

Archdiocesan Admissions & Non-Discrimination Policy

Archdiocesan schools follow local, state, and federal non-discrimination regulations, as applicable. As religiously-affiliated schools, Archdiocesan schools are not required to adopt any rule, regulation, or policy that conflicts with the religious or moral teachings of the Roman Catholic Church.¹

Catholic students shall be given preference over non-Catholic students for initial admission into Archdiocesan schools. All applicants shall follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before finalizing any admissions.

¹Maryland law requires non-public schools that receive state funds to publish the following additional statement: "It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(ii) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

Maryland law further provides that Title 26, Subtitle 7 of the Education Article of the Maryland Code "does not require a nonpublic prekindergarten program or nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings, provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability."

St. Raphael School Handbook
(St. Raphael Catholic Church, Rockville, Inc.'s School)

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St. Raphael School

GENERAL SCHOOL INFORMATION

1513 Dunster Road
Rockville, MD 20854

Taylor Cotting, Principal

Phone: 301-762-2143
Fax: 301-762-4991
Website: www.straphaelschoolmd.org

Receptionist: 301-762-2143

School Office: 301-762-2143
7:30 a.m.-3:30 p.m.

School Nurse: 301-762-2143 x136
7:30 a.m.-3:30 p.m.

Reporting Absence: 301-762-2143 (Receptionist)
240-864-2536 (School Nurse)

Before 8:00 a.m. - receptionist@straphaels.org

After 8:00 a.m. - email or call 240-864-2536
(School Nurse) or 301-762-2143 (Receptionist)

St. Raphael Catholic Church: www.straphaels.org
Archdiocese of Washington: www.adw.org

School Hours

The school day begins at 8:00 a.m. in the church with a daily prayer service and attendance taken. Students can arrive as early as 7:30 a.m. to the front desk and 7:45 a.m. to church. The school day ends at 3:00 p.m. Student dismissal is via the carpool line or as “Walkers”. For “Walkers,” an SRS staff member escorts them to the Trumpet Room for dismissal to their parent/guardian or they walk home (with written parent permission). Please note that the school cannot be responsible for children BEFORE 7:30 a.m. or AFTER 3:15 p.m. on regular dismissal days and AFTER 12:30 p.m. on early dismissal days. Students not picked up in a timely manner will go to Aftercare and the family assessed the fee.

Inclement Weather Policy

When there is inclement weather, St. Raphael School (SRS) will follow Montgomery County Public Schools (MCPS) concerning closings. In the case of a delayed opening, SRS student drop-off is at the school entrance as early as 9:30 a.m., there is no carpool line. Please note that if there is a delayed opening on a scheduled regular or half-day, St. Raphael School classes start at 10:00 a.m. In the event of an early closing, St. Raphael School will close at 1:00 p.m., student dismissal is via carpool line and there is no Aftercare. If SRS/SRNS is open and MCPS are not in session, we will adhere to the Archdiocese of Washington announcements for school closings or delays. Please check

www.montgomeryschoolsmd.org for a complete listing of school closures and delays for information on Montgomery County Schools.

School Visitors

Visitors must sign-in at the front desk. The Receptionist will distribute nametags to all visitors with the exception of large school-sponsored events.

Calendar

Please login to the [school website](#) for the most up-to-date calendar information.

ST. RAPHAEL SCHOOL

Philosophy

St. Raphael School is a co-educational parish school, providing students with a Catholic education rich in tradition enhanced by a 21st century classroom. Our academic standards and Catholic virtues provide students with the tools essential to lead lives of service to God and our community.

St. Raphael School, being an integral part of the parish community, offers a warm and welcoming environment enriched by the time and talents offered through our partnership with parents. Recognizing parents as the primary teachers in life, we welcome and value their ideas and interests.

Our parish priests, administration, faculty and staff are committed to supporting the mission of the school, and fostering the development of faith and reason in every child. St. Raphael School provides a challenging curriculum, focusing on each child's unique capabilities and talents. We provide a quality education and prepare all students for the rigorous academic demands of secondary school.

Our class size affords each child individualized attention, and the opportunity for differentiated learning. We instill a strong sense of self-confidence and spirituality in our students. The classroom environment is one of love, respect and compassion. Students attend Mass regularly at school and participate in daily prayer to instill the virtues necessary to lead a moral and purposeful life. Students participate in community outreach to continue to develop their understanding of service while helping those in need.

Knowing that Christ is the reason that this school exists, we acknowledge His presence in our daily life at school. He guides and encourages our teachers, and inspires our students to "follow in His footsteps".

History

St. Raphael Parish has a long history of dedication to education. In 1969, St. Raphael Nursery School opened. The Nursery School became an integral part of the parish in 1989. The Nursery School has flourished since its inception and it is one of the largest Catholic early childhood programs in the area. In addition to the Nursery School, the parish provides religious education for students of registered parishioners every year.

The groundbreaking for St. Raphael School was on June 13, 2006, and the students started in the fall of that same year. In May 2011, we moved into the new building and the Cardinal dedicated it in October 2011. Our first graduating 8th grade students were the Class of 2014.

Mission Statement

St. Raphael School, in conjunction with its parish and parents, provides our children an engaging and inspiring academic program infused with strong Christian morals and virtues. Our Catholic identity permeates each subject and daily activity in a warm and welcoming environment. Through faith and reason, our school community challenges students to lead lives of service while embracing the love of God and neighbor. We foster a strong sense of self-worth and build character in each of our students, enabling them to reach their full spiritual, intellectual and emotional potential in accordance with the teachings of Jesus Christ.

Christ is the reason for this school.

He is the unseen but ever-present teacher in its classes.

He is the model of its faculty

and the inspiration of its students.

St. Raphael School Advisory Board

The St. Raphael School Board serves as an advisory board to the Pastor and Principal. The board meets throughout the academic year.

Accreditation

St. Raphael School operates within the Archdiocese of Washington education guidelines and the Maryland State Department of Education guidelines and accredited by the Cognia Global Commission.

Archdiocesan Guideline to Parent/Guardian Cooperation

St. Raphael Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Raphael School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Raphael School. Parents/guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Raphael School.

Parents as Partners

As partners in the educational process at St. Raphael School, we ask parents:

1. To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time; and
 - Eats lunch and a nutritious snack every day.

2. To actively participate in school activities such as Parent-Teacher Conferences;
3. 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;
4. To notify the school with a written note when the student has been absent or tardy;
5. To notify the school office of any changes of address or important phone numbers;
6. To meet all financial obligations to the school;
7. To inform the school of any special situation regarding the student's well-being, safety, and health;
8. To complete and return to school any requested information promptly;
9. To read school notes and newsletters and to show interest in the student's total education;
10. To support the religious and educational goals of the school;
11. To attend Mass and teach the Catholic faith by word and example;
12. To support and cooperate with the discipline policy of the school;
13. To treat teachers with respect and courtesy when discussing student problems.

Parent's Role in Education

We, at St. Raphael School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Raphael School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. St. Raphael School is dependent on our parent partnership. We count on a respectful and cooperative relationship.

A "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. Ideals taught in school are not well rooted in the child unless nurtured by the example of good Catholic and Christian morals and by an honest personal relationship with God in your family life. Once you have chosen to enter into a partnership with us at St. Raphael School, we trust you will be loyal to this commitment. During these formative years (K-8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story as your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

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

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Home and School Association

St. Raphael School HSA works to support and enhance the educational ministry of the school. Development, parent education, and building community are goals of this organization.

HSA & School Board committee members and their contact information are located on the [HSA & School Board webpage](#).

ST. RAPHAEL SCHOOL HOME & SCHOOL ASSOCIATION BYLAWS

I. NAME

The name of the association shall be the St. Raphael School Home and School Association also known as the HSA.

II. OBJECTIVES

- A. To acknowledge the role of the parents as the first and foremost educators of their children and to work in cooperation with the school administration to ensure quality education and formation of the children.
- B. To provide a forum for free and open exchange of ideas and concerns between the parents, teachers, and the school administration.
- C. To work in cooperation with the faculty for the welfare of the children.
- D. To use the talents of the parish community for quality education in the school.
- E. To coordinate major volunteer/fundraising/community activities on behalf of the school.

III. MEMBERSHIP

A. Membership Qualifications:

Membership shall consist of the parents/guardians of the children attending St. Raphael School; the principal and teachers of St. Raphael School; and the pastor of St. Raphael Church.

B. Privileges of Membership:

- 1. To approve the Slate of Officers presented by the Nominating Committee;
- 2. To present ideas, proposals and suggestions to the HSA;
- 3. To receive reports of the Steering Committee and/or other HSA Committees;

C. Term of Membership:

Membership for parents/guardians begins on the first day of school following payment of the tuition deposit and ends on the last day of school for that school year. Members must remain current with the financial obligations for tuition payments to enjoy all membership privileges in the HSA.

IV. MEETINGS

The Steering Committee will meet monthly during the school year. During the summer months, the President will determine if the committee will meet. A General Meeting occurs one to two times a year and invites SRS parents to attend. Additionally, the Steering Committee may schedule special meetings as needed.

V. OFFICERS

A. Number and Titles:

The officers of the HSA shall consist of President, Vice-President and Past-President.

B. Nominating:

1. The Principal considers nominees for vacant positions.
2. The Principal contacts the chosen nominee and offers the vacant position with the understanding and agreement of the terms of the position.

C. Term of Office/Eligibility:

The officers shall serve a term of two years in their position.

All members in good standing are eligible for office and should express interest to the Principal and Nominating Committee. No member shall hold more than one office at a time.

D. Duties:

1. **President** - Prepares agenda, chairs meetings, ensures all activities are completed, and appoints chair of various Standing Committees. The President shall be responsible for promoting the image of the HSA and is the designated representative to the community for the HSA. Assumes role of Past-President following completion of their two year term as President.
2. **Vice-President** - Assists the President as necessary throughout their term. In the absence of the President, this individual will chair the meetings and assist in the various duties of the Association.
3. **Past-President** - Serves to offer support and advice to the President. Assists with any necessary bylaw amendments

E. Completing the Term of a Vacated Officer Position:

1. In the event the President resigns before the completion of a term, the Vice-President shall become the President of the HSA.

2. In the event the Vice-President resigns before the completion of a term, or the Vice-President assumes the Office of President, the Principal will appoint an individual to complete the term of the vacated position.

VI. STEERING COMMITTEE

A. Number and Titles:

The Steering Committee shall consist of the President, Vice-President, Past-President, St. Raphael School Principal, St. Raphael School Board Representative, St. Raphael Nursery School Liaison and Class Representatives from each school grade of St. Raphael School.

The Steering Committee shall have responsibility for the HSA affairs.

B. Nominating/Appointment/Term of Office Procedures:

1. Candidates volunteer for vacant positions as class representatives.
2. The St. Raphael School Board of Directors will designate an individual to serve as their Representative to the Steering Committee. The designated representative may serve for no more than two consecutive years at which time the St. Raphael School Board of Directors will designate a new representative and will be responsible for filling of such position in the event of resignation or a vacated position.
3. After requesting all interested candidates submit their names and interest, the Principal appoints the Class Representatives and the Nursery School Liaison.

C. Class Representatives and Nursery School Liaison shall serve for two years. No member shall hold more than one office at a time.

D. Duties:

1. **Board Representative** – serves as liaison between the School Board and the HSA.
2. **Class Representative** – communicates with parents regarding classroom, school and community events, and coordinates volunteers for designated HSA events.
3. **Nursery School Liaison** – act as a liaison between the HSA and the St. Raphael Nursery School to ensure open communication, joint projects, coordination of overlapping of events and exchange of ideas.

E. Completing the Term of a Vacated Representative Position: In the event a Class Representative resigns before completion of a term, the Principal and President shall appoint a replacement representative.

VII. OTHER COMMITTEES

A. Standing Committees:

The Principal shall appoint the Chairpersons, with the approval of the Steering Committee, for the standing committees. The standing committees and their functions shall be:

1. **Teacher and Staff Appreciation:** Volunteers coordinate with the Principal and Vice Principal the dates (usually monthly) for hosting breakfast, lunch or snacks for both SRS and SRNS staff. The serving should be enough for approximately 60 persons. Responsibilities include theme, coordinating food/beverage drop-off and set-up/clean-up.

2. **Golf Classic:** Volunteers work on a wide range of tasks including website management, sponsorships and logistics for the tournament and cocktail hour. A bake sale is also organized following Sunday Masses prior to the tournament.
3. **Angels on the Run:** A Cherub Fun Run, 1 Mile and 5K races held annually in the fall. Responsibilities include website management, registration, race route, signage, coordinating with the City of Rockville, and race day volunteer jobs. A bake sale benefitting the eighth grade class is also at the event.
4. **Catholic Schools Week:** The CSW Committee coordinates with the St. Raphael Nursery School Board to plan a catered SRS/SRNS staff gathering, write thank you notes to teachers and priests, decorate the school hallways, send Catholic school items home with students and plan a Family Fun Night on the Friday ending CSW. Held in January during national CSW.
5. **Online Auction:** School fundraiser where volunteers work on soliciting businesses to donate items for the auction. Other responsibilities include data entry and website management. Held annually in the spring and coincides with Spring Adult Social.
6. **SpringFest Adult Social/Auction:** An evening out for both SRNS and SRS adults and a great way to connect with other parents. Volunteer responsibilities include supporting the committee chair with set-up/clean-up of the venue, decorations, coordinating caterer and beverages, and activities planning. Held annually in the spring.

B. HSA Events:

1. **Opening Day Mass & Festivities:** Children are welcomed to school with Mass and scheduled fun activities. Held annually in August.
2. **Grandparents Day:** A day of celebration for grandparents or special family members. The date coincides with the Feast Day of St. Raphael. The day begins with Mass followed by a reception. Responsibilities include invitations, decorations, menu, purchasing food/beverages and set-up/clean-up of reception. Held annually in September.
3. **Family Fun Night:** Families come together for a fun evening at the school twice a year; SRNS hosts the fall event and HSA winter. The event coordinator is responsible for selecting a theme, planning and advertising the event.
4. **Open House:** A morning event that gives information about the school and allows prospective families to tour the campus. Responsibilities include coordinating with Marketing & Development representatives to provide refreshments, eighth grade tour guides, childcare and other duties as needed. Held annually in October & January as needed.
5. **Book Fair:** The Coordinator works with the front office in scheduling the event via Scholastic Books. Responsibilities include set-up/clean-up of book fair materials, organizing volunteers to work the sales register, collecting class “wish lists” from teachers, and following up with Scholastic to collect funds. Held twice annually (fall & spring) and usually in connection with parent/teacher conferences.
6. **Thanksgiving Baskets:** The Coordinator works with the front office to solicit donations from families to purchase food/gift cards presented as “Thank you” baskets for maintenance staff.
7. **School Musical:** Volunteers help with our middle school musical. Responsibilities include set construction and decoration, concession stand, ticket sales, cast party and other duties as needed.
8. **Girls Night Out:** Vendors purchase table space to sell their goods, blending the school with the community in advertising the event. Volunteer responsibilities include soliciting vendors, decorations, offering light refreshments donated or purchased, and room set-up/clean-up. Held as scheduling allows.
9. **International Night:** A community-building event featuring interactive country tables hosted by families to represent their culture and country. This event includes food tastings, live performances and music. Held as scheduling allows.

10. **Father/Daughter Dance or Mother/Son Game Night:** An event for students grades K-8 to enjoy an evening out with their parent and other students in a themed setting. Held in late winter or early spring on alternate years.
11. **Mother's Day/ May Crowning:** A celebration for mothers combined with the May Crowning of Mary. The day begins with Mass followed by a reception in the Trumpet Room. Volunteers assist with food and beverage service, room set-up/clean-up and photographing mothers with their children. This event is a great opportunity for the Dads to get involved! Held annually in May.
12. **New Family Pizza Party:** This event is for incoming SRS students and their families grades K-8. Volunteer responsibilities include room set-up/clean-up and decorations, serving pizza and refreshments and assisting with other duties as needed. The PE teacher entertains/supervises students during parent orientation following pizza dinner. Held annually in the spring.
13. **Father's Day Prayer Service:** A celebration of Fathers begins in church with Morning Prayer followed by a reception in the Trumpet Room. Volunteer responsibilities include décor, set-up/clean-up, food and beverage service and photographing dads with their children. Held annually in June.
14. **Field Day:** This event marks the end of the school year. Students engage in various field games and activities. The coordinator's responsibilities include designing and ordering Field Day t-shirts, communicating event schedule and duties to staff, working with the office to purchase necessary supplies, coordinating with PE teacher regarding parent and alumni volunteers set-up/clean-up.

C. Special Committees:

The HSA President may create special committees as the need arises. All special committees shall have a duration of no more than one year.

VIII. QUORUM

A quorum exists whenever a committee member majority are present for committee meetings. For general membership meetings, a quorum exists whenever a majority of the Steering Committee is present plus at least 10 other persons from the Association.

IX. AMENDMENT OF BYLAWS

A special meeting, called to amend bylaws, can occur if necessary. A proposed amendment, submitted in writing, occurs at a regular meeting at least one month prior to the special meeting. The entire Membership is privy to the proposed amendment.

X. PARLIAMENTARY AUTHORITY

To govern processes and relationships within the Association in case not provided for in these bylaws, Robert's Rules of Order follow.

Admission Policy

St. Raphael School gives admission preference to Catholic students who are participating members of St. Raphael parish, then to participating Catholics from other parishes, and space permitting, to all others. As a reflection of our commitment to serving families, our goal is to give admission preference to faculty and siblings.

Children with special needs, with reasonable accommodations on the part of the school, have the opportunity for admission if they can function in the school environment. Such children are conditionally accepted and status reevaluated, if the need arises. For new students, parents are required to fill out and submit an application form with a \$225.00 non-refundable application fee. Following the application fee, parents will be contacted by the school to schedule a prospective parent interview (prospective students are not interviewed). The submission of three years of current report cards, a copy of standardized test results and the administration of an admissions test, if necessary. Parents receive notification by letter upon the decision of admission. A tuition deposit of \$2,000.00 will be required at the time of acceptance to reserve a seat for your child. This deposit is also non-refundable and applied toward the annual tuition due.

New students entering St. Raphael School, after Kindergarten, enroll on a probationary basis for a period of one year before acceptance. Finalized acceptance to the school occurs at the end of the first academic year, if St. Raphael determines that the new student can meet academic performance standards and behavioral conduct standards. This probationary period is in addition to St. Raphael policies addressing promotion, retention and discipline discussed in this Handbook. For returning students, parents verbally commit for the next school year prior to the St. Raphael School Open House, held in the fall. A tuition deposit of \$2,000.00 is required by April 1 to reserve a seat for your child for the upcoming school year. This deposit is non-refundable and applied toward the annual tuition due.

Wait List

Considering class size limitations, applications for enrollment in any grade may exceed available space. A wait list will be established and reduced, as space becomes available based on the general admission criteria. Students will remain on the wait list for one academic year. Parents will participate in the registration process the following year for consideration for the following year's class.

Withdrawal

Parents are to notify the Principal, in writing, if they decide to withdraw their child/children, so that we may refer to our wait list and accept new students.

Tuition

Tuition cost and payment dates are located on the [tuition and financial aid webpage](#).

Tuition payment is the financial responsibility of the family or legal guardian of our students. For budgeting purposes, timely payments are important. You may pay tuition in full to the school or pursuant to one of the tuition schedules available through FACTS. As noted in the Admission Policy, a **non-refundable** deposit of \$2,000.00 is due upon acceptance for new students. For returning students, the first payment of \$2,000.00 is due when confirming re-enrollment in April of the preceding school year. There is an obligation to pay tuition for the entire school year. If your child leaves the school, there is no tuition refund unless we are able to fill their vacated spot. If we are able to fill your child's vacancy, the result is to issue a prorated tuition. In either case, one-fourth of the tuition is **non-refundable**.

Tuition Assistance

The Archdiocese of Washington notes on its website that the ADW “works hard to keep Catholic education as affordable as possible. To assist families, several tuition assistance programs are available through the archdiocese and other private organizations.”

Additionally, St. Raphael Parish will also consider individual family needs and make tuition grants at the discretion of the pastor. All families requesting tuition assistance from the parish must complete the FACTS financial aid application annually at [FACTS](#). Please contact the school office for more information regarding tuition assistance.

Parent Participation

Parents are welcomed and encouraged to participate in many of the volunteer roles that are present in the school. All volunteers in the school must fulfill Archdiocese of Washington requirements including fingerprinting, participating in the Protecting God’s Children Program (also referred to as VIRTUS training), and completing an archdiocese volunteer application.

Contacting Teachers

St. Raphael School welcomes communication from parents. In the interest of the children, we would prefer the teachers not leave the classroom to receive phone calls.

If you wish to contact the teachers during the school day, we recommend that you leave a message on the teacher’s voicemail or with the Receptionist, who will make every effort to deliver the message to the teacher in a timely manner.

Contact your child’s teachers via email. Teacher email addresses are listed [firstinitiallastname@straphaels.org](mailto:firstname.lastname@straphaels.org) (for example, tcotting@straphaels.org). Please note that teachers will be unable to check or respond to emails during school hours.

Attendance

Regular attendance has a marked influence upon scholastic achievement. In accordance with Maryland law, parents are responsible for their child’s attendance and punctuality. If a student is consistently absent or tardy, the administration has the right to consider retention for the following academic year.

Absences

The Archdiocese of Washington mandates that children receive 178 days of instruction each school year.

The parent and/or guardian must contact the front desk receptionist or school nurse, each day when their child is absent from school, via the phone or email by 10 a.m. the front desk receptionist and school nurse. The nurse will contact a parent or guardian if the office does not receive a call. This policy is for the protection of St. Raphael students. A written statement giving a reason for the absence or tardiness and signed by the parent and/or guardian is necessary, and given to the teacher, upon the student’s return to school. In addition, and in accordance with Maryland State Law, if a student is absent for three consecutive days, a note from a doctor must be brought to the student’s teacher upon the student’s return for “excused” absences according to ADW Policy 3535.

Archdiocesan School Attendance

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, medical documentation that indicates that the student can return to school);
2. Death in the student's immediate family;
3. A necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer.
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the Principal upon the written request of a parent or guardian. Sufficient notice should be given to the school to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

A parent may call the school office before 9:30 a.m. to arrange for homework assignments when a student is absent for three or more days due to illness. Homework assignments are available to be picked-up at the front desk between 3:00–3:30 p.m. on school days.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt the learning process. Should an unexcused absence seem imperative, the parents' must notify the Principal in writing. The administration has the right to consider retention for the following academic year for unexcused absences. Make-up work and/or missed homework assignments are only required for students with excused absences. Assignments given in anticipation of an unexcused absence are at the discretion of the teacher.

Absence During School Day

Students needing medical appointments during school hours require a written note by the parent given to the student's teacher upon arrival on the day of the absence or at the time of departure. Parents are required to sign out their child at the front desk. If the child returns to school during the same school day, they are required to sign back into school with the Receptionist.

Academic Information

As St. Raphael School grows and develops, the policies may change to reflect that growth and development.

Curriculum

We adhere to the Archdiocesan curriculum guidelines and the Maryland State Department of Education guidelines for teaching all secular subject areas.

St. Raphael School offers students opportunities for growth in the following major subjects:

Religion

The following are part of the religion curriculum: instruction on Catholic doctrine and tradition, Bible study, Social Justice, Preparation for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation. Students attend Mass once a week with the parish, participate in daily prayer and attend religion class during the school day. We participate in the ADW standard religious curriculum review.

Language Arts

Reading, English, spelling, vocabulary, composition, library skills, appreciation of literature, and modern language (Spanish taught in Grades K - 8).

Student Language Arts averages, standardized test scores (where applicable), and teacher recommendations based on observations of student skills, effort, and ability determine placement. All reading groups will complete the grade-level curriculum. Each group may work at a different pace or be given different homework assignments or enrichment/support as needed. The intention is for Reading placement to be fluid. If warranted based on the established criteria, placements may change throughout the year.

Reading

Word recognition, fluency and vocabulary development, comprehension and literacy response and analysis.

Writing

Process, applications (different types of writing and their characteristics) and English language conventions.

Listening and Speaking

Skills, strategies, and applications.

Mathematics

Mathematic skills, Pre-Algebra, and Algebra I, number sense, computations, geometry, measurement and problem solving. Student math averages, standardized test scores (where applicable) and teacher recommendation based on observations of student skills, effort, and ability determine placement. All math groups will complete the grade level curriculum. Each group may work at a different pace or given different homework assignments, or enrichment/ support as needed. The intention is for Math placement to be fluid. If warranted, based on the established criteria, placement may change throughout the year.

Physical Education

Maintain and develop fitness. Develop skills for sport and recreation. Use movement for self-expression, enjoyment, challenge, social interaction and lifelong physical activity. Exhibit a positive attitude toward physical activity and its contribution to a healthful lifestyle. Work on Presidential Fitness standards.

Social Studies

History, civics and government, geography, economics, individuals, Maryland history, current events and society and culture.

Science

General sciences and laboratory experiences, the nature of science and technology, scientific thinking, physical setting, living environment, mathematical world and common themes.

Handwriting

Students in Grades 4 through 8 will be expected to submit all handwritten work in cursive.

Fine Arts

Music, Studio Art, and Band.

Computer Literacy

Word Processing, Database, Spread Sheets, Web Design, General Coding and Integration with Curricular Subjects.

Report Cards

The Archdiocese of Washington has two report cards: one for Kindergarten through Grade 3 and one for students in Grades 4 - 8.

Distribution of Report Cards

Report card distribution is at the end of each semester for students in Kindergarten. Students in Grades 1 through 8 will receive report cards quarterly.

The first report card is distributed prior to the Parent/Guardian Conference in November for students in Grades 1 through 8. Kindergarten teachers will have conferences with parents or guardians in November but will not distribute a formal report card at that time. For students in Grades 1 through 8, report cards are distributed by the Principal for the second and third quarters and mailed for the fourth quarter.

Withheld report cards may occur if there are outstanding financial obligations.

Grading Policy

The student's mastery of material covered in class throughout the marking period, such as class work, homework, quizzes, tests, unit tests, comprehensive examinations, and special projects determines the achievement mark (final average).

For Kindergarten through Third Grade report cards, symbols indicate the level of mastery of readiness skills.

For students in Grades 4 through 8, the following St. Raphael School Policy will be followed:

1. tests (50% of quarterly average);
2. quizzes (35% of quarterly average);
3. comprehensive unit examinations (averaged as two test grades);
4. homework (15% of quarterly average);

It is important that the parent/guardian access their login via FACTS and check their child's progress regularly. The School Office can assist with directions, if needed.

Honor Roll/Principal's List

In our middle school, students with an A in every subject: Religion, Math, English, Literature, Social Studies and Science, and E's in Art, Music, PE, and Spanish will receive the Principal's List award.

Middle school students with A's and B's in subject areas (Religion, Math, English, Literature, Social Studies, and Science) and G's or E's in Art, Music, Spanish, and PE will receive the Honor Roll award.

SRS School Service Club

St. Raphael School is dedicated to fostering a spirit of compassion, kindness, and service within our school and local community. Rooted in the teachings of Jesus Christ, we aim to serve others, especially those in need, by living out the virtues of love, humility, and justice. Through acts of charity, outreach, and prayer, we strive to inspire our peers to make a positive difference in the world and grow in faith and empathy.

Teacher Conferences

The conferences scheduled in November are for students in grades 1 through 8. We hold conferences in both November and April for our Kindergarten students. A teacher or parent/guardian may request a conference at any time.

Student Records

St. Raphael School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. St. Raphael School abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Raphael School will provide the non-custodial parent with access to the academic records and 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.

Students requesting records, transcripts, or recommendations must make the request to the School Office at least ten (10) school days in advance. The School Office must receive all forms for distribution. Once ready, we mail the completed forms directly to the designated school(s) via the U.S. Mail. Families with financial commitment in arrears will affect the mailing of transferring documents.

Promotion Policy and Retention Policy

A student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level is the basis for advancement to the next grade at St. Raphael School.

Promotion to the next grade depends on successful completion in all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

A student will rise to the next grade level once they have met all current grade requirements. A decision to have a student repeat the current grade, whether at St. Raphael or another school, as determined by the administration after input from teaching staff and parent/guardian.

Academic Probation

Academic probation for a student can occur when their academic performance indicates serious deficiencies. The Principal may use their discretion to lengthen or lessen the probationary period, which normally will last for one quarter. The Principal and faculty will conduct a review of the standard in question after the given period.

Homework

Formal home study, assigned to help students become self-reliant, self-directed, and designed to reinforce daily lessons, supplement and enrich class work, and prepare for specific lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote a specific amount of time spent on homework assignments, but we anticipate graduated increase of 15 minutes per year. If a problem arises, contact the teacher.

Students receive one day for each day of absence due to illness to complete the missed work. For example, a student absent three days receives three school days to complete the missed work.

Computer/Network Use Policy

The parents/guardian's review and signature of the St. Raphael School Computer/Network Use Policy during the enrollment process is required.

St. Raphael School continues our student investment in our technology program. In providing our middle school students with quality equipment, we have established a technology protection plan. This plan requires a payment of \$250.00 to insure the device and collected at time of distribution to the student.

Technology and Internet Usage

Student Technology Equipment Responsibilities

All students:

- Shall use all technology equipment, including, but not limited to computers, networking systems, internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere.

- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on technology equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another's reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others and/or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

Schools may supply students with technology equipment owned or leased by the school for instructional use. When using technology equipment supplied by St. Raphael School all students must adhere to the following:

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school supplied WIFI or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 5G cellular or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the technology equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto technology equipment supplied by the school without first obtaining the teacher's permission.
- Shall not use any school technology equipment to create, store, transfer or use software or electronic content in any manner that violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their technology equipment. The school does not assume responsibility for damaged, lost or stolen devices.
- Shall ensure that their technology equipment be fully charged at the beginning of the school day.
- Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any technology equipment.
- Shall not play any games on technology equipment except as directed by the student's teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs,

home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Students are prohibited from using cell phones, Apple, Android or other smart watches, tablets, laptops, and all portable electronic devices during school hours. Students leave their devices with the front desk receptionist when arriving to school and retrieve them at the end of the school day. The only exception is in the case of a medical emergency or as otherwise directed by the student's teacher for instructional use.
- The use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action taken at the sole discretion of the principal.
- Use of all technology equipment may necessitate monitoring. There is no expectation of privacy for any information stored on any technology equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file-sharing accounts) that are accessible via such technology equipment. The school reserves the right to access a student's computer files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the Principal. If a student refuses to grant the school full access to his or her technology equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

Parent/Guardian Acknowledgement:

- Parents/guardians shall be responsible for reading and reviewing the terms listed above with their child.
- Parents/guardians shall be responsible for any damages, claims and expenses resulting from their child's use of the school's technology equipment.
- Parents/guardians shall be responsible for damages, claims (including theft) and expenses of all personally owned technology equipment used in any BYOD program.
- Parents/guardians acknowledge that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to the appropriate authorities.
- Parents/guardians acknowledge that violation of any policy provision may result in confiscating equipment until retrieved by such parent/guardian.
- Parents/guardians acknowledge that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

****Parent/guardian must review the Technology and Internet Usage Agreement with the student, and sign and return the Agreement during the first week of each school year.**

Technology Concerns

Online Media: Engagement in online social media/games such as, but not limited to, Minecraft, Facebook, Instagram, Snapchat, X, Threads, etc. may result in disciplinary actions if the content of the student's posts/messages includes defamatory comments regarding the school, the faculty, other students or the parish.

- **Cell Phones:** If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sports practices or games, he/she should bring the cell phone to the Receptionist upon arrival in the morning, and turn the cell phone to the off position for the day. Students may pick up their cell phone at dismissal. At no time should a cell phone be in a student's possession during the day including SRS afterschool activities. If a student is in possession of a cell phone, android or apple watch while at school, the administration reserves the right to collect the device and issue disciplinary action if necessary. The parent/guardian can pick-up the device at the end of the school day.
- **Sexing:** Students involved in possessing or transmitting inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.
- **Texting/Messaging:** Students are not to text/message during the school day. Students involved with texting at school face detention, suspension and/or expulsion.
- **Public Server/Multiplayer Sites:** Sites that allow pose a developmental and moral risk to a student's life. It is important that parents be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood but within the home via a computer.

Library

The school library is a valuable resource for all of our students. It is important, therefore, that materials are current and complete. We appreciate parent support of our efforts by responding in a timely manner to any overdue notices sent home periodically with students requesting the return of overdue books. Notification for missing books sent to parents at the following times: Christmas break, Easter break and in the month May. Students having unreturned books may not check out additional books until the book or payment to replace the book has been collected.

Recess

All students are to participate in outdoor recess. Students are not to stay indoors for recess without a written excuse signed by a doctor. We appreciate that parents do not ask that their child remain indoors during recess. If your child is too sick to go outdoors, he or she should remain home.

Outdoor recess may be canceled if the temperature outside is below 32 degrees or if there is severe weather. Students should come to school dressed appropriately for outdoor recess throughout the school year.

Field Trips

- Field trips designed to correlate with teaching units and to achieve curricular goals.
- A field trip is a privilege, not a right.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

- A written official permission slip, signed by a parent or guardian, is required for a child to attend a field trip activity. Due to liability concerns, verbal permission is not accepted, which includes telephone calls, in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Children who do not attend the field trip will report to the office for an in-school study day or remain home with a parent and be marked absent for the day.
- Students who are participating in the field trip must ride the bus, metro or other school contracted transportation to and from the field trip with their class. Students who do not ride the bus but who arrive by other means at the field trip location may not participate in the field trip and considered absent for the school day. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures “official” chaperones, and participation by unofficial chaperones jeopardizes the protection of the students and all other “official” adults on the field trip.
- Parents who chaperone a field trip may not bring preschool or school-aged siblings on the field trip.
- All chaperones must be 25 years of age or older and meet all volunteer requirements. Space is limited, and preference given to parents and guardians.
- Students wear uniforms, unless otherwise stated, on field trips and no cell phones allowed.

Lunch Program

Students either bring a lunch, clearly labeled with their name, from home or participate in the school hot lunch program (details provided separately). We encourage our students to eat a healthy lunch. We request that parents do not include glass bottles, soda, or excessive amounts of candy/sweets in lunches brought from home. The school discourages parents/guardians from bringing lunches to school from take-out restaurants. In addition, the school does not allow food containing nuts and/or nut products. (See our Nut Aware Policy).

Students may bring an appropriate nutritious snack to school each day.

Uniforms and Dress Code

St. Raphael School uniforms are comfortable, promote school spirit, and allow students to take pride in their appearance. The school’s uniform providers are [Flynn O’Hara](#) and [Lands’ End](#) (our school number: 900120254). Purchases from either vendor for the appropriate uniform items are acceptable. The following items are only available via Flynn O’Hara: jumper, tights, middle-school plaid skirt, and middle-school tie. The P.E. uniform, green sweater, green sweatshirt, and middle-school blazer are only available via Lands’ End. Neither of these vendors supply the white, ankle length leggings, so parents may purchase at the merchant of their choice. All uniforms should be clean and pressed with all buttons attached and hem intact. Shirts should remain buttoned and shirttails tucked in while a student is on campus. Students may not roll skirts up at the waist and the length should be no more than two inches from the knee. Students may wear their Scout uniforms on meeting days. All students must be in approved uniform attire every day unless otherwise announced. If there is an instance when the student is not wearing the approved uniform, a note from the parent/guardian to the Principal is required. If the student is out of uniform without a written note, the school will contact the parent and ask them to bring to school the appropriate clothing. If you have questions regarding the uniform policy, contact [Lara Roach](#).

Kindergarten

Kindergarten students are encouraged to wear their P.E. uniform on a daily basis.

NOTE: The following shirts qualify as P.E. approved uniforms for all grades: Past and present SRS Field Day shirts, KIND shirts, AOR and CYO t-shirts.

Grades 1-5

For grades, 1 and 2, students have P.E. once a week and must wear their P.E. uniform. For grades 3-5, students have P.E. four times a week and must wear their P.E. uniform. There are two designated P.E. uniform days assigned by class. Students wear their regular uniform the remaining three days.

Grades 6-8

Formal dress uniform is mandatory every Mass day, all Holy Days, and designated special occasions. Grades 6-8 have P.E. four times a week. There are two designated P.E. uniform days assigned by class.

****Guidelines for both boys' and girls' uniforms, all grades, for P.E. and optional attire are located on the school website in the Campus Life section under the Parent Resources tab.**

Hairstyles

Hairstyles are a reasonable length for both boys and girls. No extreme haircuts or hairstyles (including dyed/colored hair, spiked hair, Mohawks, shaved patterns, colored extensions and clip-on hair) permitted for either boys or girls. Boys are to be clean-shaven at all times. Girls may wear a moderate sized bow, hair ribbon, or barrette.

Accessories

Hats, jackets, non-uniform sweaters and sweatshirts, and other outer garments are stored for the day upon arrival at school. Students may wear modest jewelry. Girls may wear modest pierced earrings (studs and one pair only – no hoops), but no other pierced jewelry on girls and no pierced jewelry on boys is allowed. No make-up including mascara, nail polish (except clear), self-tanning products or tanning beds allowed.

Out-of-Uniform Guidelines

On out-of-uniform days, known as Tag days, students must wear appropriate clothing. Students will have to call home for a change of clothes, if the administration or faculty deems that the clothing is suggestive or inappropriate.

Appropriate attire for out-of-uniform days includes:

- jeans, tennis shoes, short socks, shorts (no shorter than three inches above the knee), skirts (no shorter than three inches above the knee), skorts, sweatshirts, jogging suits, dresses, slacks,
- crocs shoes

Students may not wear:

- flip-flop sandals, open back shoes
- tank tops
- T-shirts with inappropriate writing
- tennis shoes which convert to roller skates

- biker shorts
- pajama pants
- make-up
- low cut blouses/tops clothing that is extremely tight
- hats

No nail polish, make-up or self-tanning products

**** Good Rule:** If you think you should not wear it...then you should not!

Shoes

Plain brown shoes (no boots) are required and worn with white or green socks, tights or white ankle-length leggings for girls and white socks for boys. Boys may wear black socks on dress days with long gray pants or white socks with long khaki pants. Students in grades 2-8 may not wear athletic shoes except on the designated P.E. day for their grade.

Electronics

Cell phones are a distraction for students and as such, the front desk receptionist collects and stores them before the start of the school day. In the case of an emergency when a child needs to get in touch with a parent/guardian, they may use the phone in the school office. In the case of an extraordinary circumstance, including, but not limited to, a medical condition, the Principal has the discretion to allow the student to possess a cell phone on campus. Other electronic equipment including portable music players and Apple, Android and all smart watches remain at home or with the front desk receptionist.

Health/Safety

Health Program Records

Each student has a confidential health file. The file holds the student's Immunization Record and Health Inventory in the Immunization Policy Acknowledgement Form (ADW Form 3). The State of Maryland Department of Health and the Archdiocese of Washington require this form. All kindergarteners and new students enrolled in St. Raphael are required to have a physical within one year of the start of school and must have the Immunization Policy Acknowledgement form completed and signed by both parent/guardian and the health care provider prior to the start of the new school year. Completion of all required forms, and required immunizations, are necessary for a student to start school. While returning SRS students are not required to have new health forms each year, it is in your child's best interest to notify the school nurse of any changes in your child's health /medication status and to update his/her health file as needed. It is important that the school nurse and your child's teacher be aware of any special health concerns and/or developmental problems to help ensure that your child receives the best learning experience. It is important to have updated information from the parent/guardian and health care provider.

It is strongly recommended that all students entering middle school have a new Immunization Policy Acknowledgement (ADW Form 3) completed by parent/guardian and health care provider. All incoming 7th grade students must provide an updated immunization record showing that he/she has received the required T-dap and Meningococcal vaccines.

Medication

For a student to receive medication at school, both parent/guardian and health care provider must complete the Student Medication Authorization Form (ADW Form 8). The form is required for all prescription and all non-prescription medications. All medication must have appropriate expiration

dates for the current school year. The school nurse will notify the parent/guardian when any medication is due to expire. It is the responsibility of the parent/guardian to replace medication prior to the expiration date.

It is necessary to administer the first day's dosage of any new medication at home before given at school. The parent/guardian gives all prescription medication to the health room with the pharmacist's label attached. The parent/guardian gives all non-prescription medication to the health room in the original sealed container with the manufacturer's label. Parent/guardian should label medication brought to school with the student's first and last name. All pharmacy labels and physician medication samples should contain the following information:

- Student Name
- Name of Drug
- Dose
- Route
- Frequency
- Prescriber's Name and Number

***Parent/guardian should administer any medication before and/or after school hours whenever possible.**

The school nurse or trained staff will administer first aid for minor cases and will notify the parents immediately should anything serious occur. In the event your child should get sick during the school day, the school nurse who will notify you or someone you have designated as an emergency contact. Once contacted, please arrange to pick-up your child as soon as possible. Please do not send your child to school ill. Fever is an indication that your child has a virus or other infection. A fever is considered a temperature of 100.4 degrees Fahrenheit or higher. However, your child may need to stay home with a temperature that is lower if there are other symptoms present that may prohibit him/her from participating fully in school. Your child must be fever free for 24 hours without requiring fever-reducing medication, prior to returning to school. If your child has been experiencing vomiting and/or diarrhea, he/she must be tolerating food and fluids with no vomiting and/or diarrhea for 24 hours before returning to school.

***It is the responsibility of the parent/guardian to update the Health Emergency Information for each child annually in FACTS. It is the school policy that the parent/guardian should call/email the nurse or the front desk by 10 am if his/her child will be absent from school.**

Asthma Policy

Parents must notify the school nurse if their child has a diagnosis of Asthma or Reactive Airway Disease. It is a requirement of the ADW that any student who may need to use an inhaler while in school, must have the **Inhaled Medication Authorization Form (ADW Form 9)** completed by parent/guardian and health care provider. Children may self-carry/self-administer emergency medication only when approved by the doctor and school nurse, who agree, that the child is mature enough and able to administer the medication properly and independently. Otherwise, the school nurse maintains all inhaler medication in the health room and either administers or supervises administration of medication. A parent/guardian provides a spacer for use when administering medication from a metered-dose inhaler especially for younger children. The parent/guardian should label his/her child's inhaler and spacer with the child's first and last name.

Allergy Policy

Parents must notify the school of their child's allergies, especially life-threatening allergies that may require the use of an EpiPen (i.e., food, insects, medications, etc.). It is a requirement of the ADW, that the parent/guardian and health care provider complete the **Allergy Agreement and Action Plan (ADW Form 6)**. Students with life threatening allergies are required to have two EpiPens at school. The health room maintains all medication. In addition, the school nurse requires that the parent/guardian complete the **Family Food Allergy Health History Form**. The school requires that emergency medication and required documentation is brought to school prior to the first day of school.

All school health forms are available on the school website. Please contact the school nurse if you have any questions.

Nut Aware Policy

St. Raphael, consistent with the general population, is seeing an increased number of children with severe nut allergies, including potentially life-threatening anaphylactic reactions. Complete avoidance of the allergen is the only way to prevent these children from having an allergic reaction. We ask that you do not send in any food containing nuts and/or nut products (oils, flours, butters). This applies to all food coming into the school building, including lunches, snacks, and special-occasion foods. St. Raphael School will continue to allow "home baked treats" to come to school for class celebrations, but we do ask that these also are completely free of nuts and/or nut flours, oils, and butters and the ingredients used, not processed in a facility or on equipment that processes nuts. While we strive to be nut-free, we realize that it is impossible to eliminate all risk, as some foods may contain trace amounts of the allergen due to facility processing or equipment that also processes the allergen. Keeping this in mind, we ask that the parents of children with food allergies approve the "home baked" snack for their child and/or provide an alternative "safe snack." We realize that this may cause some inconvenience, but we feel that the health of our children with these severe reactions must be a priority. In addition, we have a "**No Sharing Food Policy**" and we request that parents reinforce this policy with their children, especially those with food allergies.

***A student receives an alternative safe snack, when there is a question of safety with food.**

In the spirit of being more inclusive, we suggest you visit www.snacksafely.com (updated monthly) for a listing of safe alternative food options that everyone can enjoy.

After Care

St. Raphael School offers families an opportunity to register for our after school childcare program. We offer After Care from the end of the school day at 3:00 p.m. through 6:00 p.m., (After Care is also available on scheduled early dismissal days.) The expectation is that parents are prompt in picking-up their child/children prior to 6:00 p.m. A pattern of late pick-up may result in a conference with the Principal. For cost, and additional information, visit the [Extended Day page](#) on our school website.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Unless invitations for slumber parties or birthday parties include every student in the grade, please do not send invites to school. In the same vein, when planning sleepovers and slumber parties for only a few children, please do not send luggage to school.

Parties

Each year, class parties occur for the following occasions: Halloween, Christmas, Valentine's Day, St. Patrick's Day and Easter. Room parents may assist the classroom teacher with these parties, however, there are no crafts designed around food.

Birthday Observances

Students in all grades may bring a simple birthday snack to school to share with their classmates, and arrangements for these treats communicated to the teacher in advance. Refer to the Nut Aware policy in the handbook for appropriate birthday treats.

Discipline

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for one another, each student will be considerate of the rights of others in all interactions. St. Raphael School has the expectation that students cooperate with the spirit and policies of the school designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Students may not bring items to school that are distracting in an educational setting, or detract from learning situations. These items include, but are not limited to the following:

- Questionable books and pictures
- White-out
- Sharpie markers
- Knives
- Guns
- Matches
- Cigarettes
- Radios
- Toys
- Trading cards
- Laser lights
- CDs, iPods or other mp3 players
- Smart Watches
- Cameras

The Principal reserves the right to determine the appropriateness of an action if any doubt arises. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures concerning inappropriate conduct or the presence of objectionable items in the school.

Threats

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Raphael School reserves its right to take any, and all, actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside

experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

Off-Campus Conduct

The administration of St. Raphael School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

Cheating and Plagiarism

No student shall give or receive unauthorized assistance or consult inappropriate sources during a test or while completing an assignment. No student should use another's ideas or writings as one's own, including not properly citing sources in a written work or using AI on assignments. Disciplinary action up to and including expulsion may be the result in cases of suspected cheating or plagiarism.

Detention

Detention for a middle school student is possible for a breach of classroom and/or school rules. Any staff member of St. Raphael School may issue a detention. Parents receive written notification of detention. The day, date, and time of the detention are at the discretion of the Teacher. Detention takes precedence over appointments, practices, lessons, ball games, etc.

Suspension

Middle school students receiving an in-school suspension will be required to report to school each day and work with a substitute teacher. Students, who receive an out-of-school suspension, cannot be on campus during the time of their suspension.

Expulsion

Expulsion is an extremely serious matter. St. Raphael School reserves the right to expel students who pose a threat to themselves or to others. Expelled students cannot return to campus without prior permission from the Principal.

Archdiocesan Catholic School Counseling Services

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Raphael School. In this case, the school or archdiocesan counseling staff may conduct a one-time, initial counseling service.

Prevention Programming - bullying, harassment, and intimidation

As a Catholic school, St. Raphael School believes and teaches that each of us “is called to love our neighbor and to treat them with respect”. St. Raphael School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. St. Raphael School prohibits bullying, harassment, and intimidation of any member of the school community. Students should report such acts to the teacher, principal, assistant principal, or counselor. The school will contact the parent/guardian of the alleged victim within three business days of the reported act. The school will contact the parent/guardian of the alleged perpetrator within five business days of the reported act. The principal

will conduct a thorough review and investigation of a credible allegation of bullying, harassment, or intimidation in a prompt and confidential manner. St. Raphael School does not tolerate the reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation. The school takes seriously all reports of reprisal or retaliation. The principal will conduct a thorough review and investigation of a credible allegation of retaliation or reprisal in a prompt and confidential manner.

“Bullying, harassment, and intimidation means any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual’s property; substantially interferes with an individual’s education or learning environment; or places an individual in reasonable fear of harm to the individual’s person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.”

“Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate.”

Students involved in repeated harassing/bullying behavior will face disciplinary action up to, and including, suspension and/or expulsion. Students who commit acts of bullying, harassment, or intimidation will be required to participate in anti-bullying programming or counseling. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion.”

If needed, you can access the [Bullying Reporting Form](#) for submission to the school counselor and administrator.

Parent/Guardian Cooperation

Parents/Guardians and students understand and acknowledge the Roman Catholic religion of St. Raphael School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Raphael School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Raphael School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Raphael School.

Drugs and Alcohol

Students who possess or are under the influence of drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Search and Seizure

In accordance with Archdiocesan Policy, the administration and authorized staff of the school reserve the right to conduct reasonable searches of students, visitors, and areas under their control (desks, personal belongings, lockers, etc.) in cases of suspected violation of school policies (e.g., drugs, weapons, alcohol, tobacco, stealing).

Compliance with Government & Archdiocesan Requirements

Archdiocese of Washington: Child Protection Policy

St. Raphael School complies with the requirements of the [Archdiocese of Washington \(ADW\) Child Protection Policy](#).

Archdiocesan Admissions & Non-Discrimination Policy

The [Archdiocese's Admissions & Non-Discrimination Policy](#) is on the website of the Catholic Schools Office.

Child Abuse Laws

St. Raphael School abides by the Child Abuse laws of the State of Maryland. These laws mandate reporting all cases of suspected abuse and/or neglect to Child Protective Services.

School Property

We value our school property and expect that our students will not damage or destroy any school or personal property. The Principal reserves the right to issue a fine or replacement fee for any damage.

Transfer of Students

A parent must present, in writing, a notice of withdrawal of a student to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. Parent/Guardian must settle all financial accounts prior to student records forwarded to another school. (See previous section on Student Records for transcript information.)

Office Records

Parents/Guardians should update FACTS or notify the School Office in writing of any change to their address, home and/or cell phone numbers, business phone numbers, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Telephone

The telephones in the school are for business purposes. In some instances, students can make a call when overseen by the receptionist or another staff member. We do encourage arranging after school plans prior to the start of the school day. Students may not use personal cell phones or watches to communicate in the building.

Student Directory

Within the first month of the school year, a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses is available via the parent portal in FACTS. The Student Directory is available to acquaint parents with the names of their children(s) classmates and their parents, and not for any other purpose.

Outreach Projects

St. Raphael School will organize community outreach-projects at designated times during the school year. Parent volunteers and /or staff members will oversee these projects.

Emergency Drills

The school conducts fire drills following the direction of the Montgomery County Fire Department. The school also periodically conducts other types of emergency drills.

Crisis Plan

St. Raphael School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, evacuation and relocation of students and staff to one of two secure designated locations will occur. Parent updates on their child’s whereabouts is via phone, text and email notification. In the event of an off-site reunification, the school will only release students to the contact on their transportation form.

Security Policy

The exterior doors remain locked. A receptionist in the lobby will allow only authorized persons to enter the building during school hours.

Parents must complete the Emergency Contact and Transportation forms during the FACTS enrollment process to give permission to anyone picking up their child by listing them on the form. Changes to the form are possible any time during the school year in the school office, and parents must provide written notification for any change in your child’s routine.

Lost and Found

The front desk receptionist receives any items found in the school building, or on school grounds, for the Lost and Found bin. Items placed in the Lost and Found remain there for 30 days, and if not collected donated to charity.

Right to Amend

St. Raphael Catholic Church, Rockville, Inc.’s School reserves the right to amend this Handbook, and notice of amendments posted on the school website.

APPENDIX B

ST. RAPHAEL SCHOOL COMPUTER/NETWORK USE POLICY

St. Raphael School's computer network is for the education and administrative use of its students, faculty, and staff. The network provides access to a wealth of services and resources internally and on the Internet.

The purpose of this policy is the following:

- To ensure the security of all elements of the St. Raphael School computer systems, related technology, and electronic information.
- To delineate appropriate uses for all users of St. Raphael School computer systems.
- To promote intellectual development via computer systems, related technology, and electronic information in a safe environment.
- To ensure compliance with relevant state, local and federal law.

Use of the network and all technology equipment follow the terms outlined below:

1. Students, faculty and staff expected to use it in support of educational, administrative and research activities consistent with the objective of the school. The use of the network and technology equipment is a privilege, not a right.
2. Users advised not to share any personal information, including addresses and telephone numbers, over the Internet.
3. As members of the St. Raphael network community and as representatives of St. Raphael on the Internet, all users conduct themselves in appropriate manner at all times. Users must also take care to ensure their safety and privacy particularly when using the Internet. All users should:
 - Be polite.
 - Never use vulgar, profane, obscene, or other inappropriate language.
 - Always respect the privacy of others. Never indiscriminately forward or duplicate email messages without the permission of the author.
 - Never use the network in such a way that it would impair or disrupt its use by others.
 - Never connect your computer to the school's network without permission.
 - Observe and respect all copyright laws and properly attribute information used.
4. Users may correspond with persons outside of the St. Raphael Community and use the network for personal research so long as it does not violate any of the provisions of this policy and does not interfere with their work. At no time is the network used for gaming.
5. Those who do not use the network in an appropriate manner will immediately lose their privileges and may face further disciplinary action. The administration is responsible for determining what constitutes appropriate use and its decisions are final. The following is a partial list of prohibited uses. No user should ever:
 - Use network resources for purposes other than those prescribed in this policy.
 - Transmit any material or engage in any activities that are in violation of any local, state, or federal law of regulation.

- Distribute post, download, transmit, or view profane, abusive, or threatening materials.
- Install copy or delete any software on school computers without the permission of the Principal.
- Access another User's account or attempt to intercept or examine the content of messages or files transmitted over the network.
- Seek access by attempting to circumvent computer security methods or operating systems.
- Harass or stalk anyone.
- Change or delete another person's files without permission.
- Vandalize or damage technology equipment, software, and/or files.
- Plagiarize
- Engage in any act intended to slow network traffic or disrupt network operations.