. Raphael bus or parent chaperones. All prudent steps will be taken to safeguard the welfare of participating students.

Parents/guardians will provide supervision and transportation for kindergarten and preschool field trips. The parent/guardian brings the child to the location and remains there to supervise.

### **Athletics**

The Catholic Youth Organization (CYO) sponsors the sports program. This program and the responsibilities thereof, are under the jurisdiction of St. Raphael Parish, in cooperation with the Booster Club. The program is open on a competitive basis to all children in St. Raphael School, parish, and other Catholic schools or parishes without a sports program. The following sports are currently available: volleyball, football, basketball, softball, and baseball.

For more information or concerns about the program, please contact the Athletic Director. The phone number is available through the parish office.

### **Academic Eligibility**

The following are the requirements for students to participate in the sports programs.

- ◆ Students must maintain an overall C average to be eligible to play sports. Failure to maintain this will lead to suspension of playing privileges.
- ◆ If a student is suspended from school he/she will not be allowed to participate in a game until the student has returned to school for one full day. Coaches will be notified by the athletic director of suspensions.

### **Policy on Attendance and Participation in Extra- Curricular Activities**

It is the policy of St. Raphael Catholic School and Sports Programs that students who are absent from school will not participate in any extra-curricular functions. If they are not at school, they are not to be present at a practice or a game.

## **JUNIOR HIGH CLASS ACTIVITIES**

### **Student Council**

In September, the seventh and eighth grade elects president (8<sup>th</sup> grader), vice president (7<sup>th</sup> grader), a treasurer, a chaplain and a secretary. Each junior high class has a random drawing for a class representative. These eight young people represent their class and school throughout the year. They not only serve as leaders, but also as examples of Christian faith for the entire school.

### **Dances**

There are three Junior High dances held each year. The fall and Valentine/Spring dances are open to all St. Raphael Junior High students. The fall and spring dances allow appropriate casual dress. The graduation dance is for eighth grade students only. Graduates should wear appropriate dress clothes.

School rules regarding proper attire will be enforced for all school dances. Students will be sent home if not properly dressed.

### **May Crowning**

The first week of May, there is a service to honor Mary. This service is led by the junior high.

### **May Crowning Dress Code**

Boys

- ◆ Dress shirt and tie
- ◆ Dress pants worn at the waist (they can not “hang” on their hips)
- ◆ Dress shoes

Girls: modest dressy attire as described below:

- ◆ Spaghetti straps, strapless, backless, or crisscrossed back dresses require a bolero jacket or sweater.
- ◆ Appropriate necklines and hemlines
- ◆ No bare midriffs

### **Graduation Ceremony**

Near the end of the school year there is an eighth grade commencement ceremony within a Baccalaureate Mass. This takes place in the evening and all are invited to attend.

### **Graduation Dress Code**

Boys

- ◆ Suit or sport coat and tie
- ◆ Dress pants worn at the waist (they can not “hang” on their hips)
- ◆ Dress shoes

Girls “Modest, non-formal attire” as described below:

- ◆ Spaghetti straps, strapless, backless, or crisscrossed back dresses require a bolero jacket or sweater.
- ◆ Appropriate necklines and hemlines
- ◆ No bare midriffs
- ◆ Knee-length or longer skirts/dresses-no slits above the knee

## **SCHOOL ORGANIZATIONS**

### **Parent Volunteers**

Volunteer help from parents/guardians is a vital component for the successful operation of St. Raphael School. Volunteers are needed as lunch and playground supervisors, hot lunch distributors, fund-raising coordinators/helpers, library aides, field trip chaperones, tutors, etc. If you can give your time to any of these projects it would be greatly appreciated. If interested, please complete the volunteer form that is distributed at the beginning of the school year and a chairperson will contact you.

### **Personnel Criminal History Background Check**

As a church/school, we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. Beginning September 2, 2003, the Archbishop mandated that criminal history background checks be conducted for all church/school personnel as well as volunteers working in any parish or diocesan institution who have unsupervised contact with a child, the elderly or persons with disabilities.

A criminal history background check, identifying misdemeanor and felony convictions, is a condition for employment or volunteering. Non-compliance with the policy will result in loss of employment or volunteer position.

Therefore, criminal checks will be done on anyone who volunteers for school and parish functions involving children. This includes all employees; catechists and RE volunteers; scout leaders; coaches and assistants; playground supervisors, room parents and field trip chaperones; altar server coordinator; parish nurses and ushers; and youth ministry volunteers. Authorization forms are available in the school office. There is no charge for this check. All information will be kept confidential.

### **Protecting God's Children**

As a church/school we value the safety of children in our care, as well as our employees and volunteers and the people whom we serve. Our parish strives to provide a faith-filled and safe environment for all our youth.

Cardinal Maida established a new policy in April 2006 for the implementation of the directives regarding safe environments for children. This includes required participation in a Protecting God's Children workshop within six months of a staff or volunteer (aged 18 years and older) assignment, if the potential exists for contact with children or youth.

Through the Protecting God's Children program, we can raise awareness and maximize efforts to provide safe environments for our children so as to prevent child sexual abuse. Attendance is required for all employees; catechists and RE volunteers; scout leaders; coaches and assistants; playground supervisors, room parents and field trip chaperones; altar server coordinator; parish nurses and ushers; and youth ministry volunteers.

On-line registration in a PGC workshop is required. To register for a workshop being offered throughout the archdiocese, go to [www.virtus.org](http://www.virtus.org); on the left side of the screen, click on 'Registration' and follow the prompts.

## **Fund-raisers**

Several fund-raising programs are conducted during the school year. Information is sent home prior to the actual drive. Proceeds are included in the school budget as an alternative to additional tuition increases. A raffle is held in the fall and an auction is held in the winter. In an effort to keep tuition costs down, we require the participation of **all** school families in our annual school raffle. All families are responsible for the sale of \$150 in raffle tickets. Families choosing not to participate, will be assessed a \$150 fee. The auction also requires participation from all school families through donations and/or attendance. Scrip and Market Day are services that provide tuition assistance to our school families.

### **Scrip Program**

Scrip is a term that means "substitute money". When you purchase Scrip, you're purchasing negotiable gift certificates and prepaid cards that are used just like cash. You can use Scrip to purchase everyday items like food, gas, clothing, and other essentials, and with every purchase you earn credit towards your tuition. Scrip is not a fund-raiser; it directly helps you by offsetting tuition costs! The first \$20 earned is a service fee. After the \$20 has been reached, 60% of the return is used to reduce your tuition. The amount saved ranges from 2 to 20 percent based on the store. If you have any questions, please contact the office.

### **Market Day**

Market Day is a service for the St. Raphael community. Market Day offers a unique selection of edible products that make great meals/gifts. A portion of every purchase helps our school and reduces your tuition.

## **School Advisory Committee**

The School Advisory Committee is a forum of selected parent volunteers who act in an advisory capacity to the school administration. Committee members will answer questions and take your concerns or suggestions to the meetings for discussion. Regular bi-monthly meetings are held during the school year. Anyone wishing to address the committee must submit the concern in writing to the principal and/or the committee members, at least one week prior to the next scheduled meeting.

**ST. RAPHAEL SCHOOL  
31500 BEECHWOOD  
GARDEN CITY, MI 48135  
(734) 425-9771**

Dear Parents/Guardians:

This handbook is written for the parents/guardians and the student and is designed to acquaint them with the rules and procedures, services, programs, and activities offered by St. Raphael School. Should the parents/guardians have questions concerning statements or rules outlined in these pages, please feel free to call the principal.

Please read and discuss this handbook with your child(ren). Parents/guardians and students (preschool through eighth grade) must sign this contract, indicating their agreement and willingness to comply with the rules and procedures set forth in the handbook.

Please sign below and return to school.

Failure to sign and return this contract indicates an unwillingness to comply with the rules and procedures set forth in the handbook and parents/guardians may be asked to remove their child(ren) from St. Raphael School.

Thank you for your cooperation.

I have read the parent/student handbook and I agree to abide by the rules therein.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

As a parent/guardian, I have read the parent/student handbook. I understand it is my obligation to ensure my child's compliance with the rules and procedures therein.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date