

# **Saint Raphael School**



## **2025-2026 STUDENT HANDBOOK AND CODE OF CONDUCT**

**Fr. Daniel Schlegel  
PASTOR**

**Mr. Ken Mitskavich  
PRINCIPAL**

**Mrs. Mary Sak  
ASSISTANT PRINCIPAL**

**Mr. Nathaniel Tosi  
ASSISTANT PRINCIPAL**

**525 Dover Center Road  
Bay Village, Ohio 44140**

**440-871-6760  
FAX 440-871-1356  
[www.saintraphaelparish-school.com](http://www.saintraphaelparish-school.com)**

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This Handbook is intended to serve as a quick reference, providing a general understanding of some of the policies and practices in place at Saint Raphael Parish School. Naturally, this Handbook cannot and does not endeavor to address all aspects of your enrollment at Saint Raphael Parish School or anticipate every situation that may arise. Therefore, the School reserves the right to change, revise, eliminate, or add any policies, practices, or programs described in this Handbook. This Handbook supersedes and takes the place of any previous Handbooks. The language in the Handbook should not be construed as establishing a contract of any kinds, express or implied.

A copy of this Handbook is provided to all School families. It is your responsibility to read, understand, and comply with all provisions in the Handbook.

## **MISSION STATEMENT**

Saint Raphael School is a Catholic community where we live our faith, strive for life-long academic excellence, and leave the world a better place than we found it.

## **STATEMENTS OF BELIEF**

At Saint Raphael School we believe

- In God and the integration of Catholic values into daily life and all curricular areas.
- Each person is a unique and precious gift from God.
- Life-long success begins with family as the primary educator both spiritually and academically working in partnership with the Saint Raphael Community.
- In modeling our faith through our actions and services to others.
- That all students can learn and achieve in a safe and disciplined environment.
- Quality education actively engages students in meaningful and challenging work that develops confident and self directed learners.

## **PHILOSOPHY**

Since its inception in 1948, the philosophy of Saint Raphael School remains the same at its core, but open always to new insights, discoveries, and directions that we regularly examine in the light of the sociology of the place in which we find ourselves. Every Catholic parish has a different personality, the difference usually reflecting the general sociological environment of its membership. This worshipping community, recognizing its obligations to accept, assimilate, and transfer the message and person of Jesus in the Catholic tradition, has determined that in the history of the American church a parochial school is the most effective way of achieving this transfer from parent to children. Hence the school works in loving partnership with parents, whom we perceive as the primary educators of their children.

Over a period of nine years we seek to facilitate this transfer primarily through the Catholic, Christian atmosphere which we attempt to create in the daily operation of the school. There are formal religion classes, but what we really seek to achieve is intangible in the present moment. Our ultimate goal is to impart a sense of wholeness to each pupil for a whole life.

Once students have attended our school it is our deepest desire that they know they belong to a family, bonded by Christian love, and forever have a home in that family.

## **SACRAMENTS**

Preparation for the sacraments of Eucharist, Penance, and Confirmation stresses unity between child and family members, and between your family and the parish community. It is the responsibility of parents to pass on their values and religious beliefs in leading their child to faith in God. The school, as part of the Saint Raphael community, in conjunction with the Parish Staff, will support, encourage, and assist you during the sacramental preparation.

## **PARENT EXPECTATIONS**

You, the parent/guardian, have chosen to send your child or children to Saint Raphael Parish School because you want them to be educated in a Christian environment at our school. This environment is to be a continuation of the Christian upbringing the children have received and are continuing to receive at home.

### **As a parent of a student at Saint Raphael Parish School, you are expected to comply with the following:**

- Build religious celebrations and family prayer, especially attendance and participation in weekend Mass, into your lifestyle.
- Provide a regular time, a quiet place, and encouragement for thorough completion of assignments.
- Express to your child the value of their education as the primary focus over his/her extracurricular activities.
- Support the policies of Saint Raphael Parish School and hold your child accountable to the school policies and student code of conduct.
- Be an active participant in your child's conduct and effort in the school environment.
- Encourage development of your child's individual talents and interests.
- Bring concerns regarding your child to his/her teacher initially. If further discussions are needed, contact the Assistant Principal or Principal, and then the Pastor.
- Be respectful of all Saint Raphael Parish School faculty, staff, and administration.
- Model Gospel values and appropriate behavior at all school and after-school activities on or off campus.
- Support Saint Raphael Parish School's Mission set forth herein in your speech and behavior.

## **MISSION AWARENESS**

Mission awareness is an ongoing process. Students are encouraged to support activities that aid our local and foreign missions.

## **ADMISSIONS POLICY**

Saint Raphael School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs and other school-administered programs.

Saint Raphael School grants admission/readmission on a yearly basis based on school records, academic progress, behavior and fulfillment of all financial obligations. The school administration has sole discretion in admission/readmission decisions.

The school requires all students, regardless of faith tradition, to take part in daily religion classes and other religious celebrations.

## **REGISTRATION- ENROLLMENT, TRANSFERS, AND WITHDRAWALS**

St. Raphael Parish School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Registration of Kindergarteners and all students new to our school typically begins in January, prior to the entrance for the class in the Fall. Registrations will be accepted using the following prioritization:

### **Grades 1-8 (90 students)**

- First- Siblings of current students will be admitted to the extent there are openings available in the requested grade. If necessary, the students will be ranked according to the length of time their parents have been registered parishioners.
- Second- students without siblings in the school will be admitted to the extent there are openings in the requested grade. If necessary, the students will be ranked according to the length of time their parents have been registered parishioners.
- Third- Students who register after the deadline will be ranked by the date that their completed registration is submitted.
- Students new to St. Raphael will be asked to provide permanent records from the previous two years at their current school. Additionally, administration may request a recommendation and/or academic, attendance, and behavior records before accepting students.

### **Kindergarten (90 students)**

- First- Siblings of current grades. If necessary, the students will be ranked according to the length of time their parents have been registered and are active parishioners.
- Second- Students without siblings in the school who are currently participating in the Parish Preschool Religion Program. If necessary, the students will be ranked according to the length of time their parents have been registered and are active parishioners.
- Third- Students without siblings in the school and who are not participating in the Parish Preschool Religion Program will be ranked according to the length of time their parents have been registered and are active parishioners.
- Fourth- Non-parishoner students who register after the deadline will be ranked by the date that their completed registration is submitted.

\* Kindergarteners must be five by August 1. An original birth certificate and baptismal certificate must be presented at the time of registration. Parents of students already attending Saint Raphael School will be asked to confirm their intention of attendance for the following year. Parents of students seeking admission to our school during a current school year should contact the school administrative assistant.

## WITHDRAWAL

Parents who are withdrawing children from Saint Raphael School should notify the school administrative assistant as soon as possible. All instructional materials and library books are to be returned to the school. The student takes purchased consumable books. No transfer of records will take place until all outstanding tuition, fees, or fines have been paid in full.

## TUITION

The Parish council establishes the tuition policy for Saint Raphael School. Our tuition schedule for parish students does not reflect the per pupil cost to operate the school. We are dependent upon the general operating income of the parish.

Full or partial tuition assistance is available on a year to year basis through the Saint Raphael Scholarship Fund. For further information you are asked to contact the School Office.

## STUDENT TRANSPORTATION

**\*Parents are required to provide teachers with written, signed and dated notifications of any change in transportation for any student grades K through 8.**

Transportation to school is provided by the local school districts for those who qualify. Rules and regulations are set by the local public school boards of education in accordance with Ohio state law. Saint Raphael School administration strongly supports the policies and safety measures recommended by the local school districts. Bus lists are typically posted online in mid-August. **\*Please check your local transportation department website for routes and scheduled stops.**

Students are not permitted to ride a bus from a different city or a bus other than the one to which they are assigned, nor are they permitted to change bus stops. **An emergency request to change bus trips must be approved in writing by the local board of education's transportation department and the school Administration (all are 440 area codes).**

Avon 937-0503

Avon Lake 933-9802

Bay Village 617-7540

North Olmsted 779-3579

Rocky River 356-6042

Westlake 835-6313

Fairview Park 331-5500 x1180

## **Bus Behavior/Expectations**

Students who fail to observe proper behavior/expectations on the bus in accordance with the rules outlined by the local transportation department will be issued a demerit, detention, or suspension depending on the severity of the offense. St. Raphael works in collaboration with each district to ensure guidelines and protocols are followed. Parents are urged to become familiar with the bus regulations and to instruct their children in the proper bus conduct. Strong parental support and cooperation are needed for the maintenance of good bus conduct.

## **Bicycles**

Students in grades 3 through 8 may ride bicycles to/from the school. Helmets are strongly encouraged and recommended. No student may ride any type of motorized bicycle or vehicle to school. Bicycles must be walked on school property and parked neatly in the bike racks provided near the Clinic Doors. Arrival time for walkers and bicycle riders is between 8:40 and 8:50 A.M.

## **Car Riders**

Car riders should be dropped off after 8:40 A.M. To ensure student safety it is imperative that parents use only the north driveway area for dropping off or picking up students.

**Drop Off:** Enter from Dover Center and pull as far forward towards Douglas and the parking lot entrance as you can, unless directed differently by school personnel. **Students should remain in their car until signaled to exit.** The signal for car riders and bus riders to begin exiting vehicles is given around 8:38 AM by school personnel. All children should exit out of the passenger side of the car unassisted. Once your child closes the door and is on the sidewalk, start driving towards the exit in the back of the parking lot. **If your child requires extra assistance, please pull into the second row of the parking lot and park in an available spot.**

**Pick Up:** Enter from Dover Center and pull as far forward toward Douglas and stop before the parking lot entrance. Cars are to form two parallel lines down the driveway. Overflow will be directed down the first aisle of the parking lot to form two lines as well. Turn your car off and walk toward the school doors to connect with your child. Once the majority of the students are safely in their vehicles, cars will be dismissed when signaled by school personnel.

## **ARRIVAL/DISMISSAL RULES**

### **Arrival:**

1. Upon arrival, students will wait outside the Main Entrance unless directed to go to Good Shepard Square.
2. No students are to be in any room without adult supervision.
3. At 8:40 A.M. students will be directed to their classrooms.
4. Students are to be in their seats by the 9:00 A.M. bell **ready for instruction.**



**5. Students dropped off after 8:55 A.M. are deemed to be tardy and require a tardy slip for entry into class.**

**Dismissal**

1. Students are dismissed from their homeroom in a staggered format beginning at 3:25pm.
2. Students leave the building by assigned exit at the bell:
  - A: Walkers/bike riders, car riders and Raiders Club  
Plain, A and B Homerooms
  - B: Bus Riders by city
  - C: Clubs/After School Activities

**ABSENCE/TARDINESS**

Students are expected to be in their seats, **ready for instruction, no later than 9:00 A.M.** **Students dropped off after 8:55 A.M. are deemed tardy.** Students arriving late should report directly to the Welcome Center before going to their classrooms to retrieve a tardy slip for entry into class. Students arriving late because of medical/dental appointments must provide a note from their health care provider or parent.

When a student will be tardy or absent, parents are requested to send an email to the school secretary at [attendance@saintraphaelparish.com](mailto:attendance@saintraphaelparish.com) **before 9:00 A.M** rather than calling in. Homework requests for absences may also be requested at the same time. A confirmation email will be sent, usually before 10:30 A.M. Please send an email the night before if possible. Of course, if it is not possible or convenient to send an email, you may still call at 440-871-6760. If you fail to provide the School notice of your child's absence, we will contact you to verify your child's absence. This may include contacting all available emergency contacts. Parents are also required to provide the school with a written doctor's note for all absences exceeding 3 days. If a child has a chronic condition or illness that causes regular absences, please reach out to school administration for further discussion. There are legitimate reasons for students to be absent from school. Any student who is ill should not attend school. In addition to personal illness, students will receive an excused absence from school for the following reasons: family member death, family serious illness, emergency medical/dental need, and any other circumstance that is sufficient in the sole judgment of the school administration. Any absence that does not meet the criteria of an excused absence will be considered an unexcused absence.

If you wish to request homework when your child is ill, please contact the office **no later than 9:00 A.M.** The work may be requested to be sent home with a sibling or must be picked up in the Welcome Center **between 3:30 and 4:00 P.M.** If your child is ill, the focus should be on feeling better and not missed work. Students are responsible for making up all assignments due to absence. Missed assignments must be completed and returned to their respective teacher(s) within the time specified by the individual teacher. Failure to complete assignments within the allotted time may result in zero credit for the missed assignment or test.

A projected school calendar is provided in order for family vacations. Appointments, etc., can be coordinated with school vacations. Please be reminded that it is difficult to make-up classroom instruction and participation. Work will be assigned and tests are to be made-up when a student returns. Parents assume responsibility for the work that is assigned.

**The State of Ohio requires school districts to average attendance rates of 93% or better.** In order to meet this standard, students of St. Raphael School who have been absent 5 or more days a quarter during a school year (including vacation) will receive a letter from the administration. If your child/children has/have an excessive number of absences, the school will require a meeting with the administration to discuss and implement an attendance action plan.

### **ATTENDANCE AT AFTER SCHOOL ACTIVITIES**

A student may not participate in a school-sponsored activity (i.e., drama production, concert, social, dance) unless he/she has been in school at least one-half day (9:00 AM -12:10 PM/12:10 PM-3:25 PM). Exceptions can be made if:

- a. He/she has a prearranged doctor/dentist appointment and has followed procedures for being excused from school.
- b. There has been a death in the family.
- c. An emergency occurs at home and the parents have contacted the principal.
- d. All exceptions must include permission from the principal to be present and/or participate.

After-School/ Co-Curricular Events Participation in Saint Raphael after-school and co-curricular events, including dances, socials, music programs, clubs among others are offered for the benefit of our students. Students must be present in school at least one-half the scheduled day in order to participate in a co-curricular event. It is our belief that students are expected to behave respectfully and properly in the regular classroom setting and in the overall school environment. Therefore, administration reserves the right to prohibit students from attending after-school/co-curricular events. Students in attendance at any Saint Raphael after-school or co-curricular events who do not follow the code of conduct may be removed, receive disciplinary action and/or not permitted to attend other after-school/co-curricular events. Parents will be called to pick up their child. Any student who is suspended from school is not permitted to participate or attend any after school or co-curricular event during the day of suspension.

### **PLANNED ABSENCE**

We understand the importance of family time and vacations; however, it is the school's position that absences for an extended period outside of the school calendar for any reason can be very disruptive to the educational process of the child. You can never recapture the learning experiences that occur daily in the classroom. Assignments cannot fully replace the learning the child has missed. If you choose additional times for vacation when school is in session, it is the parents' and child's responsibility to complete/master material and content that was missed. Should a situation arise which necessitates a planned absence of three (3) or more days, a **Planned Absence Application** must be obtained from the website under "Attendance" or "Links and Forms" and submitted to the child's teacher and then Principal **two weeks** in advance of the planned absence. Since it is difficult to predict the amount of schoolwork that will be accomplished during the child's absence, all assignments will be given to the student upon returning to class. No homework/class work will be given to the student to be completed during

the vacation. Students will have the opportunity to make up all schoolwork within three school days (minimum) or according to the scheduled time the teacher indicated on the Planned Absence Form. \*We recommend that students complete all “pre-assigned/weekly” work and projects before leaving for the planned absence. **Planned absences may not exceed a five-day cumulative total for the school year. Any planned absence days in excess of the five-day cumulative total will be treated as unexcused absences.**

### **RELEASE OF PUPILS DURING SCHOOL HOURS**

Students will be given permission to leave the school grounds for dental or doctor appointments only upon presentation of a written request or email to the Welcome Center [attendance@saintraphaelparish.com](mailto:attendance@saintraphaelparish.com) (the homeroom teacher should be cc'd on the email).

When it is necessary to release a student from school, a parent is required to meet the student in the Welcome Center. All students must be picked up from the Welcome Center and the person picking up the student must sign out the student.

### **EXTREME WEATHER/SCHOOL CLOSING**

In the event of extreme weather. Saint Raphael School will be closed when the BAY VILLAGE CITY SCHOOLS are closed. Information regarding closing will be announced on the television (Ch. 3, 5 & 8) and text/email via the RenWeb Parent Alert system.

In case of an emergency or for the closing of Saint Raphael School only. Parents will be notified via television and text/email via the RenWeb Parent Alert system.

In the event that Saint Raphael School is open and your local school district is closed, busing may not be available. Please contact your local school district transportation department to determine busing availability.

Every year we build calamity days into our calendar to ensure we provide the 1,001 instructional hours necessary for state reporting. In the case that we exceed the allotted number of calamity days, we will provide synchronous learning and instruction online (up to three days) to our students in grades 6-8 via Google Classroom and Google Meet to make-up hours.

### **PUPIL HEALTH AND SAFETY**

In recognition of Ohio state law and in order to minimize exposure of the school and its personnel to potential liability, Saint Raphael School has adopted a school medication policy is as follows:

- If it is necessary for any student to take medication, of any kind, it must be administered in the clinic. This includes prescription as well as over the counter medications in the form of pills, liquids, inhalers, creams, ointments and eye drops. Do not send any medications in lunch boxes.
- Every medication, including over-the-counter medications, must be accompanied by the school medication permission form that can be obtained in the clinic and on the school website under “links and forms”. This form requires a parent and physician signature, the name of the medication, the dosage, and the frequency

of administration. The medication must be brought to school in the original container labeled with the child's name.

- Parents are welcome to come to the clinic to administer medication to their child at any time.
- If your child becomes ill at school, a parent or other adult designated on the emergency medical contacts must pick up the student from the Clinic/Welcome Center.
- If a student has a throat culture that is positive for strep, the child should be on an antibiotic and must be fever free for 24 hours before returning to school.
- A parent will be notified to take a student home from school for the following symptoms- vomiting; diarrhea; undiagnosed rash; undiagnosed eye infection; or, elevated temperature above 100.0.
- A parent will be notified to take a student home from school if the presence of lice and/or nits is detected.
- While health and wellness is a priority for all students, the focus of the school nurse is to address physical ailments or injuries. If a student is in need of emotional support they will be referred to our school counselor.
- The only phone calls from the Clinic will come from the nurse to contact a parent/guardian regarding an illness or injury. Student calls for lunches/other emergencies will come from the Main Office.

We here at Saint Raphael School continue to be diligent and proactive in our efforts to provide a safe learning environment for all of our students and to improve our ability to communicate with our school families. School safety is an ongoing, regular process that is evaluated each year and will continue to be so. Fire, tornado, lockdown, and rapid dismissal drills are practiced throughout the school year for safe and fast evacuation in case of emergency.

### **SAFETY/SECURITY POLICY**

1. Our school doors are locked throughout the day. Staff and students are instructed to not open any exterior doors to anyone during the school day. In turn, we ask that as you enter or exit please do not open the doors or allow someone to follow you into the school. We understand this is contrary to polite behavior and is difficult for all of us.
2. Visitors can only enter the building through the door nearest the Welcome Center, which will be unlocked for them by the secretary or administrative assistant.
3. Call buttons and walkie-talkies are located in classrooms and the school office allowing for two- way communication and for immediate emergency calls.
4. The staff knows and practices our emergency Crisis Plan throughout the year with support from the Bay Village Police Department.
5. The students have a monthly safety (evacuation) drill, so that if they ever need to evacuate the building because of any emergency, they can do so in an orderly fashion.
6. A copy of the complete Saint Raphael School Safety Plan, approved by the Ohio Attorney General's Office, is located in multiple spots on the Saint Raphael campus as well as annual updates and review.
7. Students are not permitted to use the church restrooms at any time.
8. Students are not permitted to be alone in a classroom without supervision.

## DRESS CODE

All students of Saint Raphael School should dress in accordance with the rules governing proper attire. They should always have cleaned outfits and combed hair. It is expected that all students' belongings be labeled.

### General Expectations

**Hair:** No distracting fad hairstyles, colorings, or accessories are permitted (i.e. embroidery string hair wraps/beads, unnatural streaked or tinted hair, feathers, large flowers/headbands, or hair that extends into the eyes). Boys and young gentlemen should refrain from hair that extends into the eyes or over the collar. Faces should be clean-shaven.

**Make-up:** Junior high young ladies in 7th and 8th grade may wear light, natural looking make-up.

**Nail polish:** Light pink, white, or clear nail polish is permitted. Nails should be maintained and kept to a manageable length.

**Jewelry:** If worn, jewelry should be limited to one wristwatch (NO smart watches, Gizmos, or games/alarms), one religious medal or cross/crucifix on a chain, one bracelet (including handmade loom, clay, or woven), and small post style or hoop earrings on girls, one per ear. Boys may not wear earrings or studs.

**Layering:** Upper body undergarments for all students should be solid white and free of all logos, pictures, and lettering. School shirts/blouses must be tucked in and worn daily under sweaters and sweatshirts.

**Outerwear:** Students should dress appropriately for the weather.

## THE UNIFORM

### Boys

- Navy or khaki dress slacks-NO cargo pockets, denim, corduroy, or elastic at the ankle.(A plain brown or black belt is mandatory for grades 4-8)
- Solid or Saint Raphael monogrammed white, navy, or maroon polo-style knit shirt with a collar (Saint Raphael monogrammed shirts can be purchased through Schoolbelles or **school-approved** from BSN or Hometown Threads.) NO Nike, Under Armour, Vineyard Vines logos, etc.
- Shirts must be tucked in, except for the rib-banded polo shirt.
- Solid navy, gray, or maroon crew neck or v-neck pullover sweater, vest, or cardigan.
- Navy, gray, or maroon monogrammed Saint Raphael School crew neck sweatshirt or ¼ zip purchased through Schoolebelles or **school-approved** from BSN or Hometown Threads.
- \*Please note: Other spirit wear, sport, club, or homemade sweatshirts are not approved for daily wear of the dress uniform. If worn to school, it must be taken off at the 9:00am bell and after recess.
- No hooded sweatshirts are permitted with the dress uniform. If worn to school, it must be taken off at the 9:00am bell and after recess.

- Socks must be visible at all times and be solid or combination in color of white, black, gray, or navy. Socks should be void of bold or repeating patterns.
- Shoes (See School Shoe Policy)

### **Girls**

- Schoolbelles plaid jumper or tunic (Girls K-3/4), kilt or kick pleat skirt (Young ladies 4/5-8), navy or khaki dress slacks-NO cargo pockets, denim, corduroy, or elastic at the ankle. (If slacks are worn, a plain brown or black belt is mandatory for grades 4-8)
- All skirts and jumpers should be **no shorter than 3 inches above the kneecap**.
  - Skirts are not to be rolled shorter than 3 inches above the knee.
  - Young ladies with skirts that are too short will be asked to wear leggings underneath their skirts or loaned an appropriate length skirt until a replacement is obtained.
- Girls K-3/4: Solid white round collar, traditional oxford blouse, or polo-style knit shirt with a collar.
- Young ladies 4/5-8: Solid or Saint Raphael monogrammed white, navy, or maroon polo-style knit shirt with a collar (Saint Raphael monogrammed shirts can be purchased through Schoolbelles or **school-approved** from BSN or Hometown Threads.) NO Nike, Under Armour, Vineyard Vines logos, etc.
- Shirts must be tucked in, except for the rib-banded polo shirt.
- Solid navy, gray, or maroon crew neck or v-neck pullover sweater, vest, or cardigan.
- Navy, gray, or maroon monogrammed Saint Raphael School crew neck sweatshirt or ¼ zip purchased through Schoolbelles or **school-approved** from BSN or Hometown Threads.
- \*Please note: Other spirit wear, sport, club, or homemade sweatshirts are not approved for daily wear of the dress uniform. If worn to school, it must be taken off at the 9:00am bell and after recess.
- No hooded sweatshirts are permitted with the dress uniform. If worn to school, it must be taken off at the 9:00am bell and after recess.
- Socks must be visible at all times and be solid or combination in color of white, black, gray, or navy. Socks should be void of bold or repeating patterns.
- Solid and logo-free navy, gray, white, or black leggings may be worn under the jumper/skirt.
- Shoes (See School Shoe Policy)

### **Short Option**

From May 1st through September 30th, all students may opt to wear navy or khaki dress walking shorts of appropriate length. Girls and young ladies may also wear navy or khaki skorts of an appropriate length. All shorts and skorts should be no shorter than 3 inches above the kneecap. **\*School Shoe policy applies during the Short Option.**

### **Physical Education Uniform**

Approved Physical Education (P.E.) uniforms may be purchased from authorized Schoolbelles, Hometown Threads, or BSN stores. The required Physical Education uniform for all students K-8 is as follows:

- Gray cotton or gray dri-fit P.E. t-shirt with Saint Raphael logo
- Maroon mesh/polyester P.E. Shorts with the Saint Raphael logo
  - Shorts are not to be rolled shorter than 3 inches above the knee.
  - Shorts should be no shorter than 3 inches above the knee.
- Gray or maroon sweatpants with Saint Raphael logo
  - The sweatpants may be worn over shorts and taken off for class, if desired.
- During the colder months of Oct. 1st through April 30th when the short option is closed, there should be no bare legs. If students wear the P.E. shorts, solid and logo-free navy, gray, white, or black leggings/sport tights should be worn underneath.
- Sweaters or sweatshirts must be taken off during indoor P.E. classes.
- School-approved athletic shoes (see School Shoe Policy), preferably with laces, are required for participation.

### **School Shoe Policy** (\*Applies throughout the year with all uniform options)

**Shoes must be substantial enough to give adequate support during outdoor recess.**

- For all grades, dress or athletic shoes in brown/tan, black, white, navy, or gray (or combination i.e. black/white) should be worn.
- Shoes should be void of bold or repeating patterns.
- Shoe charms, flashing soles, jewelry, and other adornments are not permitted.
- Shoe laces must match shoes in color or be black or white.
- For safety reasons open shoes, i.e. sandals, clogs, Crocs, sling back, etc. are not to be worn.
- The following are **NOT** permitted:
  - leather, rawhide, coiled, elastic or braided laces
  - Moccasins
  - ballet-like slippers
  - Jellies
- If snow is on the ground, students should wear boots to school and have appropriate shoes to change into.
- Shoe boots or work boots are permitted during winter weather for junior high students only.

### **Dress Up/Down Day**

On dress up or down days, modesty, safety, good taste, and appropriateness shall be the rule and all general dress code expectations still apply. No tank tops, muscle shirts, or spaghetti straps are permitted. The midriff and back must be covered at all times, to include when arms are raised. Shorts and skirts must be an appropriate length. Yoga pants and leggings should be worn with a shirt, sweater, or sweatshirt to provide adequate coverage (tunic length). Hooded

sweatshirts are permitted on dress down or spirit wear days only. Safe and appropriate footwear must be worn with laces (if present) tied at all times. Open back footwear, such as clogs, Crocs, and sandals, are not permitted. Hats are not to be worn in the building unless special permission is given.

- **Spirit Wear days:** Students may wear any Saint Raphael or Saint Raphael Raider gear to include sports and clubs in lieu of the dress uniform top (t-shirts, sweatshirts, hooded sweatshirts, etc.) Uniform bottoms should be worn with a spirit wear top. If your gym day falls on a Spirit Wear day, you can wear your gym uniform that day. If your child chooses to wear her jumper, she can wear her Spirit Wear shirt under her jumper and/or a sweatshirt/sweater over the jumper.
- **Accessory days:** If there is a celebration of a holiday, sporting event, or other occasion, students may be invited to wear accessories of a certain color or team with their uniform. This may include:
  - Socks, tights, leggings
  - Shirts, sweaters, vests, or sweatshirts over the uniform shirt
  - Hair accessories, neck ties, or jewelry
  - Hats may not be worn in the building unless special permission is granted.

## **DRESS CODE VIOLATIONS**

Dress Code Violations work as follows:

- 1. Immediately Remedial Violations (ex. Shirt not tucked in, socks not visible above shoes, boys wearing pants too low, girls wearing skirts rolled resulting in the skirt shorter than 3 inches above the knee, multiple earrings, etc.)**
  - a. For first-time violations, a teacher will give a verbal correction directly to the student stating what the violation is and how it should be corrected. The student will acknowledge the instruction and immediately remedy the violation. After acknowledgement, if the student refuses or fails to immediately correct the violation, a demerit will be issued.
  - b. For incessantly or intentionally repeated violations, if a teacher has to repeatedly tell a student to correct a particular violation, e.g., untucked shirt or rolled skirt, then a written dress code violation will be issued. The teacher will inform the student that they are receiving a written violation for repeated violations, explain the violation, and ask them to immediately correct the violation. The student will acknowledge the instruction and immediately remedy the violation. After acknowledgement, if the student refuses or fails to immediately correct the violation, a demerit will be issued.
- 2. Violations NOT Immediately Remedial (ex. Unrolled skirt shorter than 3 inches above the knee, no belt (4th-8th grade), etc.)**
  - a. A written dress code violation will be issued. Once issued, the student will have a reasonable amount of time to remedy the violation. After a reasonable amount of time, if the violation has not been remedied, then a demerit will be issued. If



there is a question as to what a reasonable amount of time is to remedy the violation, please contact the Assistant Principal in charge of Students.

- i. For violations involving improper nail color, the student shall correct the color by the next day. Failure to do so, will result in another dress code violation. Failure to correct the nail color after the second violation will result in a demerit.
- ii. For violations involving skirt length, students will be asked to wear leggings under the skirt until a new skirt can be purchased or the existing skirt can be lengthened.

#### **Accumulated Written Dress Code Violations:**

An accumulation of written dress code violations is kept in the electronic records system. When a student accumulates 4 dress code violations, a demerit will be issued. Once a student receives a demerit for a 4th written violation, the accumulated violations will be reset to zero and the process will start all over again.

**\*Please contact the Assistant Principal in charge of Students with any Dress Code questions.**

#### **Lost and Found Items**

Our Lost and Found is located in the hallway opposite the Clinic. Please have your child check there if they are missing an item. Unclaimed items are donated at the end of each semester.

### **ACADEMIC ACCOUNTABILITY AND COMMUNICATION**

**Interim reports** are used by teachers to report on student progress at the midpoint of a grading period. Primary grades will receive student interim reports mid-way through the first quarter and as needed throughout the remainder of the school year. For grades 4-8, any student receiving a C or lower will receive an Interim Report email through the school accounts to notify the parent/guardian of needed improvement. Individual teachers are encouraged to send an interim report to parents/guardians whose children are not performing to their ability.

**Report cards** are issued four times a year for all students. All reports are given to the students to hand carry to their parents. Parents will acknowledge receipt of report cards by signing the report card envelope and returning it to the teacher. Copies of report cards are maintained with each student's permanent records. Report cards will be held in the office for any student whose tuition is in arrears.

**Parents of students in grades 4-8 have access to RenWeb**, an internet grade reporting tool, to check a student's latest grades, check when new grades are posted, and see what work is missing or late. RenWeb access can be denied for a student whose tuition is in arrears. RenWeb is updated at least weekly by teachers. Parents receive weekly scheduled email alerts on Sunday evenings from RenWeb.

**Parent/teacher conferences** are scheduled twice during the year (fall/spring). If parents feel the need for an additional conference, an appointment may be made by contacting the

teacher or the school office. Those conferences will take place before school hours or at a mutually agreed upon time.

Parent/Principal conferences are to be arranged by appointment only with concern for a parent's time.

All school matters should go through the Principal first before contacting the pastor or Diocese of Cleveland.

### **Diocese of Cleveland Grading Scale**

OSNU- O 93-100 S+ 87-92 S 79-86 S- 77-78 N 70-76 U 0-69

A/B Scale- A+ 98-100 A 95-97 A- 93-94 B+ 90-92 B 86-89 B- 85-86 C+ 82-84  
C 79-81 C- 77-78 D+ 75-76 D 72-74 D- 70-71 F- 0-69

### **Standards Based Reporting for K-3**

The following achievement code will be used for K-3 the entire year.

- **3 Mastered:** Student meets or exceeds the demonstration or knowledge of target content for grade-level learning with consistent success, accuracy, and independence.
- 2.5: No major errors or omissions regarding 2.0 content and partial knowledge of 3.0 content.
- **2 Developing:** Student illustrates base knowledge of prerequisite content, knowledge, or skills necessary for mastery of target content.
- 1.5: Partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content.
- **1 Beginning:** Assistance needed to demonstrate partial understanding of a score of 2.0 or 3.0.
- Blank: Was not assessed in the grading period.

Special classes without letter grades (Computer, Physical Education, Music, Art, Penmanship, etc.) use the following grades:

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

### **Saint Raphael School Honors**

In order to recognize 7th and 8th grade students who have worked hard to achieve overall excellence at Saint Raphael School the Honor Roll will be displayed each quarter. Grade point averages are calculated to include the six major subjects (\*see below). To qualify for 1st Honors a student must average between 4.0 and 4.3. For 2nd Honors a student must average between 3.5 and 3.99. **No student with a grade below a B- in any subject for which they receive**

a grade will qualify for Honors. In addition, any disciplinary action regarding academic integrity will disqualify a student for Honors.

Subjects averaged: Religion, Literature or Spanish, Language Arts, Mathematics, Social Studies, Science, and **Capstone**.

Letter Grade/Point Value- A+ 4.3 A 4.0 A- 3.7 B+ 3.3 B 3.0 B- 2.7 C+ 2.3 C 2.0  
C- 1.7 D+ 1.3 D 1.0 D- 0.7

## **SPECIAL SERVICES AND PROGRAMS**

Saint Raphael School provides a variety of programs to meet the educational needs of students. Specific special education programs include a resource program and self-contained program for learning disabilities. The speech and language program offers help to students who need therapy for problems in oral language, articulation, voice, and fluency. Specific information regarding evaluation, eligibility, placement, and dismissal procedures for special education programs can be obtained through discussions with our school psychological services provider, classroom teacher, and/or Principal.

## **PROMOTION AND RETENTION**

**Student retention is based upon student attendance and academic concerns.** Whenever it appears that a student will benefit from another year at the same grade placement parents will be informed of the student's specific academic needs by the teacher. Written notification of the possibility of retention will be communicated to parents at the end of the second grading period or as soon as any difficulty is apparent. The final decision on promotion or retention will be made with the parents after consultation with the Principal and school psychological services provider and based on the teacher recommendation.

Students earning a grade of "F" in any core subject (Religion, Mathematics, English/Language Arts, Social Studies, and Science) in any two (2) quarters will be required to successfully complete summer school in that subject. If summer school is not available for the deficient subject (i.e. Religion), course work will be provided. This work must be successfully completed.

## **PARENT VOLUNTEERS**

Volunteer help from parents is a vital component for the successful operation of Saint Raphael School. Parents support the school in a variety of ways through work on the Home and School Association. Volunteers may be used in the library, media center, art room, lunchroom, and classrooms. If you are an adult who plans to volunteer with children regularly or for **more than four hours a month in our school, you must attend VIRTUS training** (if you have not already been trained) **AND get a background check by going on Selction.com or submitting fingerprints.** Volunteers must sign-in with their name and location of service and

wear a visitor badge obtained through the Welcome Center or Main Office. Volunteers must return visitor badges and sign out.

### **FIELD TRIPS**

Field trips are considered a privilege. Students may participate in field trips if they meet the requirements for participation.

A parent may be requested to accompany their child under extenuating circumstances. Parent accompaniment is mandatory for any student with four or more detentions.

School uniforms are to be worn on field trips unless otherwise specifically stated.

### **SHADOWING**

Students in Junior High are permitted to shadow at area high schools for a period of **two days during the first semester of 8th grade without being marked with an unexcused absence**. Students are to investigate and schedule their personal shadow experience directly with the high school via the online portals/forms available on the high school websites. Students are not allowed to shadow during MAP testing weeks and should utilize scheduled days off in our calendar to avoid absence/missed instruction. Students should also check with the junior high teachers as well as the online school calendar to not miss any major activities or learning experiences. Students in grades other than Junior High are NOT permitted to participate in any experiences offered by the area high schools without the approval of the principal. The assistant principal will send out an email with additional information to the 8th grade families.

### **BIRTHDAYS**

Please request approval for the scheduling of a birthday salute at least one school day prior to the event through a note to the homeroom teacher. Food and drink are not permitted as part of a birthday salute. An inexpensive token gift may be shared with classmates with the prior approval of the homeroom teacher, but is not necessary.

One long lasting "gift" could be a donation of a book to our library. Please contact our school librarian for further details.

Party invitations will not be passed out in the classroom unless the entire class is invited.

### **LUNCH PROGRAM**

Saint Raphael School has a lunchroom and hot food services. Students may bring lunches daily. Milk, both chocolate and white, juice, and water are available for purchase. It is strongly urged that only healthy drinks be sent in with student lunches. Pop and other sugar and caffeine-laden drinks are not to be part of your child's lunch.

If a student forgets his/her lunch a phone call will be made to the home and a lunch can be dropped off at the Welcome Center. It will be placed in the lunchroom basket just outside of the cafeteria for pick-up. If contact with home is unsuccessful, the student may purchase lunch.

In an effort to reduce the risk of life threatening allergic reactions, one or more lunch tables will be designated as “allergy free”. Students utilizing these tables will be encouraged to invite a friend or two to join them.

To prevent disruption to the office and teachers as well as in fairness to all students, delivery or drop off of restaurant foods (McDonald’s, Chick-fil-a, Subway, etc.) is not permitted.

## **LUNCH SUPERVISION**

The lunch period is monitored by lunch supervisors and parent volunteers in the school building and on the playground. An attitude of respect toward the supervisors and compliance with the rules is expected at all times.

### **In the lunchroom students will:**

1. Sit at their assigned table while eating their lunch and talk quietly with those around them.
2. Clean up their own table and floor area after eating and dispose of their trash properly.
3. Walk quietly to the primary grade lavatories and back to the lunchroom before putting on their jackets or coats.
4. Remain in their seats while waiting to be dismissed.
5. Walk in a quiet, orderly manner to the playground.

### **On the playground students will:**

1. Show respect for themselves, adults, and all other students.
2. Show respect for property that includes other student's shoes, hats, coats, scarves, clothing, and other personal items.
3. Play with safe toys as recommended by teachers and lunch supervisors.
4. Play appropriate and non-aggressive games. (Keep away, manhunt, excessively physical basketball, tackle Football, dodgeball are examples of inappropriate games.)
5. Play with soccer balls, nerf or foam footballs, playgrounds balls, or regulation size basketballs.
6. Play in the designated grade-level areas. (Behind the dumpsters and garage are off limits)
7. Have the option to use all playground equipment on their assigned day.
8. Use all playground equipment properly. (Sit on swings, use slide ladders and slide down the board only). \*Due to safety restrictions, Junior High students may go on the monkey bars and swings, but are not permitted on the climbing/slide playset structure.
9. Stop playing when the bell rings and walk quickly and quietly to the assigned line.
10. Form a single or double file line and remain quiet while in line and entering the building.
11. Ask school personnel if there is a bathroom emergency. The teacher/aide will escort the student to the playground door for admittance. Students are to use the restrooms located in the Raphael Center's basement and first floor only. Students are never permitted to use the church restrooms.

## **CODE OF CONDUCT**

The administration, faculty, and staff of Saint Raphael School are dedicated to quality education and academic excellence. Our ultimate goal is to impart a sense of wholeness to each student for life. In partnership with parents/guardians, it is our deepest desire that the students know they belong to a family bonded by Christsian love and respect, and forever have a home in that family. Standards of discipline are an essential part of the Saint Raphael School environment, allowing each student to act within an established order, and assuring a climate

conducive to learning. Students are expected to strictly abide by these standards of discipline while in school and while participating in school-related activities. Parents/Guardians are expected to join in assuring their children's compliance with these standards and to support any disciplinary decisions made by school authorities.

### **GENERAL EMPOWERMENT MOVE**

Because it is impossible to foresee all problems that may arise, faculty, staff, and administration are empowered to take disciplinary action for behavior that violates the spirit and philosophy of Saint Raphael School even though not specified here. Additionally, actions may be listed under Demerit or Detention, but require stronger consequences depending on severity and/or repetition.

### **Schoolwide Expectations**

**As a responsible member of the Saint Raphael Raider family I will be:**

- 1. SAFE**
- 2. RESPECTFUL**
- 3. STUDIOUS**

### **Classroom Expectations**

Each teacher develops a classroom discipline plan that communicates to students and parents the behavior expected in the class that correlates to being SAFE, RESPECTFUL, and STUDIOUS. This plan will be made available to students and parents at the start of each school year and will be supported by the school code of conduct.

Occasionally a student may choose to violate these standards and therefore needs to understand and be responsible for the consequences of his/her behavior. What follows is a clear explanation of the consequences should a student choose to violate these standards.

### **CHARACTER CARDS**

Character Cards are used in grades K-5 for student reflection on a choice that does not represent the spirit of being a SAFE, RESPECTFUL, or STUDIOUS Saint Raphael Raider. Students identify their choice and reflect on a more positive way to handle it in the future. Character Cards are sent home, reviewed and signed by a parent/guardian, and returned to school the next day.

## **CHROMEBOOK POLICY (6th through 8th grade only)**

### **Forgotten or uncharged/undercharged Chromebooks:**

It is the responsibility of each student to come prepared to learn every day. This includes ensuring that they remember to bring their Chromebook to school on a daily basis and remember to have that Chromebook charged so that it can be used throughout the entire day.

Situations where a Chromebook is forgotten or brought to school uncharged/undercharged will be handled as follows:

- **Forgotten Chromebook:**
  - A loaner Chromebook will be provided to the student to use for the day;
  - At the end of the day the student will ensure that the loaned Chromebook is returned to the proper place and that it is plugged in for charging;
  - The student will be notified of the violation of the Chromebook policy and a written violation will be issued via Renweb and sent to the Assistant Principal in Charge of Students.
- **Chromebook not charged/undercharged:**
  - The student will borrow one of the loaner Chromebooks from the classroom; That Chromebook must remain with the classroom upon switching classes;
  - The student will plug their Chromebook in to charge using one of the available charging cables in their classroom;
    - Once their Chromebook is charged, they will return the borrowed Chromebook ensuring that it is plugged in to recharge;
  - The student will be notified of the violation of the Chromebook policy and a written violation will be issued via Renweb and sent to the Assistant Principal in Charge of Students.
- **Accumulation of Chromebook Violations:**
  - Chromebook violations are recorded and accumulate in the electronic records system;
  - A demerit will be issued for an accumulated 4th violation;
  - Once a student receives a demerit for a 4th violation, the accumulation of violations will reset to zero and the process will start over again.

### **Broken Chromebooks:**

Broken Chromebooks should be brought to the attention of the classroom teacher or the Technology Specialist immediately. If a Chromebook cannot be immediately repaired, the student will be given a loaner from the Technology Specialist.

Incidences of intentional damage to Chromebooks will be investigated and handled in accordance with this Handbook.



## **DEMERITS**

Demerits are official warnings and issued by a teacher or staff member via RenWeb (the student information system) and emailed directly to the parent and Assistant Principal. Demerits carry over from one quarter to the next throughout the school year. **Examples of demerit-worthy offenses are as follows (not an all-inclusive list):**

### **SAFE:**

1. Failure to follow school, classroom, library, and campus rules, including those explained at the opening of school meetings as well as expectations while participating in school activities (i.e. clubs, field trips, retreats, meetings, etc.).
2. Failure to follow lunchtime rules
3. Failure to follow playground rules
4. Chewing gum on school property.
5. Leaving the classroom/instructional area without permission.
6. Not reporting directly to a designated area.
7. Possession of or throwing of any object deemed to be potentially dangerous.
8. Any other behavior that does not model what is expected from a SAFE Saint Raphael Raider.

### **RESPECTFUL:**

9. Disrespectful behavior of any type towards any person, teacher, staff, or student.
10. Unnecessary physical contact with another student.
11. Foul or other inappropriate language.
12. Foul or other inappropriate gestures or actions.
13. Behavior that is disruptive when entering, leaving, or within the building including all emergency drills.
14. Any other behavior that does not model what is expected from a RESPECTFUL Saint Raphael Raider.

### **STUDIOUS:**

15. Not being prepared for class.
16. Copying another student's work or allowing another student to copy in a non-test or non-quiz/assessment situation (i.e. homework, classwork, etc.).
17. Use of portable music players, personal electronic games, or other similar devices on school property.
18. Accumulation of three or more dress code violations in a semester, including failure to wear proper gym attire.
19. Violation of Chromebook policy, failure to sign-out a Chromebook loaner, or Violation of Acceptable Use Policy.
20. Any other behavior that does not model what is expected from a STUDIOUS Saint Raphael Raider.

## **DETENTIONS**

Detentions are given for every three demerits throughout the school year or for serious offenses such as those listed below. A detention notice will be issued via RenWeb (the student information system) and emailed directly to the parent and Assistant Principal. The school assistant principal will record it. Parents are responsible for the transportation of their child/children going home after serving a detention. After school detentions run from 3:25 until 4:00 P.M. for grades kindergarten through fifth grade and from 3:25- 4:25 P.M. for students in sixth through eighth grade. Lunch and recess detentions may also be utilized.

Detentions accumulate over 4 quarters. Failure to serve a detention will result in an additional detention being issued immediately.

### **Detentions will be served for the following:**

1. Accumulation of three demerits.
  2. Failure to cease disruptive behavior.
  3. Damage to or destruction of textbooks, desktops, lockers, devices, or any other school property. (It is understood that students will make restitution of the school/parish and victim).
  4. Throwing of any object deemed to be potentially dangerous.
  5. Lying, cheating, stealing, gambling, plagiarism, or any other deceitful behavior.
  6. Unauthorized nonattendance of a class. (more than 5 minutes late unexcused to class)
  7. Violation of cell phone/communication device not in locker/bookbag.
  8. Possession of tobacco products, e-cigarettes (i.e. for "vaping," "Juuling") or paraphernalia (i.e. matches, lighters, etc.)
  9. Failure to serve a detention or participation in parish sports or other extracurricular activities while ineligible as a result of a detention.
  10. Any other behavior that does not model what is expected from a Saint Raphael Raider.
- \* Any detention issued on the last day of classes will be served on the June Teacher Workday with a report card held until detention is served.

### **Teacher Detentions**

If a teacher decides that it is an appropriate intervention and is in the student's best interest to remain after school, the teacher may issue a teacher detention. These detentions do not count towards the accumulation of detentions as described above. In order to issue a teacher detention, the teacher must give proper notice to the parent/guardian and the student detailing the reason for the detention and setting a reasonable day that the student will serve the detention. Once set, the student must attend the detention. Failure to do so will result in another teacher detention and a demerit will be issued. The teacher will inform the assistant principal in charge of students of the date/time and reason for the teacher detention. All teacher detentions will take place immediately after school on a day chosen by the teacher.

## **DISCIPLINARY CONFERENCE**

A parent-teacher-administrator-student conference may be held when a student has accumulated **three detentions** in a year. The purpose of this conference is to establish a personal plan of intervention for the student. Parents, teachers, and administration will offer support to the student. The student in turn will realize that his/her future behavior must be in compliance with the code of conduct and that the ultimate responsibility for any following consequences rests with him/her. A behavior improvement plan will be issued if appropriate.

## **BEHAVIOR IMPROVEMENT PLAN**

Any student who receives three detention in a year or commits a severe infraction of the rules may be placed on probation utilizing a Behavior Improvement Plan. The student is expected to demonstrate a positive change in behavior and attitude. Record of academic progress and general behavior is kept by the Administration and the faculty involved.

The contract expires the last day of school, and can be carried over to the following year at the discretion of the administration.

## **IN-SCHOOL SUSPENSION**

In-school suspensions will be served in a timely fashion. Schoolwork will be made available so that the student will be able to keep pace with regularly assigned classroom work. The student is required to complete all such classroom work as a condition of the suspension. Academic credit will be earned for work completed while a student is suspended.

Any student required to serve an in-school suspension may be ineligible to participate in field trips for the remainder of the school year unless accompanied by a parent. In-school suspensions may be given for reasons included but not limited to\*:

- 1. Bodily harm to any other person (i.e. lacerations, contusions, punctures, sprains, or broken bones.)**
- 2. Smoking, or other tobacco use, vaping or Juuling on school grounds.**
- 3. Possession of explosives or weapons of any kind.**
- 4. Possession of alcoholic beverages.**
- 5. Leaving school premises without permission**
- 6. Immoral conduct.**
- 7. Possessions of illegal drugs.**
- 8. At the discretion of the Administration when deemed appropriate.**

**\*Based on individual circumstances and/or severity of infraction, violations may result in an out of school suspension or immediate expulsion.**

## **OUT OF SCHOOL SUSPENSION**

Under certain circumstances and at the discretion of the Principal and/or Pastor, a student may receive an out of school suspension. Under these circumstances, the student will be removed from the classroom setting until a conference is held with parents and arrangements made regarding the duration of suspension. At this time, the student will be given the opportunity to present facts related to the case as he/she sees them. A conference with parents will also be held after suspension. School work will be made available so that the student will be able to keep pace with the regularly assigned classroom work. The student is required to complete all such classroom work as a condition of the suspension. Academic credit will be earned for all work completed while a student is suspended.

## **EXPULSION**

Expulsion of a student is a last resort, such as when a student commits a severe infraction of the rules or violates the behavior improvement plan. In some cases, the Principal and/or Pastor may deem an action of a student so severe that it would result in immediate expulsion from the school. This decision is the right and responsibility of the Principal/Pastor.

## **HARASSMENT, INTIMIDATION, AND BULLYING POLICIES:**

Harassment, intimidation, or bullying behavior by any student at Saint Raphael School is not permitted. A student shall not harass, intimidate or bully another student through words or actions whether on school grounds or off school grounds.

As defined by Ohio law, "Harassment, intimidation, or bullying" is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student

### **Some examples of conduct that may constitute prohibited behaviors include:**

1. Physical violence and/or attacks;
2. Threats, taunts, and intimidation through words and/or gestures;
3. Extortion, damage, or stealing of money and/ or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technology and other Web-based/online sites (also known as "cyber bullying"), such as the following:
  - a. Posting slurs, insults, or abusive language on websites;
  - b. Sending abusive or threatening electronic messages;
  - c. Taking embarrassing photographs of students and posting them online; and
  - d. Making false reports of inappropriate language to Internet service providers about others.

## **Procedure**

1. The alleged victim should communicate to the harasser that the individual expects the behavior to stop, if the individual(s) is comfortable doing so.
2. If the individual wants assistance communicating with the alleged harasser, the individual should reach out to a teacher, counselor, Assistant Principal, or Principal for assistance.
3. For the school administration to complete an investigation of “harassment, intimidation, or bullying” behavior, the alleged victim will need to provide details of the alleged incident including but not limited to time, place, name(s) of alleged harasser(s), description of alleged behaviors and possible witnesses to behavior.
4. If the school administration determines that a student engaged in “harassing, intimidating or bullying” behavior, the school administration will take action in accordance with school policies.
5. If the school administration determines that a student made false accusations about a student engaging in “harassing, intimidating or bullying” behavior, the school administration will take action in accordance with school policies.

## **STUDENT THREATS POLICIES AND PROCEDURES\***

- A. Any and all student threats to inflict harm to self or others must be taken seriously immediately.
- B. Whoever hears the threat should report it immediately to the Principal.
- C. If deemed prudent, police should be notified.
- D. The student should be kept in the Principal’s office under supervision until the police arrive.
- E. The parent/guardian of the student who has made the threat shall be notified immediately.
- F. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- G. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary, he/she shall determine the need for a psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51. The Principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the Principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns and the names of any known victims or potential victims . The Principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with the revised Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/

does not pose a danger to self or others. The report shall also address the concerns raised by the Principal to the mental health care professional. The evaluation and report shall be made available to the Principal who will share them with legal and/or mental health care consultants and administration assisting the Principal in his/her education regarding the readmission of the student to school. The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the Principal with a copy of the follow-up assessment and/or evaluation and shall inform the Principal if therapy, counseling and/or treatment will be needed and/or provided.

- H. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission granted.
- I. Documentation from the mental health care professionals concerning any students are To be placed in a separate, confidential file and should not be a part of the students academic/disciplinary file with access only by the Principal and/or pastor. This Documentation may be kept for a period of one year beyond the time when the child Leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation, or non readmission before being destroyed.

\* Threat policy may be handled differently in grades K-4

\* The Pastor and Principal reserve the right to amend this policy as deemed necessary.

### **TELEPHONE CALLS (Cell Phone/Communication Device Policy)**

In case of emergency, students are permitted to make telephone calls during the school day, provided that both teacher and administrative approval. The use and possession of cell phones is strictly prohibited at St. Raphael School during the school day. Students with cellphones in school must keep them turned off, not in silent or vibrate mode, and stowed in their backpacks until they have left school premises. Providing a cell phone for use by another student is a violation of this policy. Violation of this policy will result in the issuance of a detention and confiscation of the phone. A parent/guardian must make arrangements to pick up the confiscated phone from the Administration. A student violating this policy gives up any right to privacy in the memory contained on the cell phone making it subject to search to determine if any other violations have occurred, i.e. cheating, bullying, inappropriate language or photos, etc.

Section 1931.49 of the Ohio Revised Code states “No person shall knowingly use the telephone number of the 911 system to report an emergency if he or she knows that no emergency exists. Whoever violates this statute shall be fined not less than fifty nor more than two hundred dollars.” Students who violate this code will be subject to disciplinary procedures that may result in suspension or expulsion from school.

### **CHILD ABUSE**

According to the Ohio Revised Code Section 2151.421, any school authority, teacher, psychologist or employee who suspects child abuse MUST report this to the Principal, who in turn MUST report it to the County Department of Human Services. Failure to report suspected abuse and/or neglect is a misdemeanor. Each report is confidential. When it is necessary for a child to be interviewed at the school by a member of the Department of Human Services, the Principal will be present in loco parentis. After the interview, parents/guardians will be notified that the interview has taken place.

### **AIDS POLICY**

Saint Raphael school supports the AIDS policy as adopted by the Diocese of Cleveland. Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grades K through 12 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

1. The health of the child, as documented by his/her physician allows participation in regular classroom activities.
2. The child behaves acceptably, in a manner that would not cause spread of the disease or any way put others at risk.
3. The child does not have open sores, skin eruptions, or other condition that prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular school activities.

In Parish Elementary School and Parish Schools of Religion, the Pastor and Principal will confer with the appropriate persons and consult with the Regional Superintendent before the Pastor makes the final decision on each case in the parish school. Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS, (AIDS related complex) or other illness caused by HIV (human deficiency virus, the virus that causes AIDS also know as HTL or LAV)

### **SEXUAL HARRASSMENT/SEXUAL VIOLENCE**

Saint Raphael School is firmly committed to providing a safe, positive learning environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education. Saint Raphael School expressly prohibits sexual harrassment and sexual violence in the school environment. The Diocese of Cleveland has adopted the following policy on sexual harrassment and sexual violence. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

## **Sexual Harassment**

For the purpose of this policy, sexual harassment includes the following specific instances; verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature or having such material in one's possession in the school, on the school grounds, or at school sponsored activities; obscene or sexually specific graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats or buttons; touching one's self sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all inclusive, but it is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute sexual harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the Principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obliged to cooperate in remedying the situation.

If allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to any or all of the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/Principal conference
- Written warning/reprimand and parent notification, entered in the student's file.
- Detention or removal from selected school activities and/or extracurricular activities.
- Behavior/probation contracts, possibly requiring professional intervention.
- Suspension
- Expulsion

## **Sexual Violence**

A definition of sexual violence, according to the Ohio Revised Code, is on file in the school office.

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the Principal, Pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the police will be contacted immediately if there is a "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in those situations.



## **USE AND ABUSE OF ALCOHOL AND OTHER DRUGS**

Saint Raphael School recognizes that substance abuse in our nation and our community exacts staggering costs in spiritual, personal, and economic terms. Substance abuse can produce impaired performance and reduced productivity, absenteeism, accidents, wasted resources, lowered morale, rising healthcare costs and diminished interpersonal relationship skills. Drug and alcohol involvement among students, faculty, and staff negatively influences the school learning environment and diminishes the health and well-being of all. Saint Raphael School recognizes that the problem of drug and alcohol abuse does not respect any group or age, and that the dependency stage of alcohol and drug abuse constitutes a treatable illness.

It is further recognized that health and social problems of youth are primarily the responsibility of the family and that parents have the prime responsibility for assisting their children with such problems.

As educators in the church, we, in an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each individual. We also recognize that we have an obligation to the common as well as the individual welfare of students and educators, and that a safe environment for learning must be provided. Alcohol and other drug related activity endangers the ability to learn and teach; threatens safety; contributes to a climate of fear and disregard for authority; and may put nonusers at risk of becoming involved (inadvertently) in illegal acts.

It is forbidden for any student to manufacture, disperse, possess, use, or be under the influence of, in the school setting, any alcohol substance and intoxicating or auditory, visual or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined by Federal or Ohio law or rule, or counterfeit of such drug or substance; all being collectively referred to as drugs.

School setting includes any vehicle used to transport students to and from school and school activities off school property during any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school.

Students who violate this policy will be subject to disciplinary procedures that may result in suspension or expulsion from school. While each student is expected to comply with the school's standards for performance, school authorities may hold penalties in abeyance if students and their parents demonstrate willingness to seek appropriate assistance and if acceptable progress and satisfactory performance is observed. Where violations of the law are involved, law enforcement agencies will be notified.

Saint Raphael School will promote, enhance, and maintain a drug free school through a systematic program of coordinated student assistance services, prevention through instruction, intervention administration, enforcement procedures and recovery support.

## **WEAPONS POLICY**

The Diocese of Cleveland has adopted the following policy on weapons. Saint Raphael School supports and follows this policy.

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on the school grounds, or at school sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but it is not limited to, any firearm, knife, deadly weapon, or explosive, or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon “ (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other devices that use air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the Principal or other administrator should immediately contact the police department and the Diocesan Legal Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in or out of school suspension, pending investigation and resolution. If the student's infraction does not warrant dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program after recommended consultation with the Diocesan Legal Office.

## **YOUTH GANGS POLICY**

The Diocese of Cleveland has adopted the following policy on youth gangs. Saint Raphael School supports this policy.

Youth gangs and gang related activities are prohibited. A gang is defined as any non-school-sponsored group, usually secret and/or exclusive in membership, whose purpose or practice include unlawful or antisocial behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair styles and/or wearing of clothing, jewelry, and head coverings or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang; displaying gang markings or slogans on school, parish, or personal property or clothing; having gang tattoos; possessing literature that indicates gang membership; extortion; establishing turf; use of hand signal; gang vocabulary and nicknames; possession of beepers or cellular phones; possession of weapons or explosive materials; possession of alcohol, drugs, drug paraphernalia;

attendance at functions sponsored by a gang or know gang members; exhibiting behavior fitting police profiles of gang related drug dealing; being arrested or stopped by police with a known gang member; selling or distributing drugs for a known gang member; helping a known gang member commit a crime; or any other action directly resulting from membership or interest in a gang.

### **Consequences**

If a participant in any school/parish related activity is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all following steps may be taken:

- Parents/guardians will be contacted immediately and appropriate intervention initiated.
- Individuals may be referred to counseling (personal/family)
- Individuals may be referred to the Department of Human Services or other welfare or child agencies of the respective county.
- Individuals may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
- Individuals may be referred to the Task Force on Violent Crime.
- Police, Juvenile Court and other appropriate authorities will be notified of violence and or illegal activities.
- Parents/children will be held liable and responsible for all forms of vandalism.

### **Related Policies**

In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:

- Appropriate attire at school/school related activities on parish property.
- Expectations of appropriate conduct for all school/parish related activities on parish property.
- The right of school/parish authorities to search personal property brought to any school/school related activity, if suspicion of gang involvement, weapons, or possession of drugs exist.
- Policies and procedures relative to scheduling, supervision and attendance at school sponsored events held during the day, in the evening or on parish property or at other public facilities.
- Policies and procedures established relative to participation in and attendance at parish sponsored athletic functions whether held on parish property or at other public facilities.
- Encouragement of parent cooperation in not permitting children to host/attend unsupervised parties or activities.

## **Artificial Intelligence (AI) Policy:**

### **Intent:**

Students may, in the administration's and faculty's discretion, learn how to use artificial intelligence ("AI") text generators and other AI-based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our school's AI use policy, in addition to all of the requirements in our Code of Conduct.

### **Students shall:**

- Not use AI tools in connection with any assignments, quizzes, tests, or examinations unless explicitly permitted and instructed and in such case students must follow the instructions for AI use.
- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.

### **Instructors will:**

- Seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning.
- Employ AI detection tools where appropriate to evaluate the degree to which AI tools have likely been employed.
- Impose an appropriate disciplinary consequence for inappropriate use of AI tools.

## **SCHEDULE OF SCHOOL DAY**

<b>8:40-9:00 A.M.</b>	<b>Drop-Off/Arrival/Homeroom</b>
<b>9:00 A.M.</b>	<b>All students in seats &amp; Announcements</b>
<b>11:10 A.M.-11:50 P.M.</b>	<b>Lunch and Recess Kindergarten &amp; Grade 1</b>
<b>11:52 A.M.-12:32 P.M.</b>	<b>Lunch and Recess Grades 2 &amp; 3</b>
<b>12:34 P.M.-12:54 P.M.</b>	<b>Lunch Grade 4 &amp; 5 and Recess 6</b>
<b>12:54 P.M.-1:14 P.M.</b>	<b>Lunch Grade 6 and Recess Grades 4 &amp; 5</b>
<b>1:16 P.M.-1:56 P.M.</b>	<b>Lunch and Recess Grades 7 &amp; 8</b>
<b>2:00 P.M.-2:15 P.M.</b>	<b>Afternoon Recess Grade 3</b>
<b>2:30 P.M.-2:45 P.M.</b>	<b>Afternoon Recess Grade 2</b>
<b>2:45 P.M.-3:05 P.M.</b>	<b>Afternoon Recess Kindergarten and Grade 1</b>
<b>3:25 P.M.</b>	<b>Dismissal of Walkers and Bike Riders</b>
<b>3:25 P.M.</b>	<b>Dismissal of Car Riders</b>
<b>3:30 P.M.</b>	<b>Dismissal of Bus Riders by city</b>