

SAINT RAPHAEL SCHOOL

516 High Street, West Medford, MA 02155

Phone: 781-483-3373

FAX: 781-483-3097

School Website: www.saintraphaelparish.org/school/SaintRaphaelSchool/

Email address: straphaelschool@saintraphaelparish.org

Saint Raphael School
2009-2010
Parent/Student Handbook

MISSION STATEMENT

As part of a vibrant community, Saint Raphael School provides a Catholic environment where each child is loved and valued as a child of God.

Our school offers the opportunity for our children to grow spiritually and intellectually.

We strive to develop in our children a capacity for tolerance and compassion toward others, as well as an awareness of the importance of service to those in need.

Our ultimate goal is that our children will go from here as lifelong learners who are reflective and selfless individuals of faith.

September, 2009

Dear Parents and Guardians,

Thank you for choosing Saint Raphael School for your children's academic and spiritual growth and development. We are looking forward to partnering with you to ensure that your children obtain an excellent education. We also strive to work with you in assisting your children in developing a strong relationship with Jesus, which will provide them with a solid spiritual foundation for their future.

The Parent/Student Handbook provides information on the policies and procedures which we believe you need to know. We expect that you will read through this handbook with your children so that your family understands Saint Raphael School's policies and procedures. Updates and/or changes during the course of the year will be highlighted in the weekly Saint Raphael School Bugle or via email/Teacherease. Your comments, ideas, and suggestions are most welcome. We kindly ask that you sign and return the last page of the handbook, which indicates that you and your children have read this document. Please know that the "Acceptable Internet Use Policy" is now part of this Handbook. If you have any questions, please feel free to contact one of us at your convenience.

Saint Raphael School will continue to strive to fulfill the objectives of our mission statement. Ultimately, our goal as a school community is to instill in our children the desire and motivation to become reflective learners and selfless individuals of faith. This mission can only be accomplished with the school and home working together within the larger parish community. Your role as a partner in our efforts is critical. We look forward to working with you.

May God bless each of you and your families.

Warmest Regards,

Paul Madden
Principal

Michele Butler
Assistant Principal

**Saint Raphael School
2009-2010**

School Administration

Pastor	Reverend Kevin G. Toomey
Principal	Paul Madden
Assistant Principal	Michele Butler

FACULTY

Pre-KA: Mrs. Canniff	Pre-KB: Mrs. Longo
Pre-K Aide: Mr. Walsh	Pre-K Aide Mrs. Solviletti
KA: Mrs. Smith	KB: Ms. Mullen
K Aide: Mrs. Garrity	KB Aide: Mrs. Blacquier
1A: Mrs. Levett	1B: Mrs. Plant
2A: Mrs. Sheehy	2B: Mrs. Travers
3A: Mrs. Crozier	3B: Mrs. Recinito
4A: Ms. Goodwin	4B: Ms. Allen
5A: Mrs. Kaveney	5B: Ms. Gontarz
6A: Ms. Damon	6B: Mrs. DiFranco
7A: Mr. Stagliano	7B: Mrs. Hanlon
8A: Ms. Gately	8B: Mrs. Viola
Computer: Mrs. Conti	Gym K-8: Mr. Greeley
Academic Support: Mrs. Hanlon	Art: Mrs. LaHaise
Library: Mrs. Leonard	Spanish: Ms. Heller
Music K-5: Mr. Mondello	Secretary: Mrs. Doherty
Director of Volunteers: Mrs. Chisholm	

Director of Development/Enrollment Mgt: Gina McCart

SCHOOL ADVISORY BOARD MEMBERS 2009-2010

The Saint Raphael School Advisory Board meets regularly during the school year. The members represent a cross section of parishioners and are appointed by the Pastor.

Reverend Kevin G. Toomey

Paul Madden

Michele Butler

Trish Donlan

Michael Lividoti

Stacie Knight

Maureen Nahill

Arthur Swanson

Christine Leonard (Parents as Partners)

Judy Mastrocola (Parents as Partners)

PARTNERS IN EDUCATION

Saint Raphael school (SRS) has a thriving community of parents, teachers and students who work together to make our school a special place. PARTNERS In Education (PARTNERS), the parent-teacher organization at our school has been working to offer a combination of activities, social events and enrichment programs that enhance and promote our school community.

School activities are assigned to individual grades. The homeroom parent liaisons serve as chairs of the assigned event. They in turn will assign the needed duties to the other parents, utilizing each parent to volunteer the needed time to produce the events. This will help spread the time required to produce an activity over many volunteers, rather than to just a few and will encourage creativity in the activities.

Please see the school calendar for the dates of these activities.

Communication: A Key to Success

As partners in our children's education, it is important for the school and home to communicate in a timely, respectful manner. Obviously, as our children grow and develop, they need to learn how to handle minor issues in constructive ways. Children do need adult support in resolving major issues. The home and the school need to work together to help our children.

The school will communicate to the home the academic progress of children as well as behavioral incidents resulting in a detention or major infractions requiring a home/school conference. All medical interventions by school personnel will be communicated to the home. When substantial changes in a student's academic or behavioral performance are noticed, these will be reported home.

Conversely, it will be appreciated if parents advise the school of important situations in the home that may impact the student's performance or require additional support from us.

The means of communication include e-mail, phone calls, and meetings. Teachers will post student's academic progress on TeacherEase®, our web-based communication software. In addition, school wide notices, class announcements, and personal e-mails will be sent via this service. All student information is password protected. Parents need to provide the school with a current e-mail address. Parents who need assistance to use this tool should contact the school.

Inevitably, questions and concerns emerge between the home and school: academic issues, behavioral issues, or how a particular situation was handled are three such examples. When a concern arises with an academic and/or disciplinary matter with a teacher, parents are asked to communicate that concern to the teacher(s). Often, a phone conversation is enough. E-mail, although frequently helpful to begin the conversation, doesn't always reflect the true feelings of the writer. Sometimes, a meeting with the student, parent, and teacher is needed to resolve the issue. As a general rule, an administrator will only become involved after such a meeting takes place. If the intervention is needed, the decision of the administrator brings closure to the matter for the school. If the original concern of the parent involves an administrator, the parent should speak to that administrator.

The administrators and the pastor are in constant communication on all matters concerning the school; thus, please be advised that the principals will inform the pastor about all serious school related matters. The Pastor refers all parents back to the school principal when approached about school issues.

Parents are urged to bring any potential concerns to the proper school personnel on a timely basis according to the above criteria. Please remember that school personnel cannot solve problems of which they are unaware. In all such cases, the administration will protect the right to privacy of all parties involved.

Parents should know that in the case of serious violations of school rules, students will be interviewed by the administrator. A meeting with the child and a parent will be held to discuss the matter.

All of us should understand that gossiping or public complaining about a school matter is not helpful to our students or to our school community. Discussing school issues in a disrespectful or derogatory manner in front of children creates confusion and uncertainty in their minds. We do not expect rigid compliance or blind obedience to everything that happens here. However, constantly complaining or criticizing, especially in front of the children, does not improve our community. We kindly ask those who engage in this type of behavior, even as listeners, to stop or move on.

Policies and Procedures

ADMISSION OF STUDENTS

In keeping with the Christian concept of education, Saint Raphael School does not discriminate on the basis of race, color, religion or national origin. Saint Raphael School is a parish school, supported by the parishioners. Although children of the parish who meet the acceptance criteria are given preference if application is made prior to December 1, all children are welcomed to apply. This policy affirms this sentence from the Parish Mission Statement: "Supporting one another in love, we strive to respect and use these diverse gifts in joyful service to those within our parish and beyond."

Acceptance Criteria

Students are accepted on the ability to complete the Course of Study prescribed by the Department of Education of the Archdiocese of Boston as well as on their willingness to abide by the policies and procedures contained in this handbook.

Pre-School and Kindergarten students will be screened to determine if our setting is appropriate.

Transfer students must submit all previous academic records, including special education records, to help determine the appropriateness of this setting. In addition, the students will be interviewed by the Principal. When feasible, students will visit the school and shadow another student for a day. A final decision on acceptance will be made by February 15 for the following year. If a student is applying after that date, a determination will be made once the application process is complete.

The administration of Saint Raphael School will review all transfer students' progress, socially and academically, to insure proper placement. Transfer students who have not progressed to the satisfaction of the Principal will be asked to withdraw.

Registration Process

New Students: Registration occurs on an ongoing basis throughout the school year beginning in late fall. The deadline for priority acceptance will be December 1 following the Fall Open House. After that date, all applicants who are accepted may register. Additional Open Houses will be held during the year.

Transfer Students: Applications for priority acceptance must be received by December 1. Other applications will be accepted on an ongoing basis. Accepted students must register within one week of notification. Students and families will be notified if acceptance is conditional based on an available seat. In some cases, this will not be determined until returning students register in February. Students will be kept on the wait list if provisionally registered.

Records required on the day of registration include:

- immunization record
- birth certificate
- baptismal certificate if the child is a Catholic and was not baptized at Saint Raphael Church
- a copy of the latest report card for those registering for grades K-8
- a copy of all standardized test results

A non-refundable check of \$250.00 must be paid at the time of registration. (If provisionally registered, the check will be refunded if a seat does not open up.)

Currently Enrolled Students: Currently enrolled students must register by February 12 to ensure a seat for the following year. A non-refundable check of \$250.00 per family must be paid at this time. Families who owe tuition will be allowed to re-register when the obligation is met if space is available. Saint Raphael School reserves the right not to re-enroll a student who has not made acceptable academic or social progress. This decision may be made in June after final grades are determined. In this instance, the registration fee will be refunded.

TUITION

Tuition rates and payment policies are established each year by the School Board and will be communicated to parents at the time of registration for the following year.

At the time of registration, parents will indicate if tuition will be in full, in four installments, or in eight installments.

Students may be considered unenrolled if tuition payments are not current the first day of school, the first day of December, or the first day of March. **It is the responsibility and the obligation of parents to meet with the School Principal if unforeseen circumstances create a hardship in meeting your tuition payment schedule.**

Saint Raphael School attempts to minimize the administrative costs associated with collecting tuition payments. Monthly statements are not yet routinely sent. Your cancelled check is your receipt for payment. An administrative fee of \$25.00 will be charged to cover the costs associated with returned checks.

Mandatory Fundraiser

Families must participate in our one mandatory fundraiser, a calendar sale. This fundraiser takes place in November. Each family receives fifteen calendars. There is a drawing each day from Christmas to January 31 with different cash prizes. Families both resell the calendars or use them as gifts. There is a \$10.00 surcharge for each returned calendar or a \$150.00 surcharge to those families who choose not to participate. The money from this “fun(d)raiser” helps to offset the cost of our curriculum initiatives.

Tuition Assistance

Parents may apply for tuition assistance when completing the registration forms for the next academic year. Tuition assistance is available through the Catholic Schools Foundation. In order to determine if you qualify, you need to complete a FACTS form which can be found online or obtained from the school office. FACTS helps Saint Raphael School determine the amount each family needs to afford the stated tuition rates. Due to the limited amount of monies available, there will be families who according to FACTS have a need, yet there may not be funds available for all of those families. We determine which families are most in need and attempt to help them to be able to afford a Catholic education for their children.

We know that unforeseen circumstances may occur during the school year which can impose a financial hardship on a family. If this happens, please contact the principal immediately.

ATTENDANCE/ABSENTEEISM/DISMISSAL/TARDINESS

State law requires children under the age of sixteen to be in school. Moreover, studies demonstrate that good attendance is a reliable indicator of success in school. While it is recommended to keep a sick child home to speed his/her recovery and to prevent an illness from spreading, often times, a child can manage the school day quite well. Additionally, preparing for school with a good night's sleep and a morning breakfast contributes to school readiness. Parents must account for a child's absence with a written note or, in the case of an extended or frequent absence, a doctor's note. It is most discouraging to teachers and educationally devastating for students to miss school without sufficient reason. Please give school attendance high priority on your list of values.

Please call the school office at (781) 483-3373 before 7:45 am each day that your child is absent. This is extremely important for us to insure your child's safe arrival at school. Students returning to school after an absence must bring a note signed by a parent explaining the reason for the absence.

If you are called that your child is ill, please pick him/her up promptly.

Dental/medical appointments should not be made during school hours except in emergency situations.

If for any reason your child has to be dismissed early on a given day, a note stating dismissal time and who will be picking up your child must be sent to the school office. Children must be

picked up in the school office and signed out by an adult. If custody matters are involved in dismissing a child with a parent, official custody papers must be on file in the office.

A student who is absent or dismissed is not allowed to participate in extra-curricular activities on that day without the permission of the principal. When a student is absent, she/he is responsible for any class work missed while absent, including test/quiz preparation. When a student has an absence extending beyond two days, arrangements may be made with teachers to send assignments home.

Parents who arrange trips/vacations while school is in session should be aware that students will **not be excused from class work or tests administered** in their absence. It is the child's responsibility to check with his or her teacher(s) to determine what work, quizzes or tests he or she missed during his or her absence. Exceptions to this policy may be made by the principal in extreme circumstances.

Parents who take their children out of school for vacations must advise the school **in writing** of the dates their child/ren will be absent from school.

Attendance Codes:

Dismissed Present: Student leaves after 12:45 PM;

Dismissed Absent: Student leaves before 11:00 AM and does not return.

Early Departure: Student leaves after 11:00 AM and before 12:45 PM; receives credit for ½ day;

Tardy Absent: Student arrives after 11:00 AM.

Tardy Half Day: Student arrives after 9:45 AM and before 11:00 AM.

Tardiness

School begins at 7:45am. All students are expected to arrive to school on time. Students who are not in their homeroom ready to begin opening exercises at this time will be considered tardy and will remain after school for 15 minutes on that day. Students receive this detention starting on the fourth tardy.

Students who are tardy 3 or more times in a given trimester will be ineligible for Perfect Attendance. Students who are "tardy half day" receive credit for a half-day of school.

It is the parents' responsibility to ensure that the children arrive to school on time so they do not miss any part of the day and also not create an interruption in the learning and education of other children who would be distracted by latecomers.

BUS

The city provides free bus transportation for students in grades K through 6 who live in the Norwich Circle and Winthrop Street areas. Only those students approved by the city of Medford who live the required distance from the school are eligible for this service. Students in grades 7 and 8, although not eligible, are at this time allowed to ride the bus.

Please instruct your child/ren to behave properly when riding the bus. Children must sit quietly on school buses. They may not stand up, change seats, use offensive language or be disrespectful to the bus driver. Their conduct reflects both their home and school training. Undisciplined behavior will not be tolerated. The bus drivers will report any misconduct to the school. Improper behavior will result in suspension from the bus for a time designated by the principal. Parents of these students will be notified that other transportation arrangements must be made. Continued misconduct may result in suspension from the bus for the entire academic year.

CARE OF SCHOOL PROPERTY

The faculty, staff and clergy of Saint Raphael School work hard to maintain a clean and safe environment for all children. All students of Saint Raphael School are expected to respect school property at all times.

All children of Saint Raphael School are expected to treat all materials, books, computers, and resources with the utmost respect.

Students are responsible for the proper treatment of all books, supplies and furniture provided by the school for their use. Books must be covered and carried to and from school in a book bag.

Students who damage books/computers, disfigure property, break windows, or commit other destructive acts to school property or equipment will be required to pay for the damage or replace the item. There will be consequences for damaging school property, up to and including expulsion. The consequences will be at the discretion of the principal and will depend on the severity of the damage.

CELL PHONES/ELECTRONIC DEVICES

No cell phones, pagers, video games or beepers are allowed to be used in school. If brought to school, they must be kept turned off in a student's book bag. These devices will be confiscated if seen. IPODS or other music devices should not be brought to school unless expressly permitted for a special occasion.

DISCOVERY CLUB

Discovery Club is an after school program that offers play time, peer learning, quiet board games, movies, a healthful snack and much more. The hours are from dismissal to 6:00 p.m., five days a week as long as school is in session. Please pay attention to the school calendar to note the days when there is no Discovery program. Hours of attendance are flexible and fees are determined accordingly. Family rates are available as well as weekly and hourly rates. Parents/appointed guardians are to use the High St. door to pick up Discovery Club children. Please ring the bell two short times and wait to be buzzed into the school. In order to be assured of children's safety, all parents/appointed guardians are to sign students out when they pick them up. Mrs. Garrity is the staff member who oversees and staffs this program.

Our Preschool children have a separate Discovery program except for the final hour. Preschool Discovery begins in the Preschool classrooms but the children join the regular Discovery program in the main building at 5:00PM. Parents may ring the buzzer at the door of the

Preschool program and follow the directions above after 5:00 PM.

Drop-off (Morning) DISMISSAL (End of Day)

Please note that during the construction of the new Parish Center students line up by homeroom in the back of the school. Parents are asked to remain on the periphery of the parking lot so the children may move more easily into the building. In inclement weather (rain, extreme cold), students will come directly into the building after the morning faculty meeting.

Please note that during the construction of the new Parish Center, Dismissal of students in Grades K-3 will be in the back of the school behind Our Lady's Hall. Teachers dismiss students directly or via eye contact to the parents/guardian/designees. Students in grades 4-8 get dismissed from the rear driveway side doors.

End of day announcements begin at 2:10 with dismissal immediately after. The order of dismissal includes bus students, Discovery Club, and walkers beginning with the lower grades. Dismissal is at 2:15 p.m. On any early release days, dismissal will be at 11:30am. Please refer to your monthly calendar, which is available on the Saint Raphael School website.

For safety reasons, after dismissal, children are not allowed to return to school after 2:30 PM to get books/assignments that they forgot to bring home.

PARENTS PICKING UP CHILDREN MAY NOT PARK BETWEEN THE TWO DRIVEWAYS IN THE FRONT OF THE SCHOOL

The "No Parking" signs on High Street and on one side of Johnson Ave. apply to school hours also. Police have the authority to ticket cars parked in these areas at dismissal time.

PARENTS PICKING UP CHILDREN ON BOSTON AVENUE MAY NOT PARK IN FRONT OF THE RECTORY. IT IS NECESSARY TO RESERVE THIS AREA FOR THE SCHOOL BUSES.

PLEASE DO NOT DRIVE INTO THE RECTORY PARKING LOT DURING AM ARRIVAL AND PM DISMISSAL. NO EXCEPTIONS WILL BE MADE TO THIS POLICY. THE SAFETY OF THE CHILDREN WHO WALK THROUGH THE PARKING LOT AT THIS TIME IS FIRST AND FOREMOST AND ALL PARENTS ARE EXPECTED TO RESPECT THIS RULE.

Students have been instructed to meet their cars on Boston Avenue and to cross with the crossing guard at the intersection. We ask for your cooperation in this matter in order to insure the children's safety. Please inform anyone who picks up your child of these regulations.

FACULTY MEETINGS (Early Dismissal)

Several times during the year, students will be released from school so that the faculty may engage in professional development activities. There is also the traditional early dismissal to begin the Thanksgiving weekend. Please see the school calendar on the website for specific dates. Children will be dismissed at 11:30am on early release days. No lunch will be served in school on that day.

HEALTH RECORDS/INFORMATION

The School Immunization Law (MGL Ch 76, Section 15 requires that each child entering school must be properly immunized according to state requirements. Records of physical exams and immunizations must be forwarded to the school and will be screened for preschool, for kindergarten, and for seventh grade. Students not in compliance with the requirement must be kept out of school until proper documentation is received.

Special Considerations

Parents of children with medical issues requiring special considerations (severe allergies or asthma, for example) must complete additional forms documenting the consideration. The school nurse will be able to provide you with these forms.

Medication Guidelines

Until such time as we are directed otherwise by the Department of Education, only a nurse may give medication to a student **providing the following requirements are met:**

- medication is prescribed by a registered physician
- the school is provided with **written** medical orders signed by a physician and parent (pink form), including diagnosis, name of drug, dosage and possible toxic side effects (obtained from the physician/clinic)

All medication is locked in the school office. No student is allowed to keep medication on his/her person, including aspirin, Tylenol, cough drops, etc. Students must come to the school office for medication and take it in the presence of the nurse or their parent. The exception to this rule allows students in grades 6-8 to carry the epi-pen from class to class. In some cases, where this exception may be inappropriate, parents may discuss alternatives with the school nurse.

LUNCH PROGRAM

Students may bring their own lunch or purchase a hot lunch at school. Parents may not bring food or drinks bought at carry-out restaurants for their children. Parents may pay in advance on Wednesday of each week. Minimum advance payment is \$15.00. Parents are encouraged to pay by check made payable to Saint Raphael School. Parents will have access to their account balance through TeacherEase. The cost of lunch is \$3.00 when purchased in advance. The daily cash price is \$3.50. If there is a negative balance exceeding \$10.00, students who do not have a lunch will be provided with a jelly sandwich.

Cafeteria

Appropriate behavior is expected in the cafeteria at all times. Students need to use good manners in the cafeteria and leave the tables and floor in excellent condition. Students may not take food from the cafeteria. They are expected to respect and obey the volunteers in the cafeteria as they would anyone in authority.

Peanut/Nut

The peanut/nut allergic reaction itself may be caused by ingestion or by skin or respiratory contact – simply breathing in the peanut/nut particles can cause great harm to a child with this allergy. When the children with this allergy were confined to Kindergarten or on the first floor, it seemed easier to control. Now, as our students with these allergies get older, they have more mobility throughout the school. Since all our students – K-8 - share the same facilities, it gets more difficult to control the environment/nut.

Strict avoidance of peanut/nut products is the only way to prevent a life threatening allergic reaction. We are asking your assistance in providing these students with a safe learning environment. We must create a peanut/nut free school. This will prevent any life-threatening residue from coming into contact with surfaces in the shared classrooms spaces, and from any particles being passed in speaking face to face.

No peanut or nut snacks should be brought to school or on field trips. Please check the labels of snacks you send into school even if they are on a list of approved foods as manufacturing plants may alter production and cause cross contamination. The time you take to check a label could save a child's life.

Weather permitting, students will have a 15-minute recess in the yard as part of their lunchtime.

Free and Reduced Lunch Program

Saint Raphael School participates in a free and reduced lunch program. If you believe that you may be eligible based on your income, please complete the Free and Reduced Lunch Form at the beginning of the school year. Applications for free or reduced price lunch are available in the school office. If you find that your financial situation changes during the school year, please contact the principal to determine if you qualify for free or reduced lunch.

Parties in School

Birthdays

A student's birthday will be noted by the homeroom teacher with a certificate and/or a small gift (e.g. pencil) item. Parents may wish to donate a book to the school library or to donate to the food pantry in recognition of the day. There may be some alteration of this guideline after a review of this policy. Food will not be part of the birthday celebration in school.

Holidays

Holiday parties will be coordinated between the homeroom teacher and the room parents. Parties may have limited refreshments and activities.

Invitations

Please do not distribute in school unless you are inviting **all** students in the class. No child should be hurt by being excluded.

PHONE CALLS

The telephone in the office is a business phone. Personal calls for homework, projects, money, after school activity, etc. are not allowed. A child only in the event of an emergency may use the office telephone or if she/he has detention. Telephone messages from parents to children will be taken in **emergency situations only**.

SCHOOL CANCELLATIONS

In case of severe storms or inclement weather, Saint Raphael School follows the "No School" policy of the Medford Public Schools. Announcements are made on TV and radio. If the City of Medford cancels grades K-5, St. Raphael School will be closed K-8. An e-mail message will be sent via Teacherease as soon as possible. Please **do not call** the rectory or convent to find out about school cancellations.

SCHOOL VISITS

If a parent must come to school for any reason before, during or after the normal school hours, she/he must use the entrance closest to the office. **No parent may go to a classroom or the cafeteria without first checking in at the office and receiving permission from the secretary or principal.**

FOR THE SAFETY OF THE CHILDREN, IT IS IMPORTANT THAT WE KNOW WHO IS IN THE BUILDING AT ALL TIMES. THEREFORE, PARENTS LEAVING THE BUILDING SHOULD NOT LET ANYONE ELSE INTO THE BUILDING. TEACHERS MAY NOT RELEASE A STUDENT TO A PARENT WITHOUT PROPER RELEASE FROM THE OFFICE.

UNIFORMS

Our school uniform serves as a reminder of our common Mission, our identity, and our commitment to the Saint Raphael School Community. As such, parents should ensure that their children leave for school clean, well-groomed, and neatly dressed according to the school's uniform policy. Students should take pride in our school by wearing the uniform appropriately and by understanding the reasons for which it is worn. The staff will ensure compliance with the policy.

The uniform and policy of the lower grades differs from that of the middle school. Please note the appropriate uniform and guidelines for your child's grade level. Parents should label all sweaters, boots, coats, hats, mittens, books, and lunch boxes with student's name.

Students in grades 1-8 are required to wear the school uniform beginning on the first day of school. Uniforms should be purchased at J.B. Edwards.

Primary and Intermediate Grades

Regular Uniform

GIRLS - Grades 1-5

- Plaid Jumper (worn at mid-knee length)
- Blue Blouse (rounded collar, long/short sleeved)
- Plaid Tie
- White/Green/Navy Ankle/Knee Socks/Tights (solid color)
- Navy Cardigan Sweater (optional)
- Navy Pants (optional cold weather- October 15th-May 1st)

BOYS - Grades 1- 5

- Plain Navy Dress Pants
- Blue Oxford Shirt (button-down collar, long/short sleeved)
- Plaid Tie
- Navy Blue V-Neck Sweater (optional)
- Navy Crew Socks
- Navy Belt

Warm Weather Uniform (From May 1st through October 15th):

GIRLS AND BOYS-GRADES 1-5

- Khaki shorts – (Cargo style shorts are not allowed)
 - Girls may wear khaki skorts instead of shorts
- Short Sleeve Navy Blue or Hunter Green Pique Knit Shirt

Gym Uniform

Students may wear gym uniforms in place of the regular school uniform on their assigned gym day.

Gym uniform consists of:

- Sweat pants, shorts, tee-shirts and sweatshirts purchased through the uniform company that have Saint Raphael School printed on them.
- Plain Navy Blue sweatpants, sweatshirts and shorts and gray tee-shirts may be worn in place of the gym uniform provided through JB Edwards only if they are plain blue and are free from stripes, logos and other designs.
- During the Winter Uniform months, shorts may be worn under sweatpants and may be worn in gym class only – then sweatpants must be put back on immediately after class.

Sneakers may be worn on gym day and with the summer uniform shorts.

Pre-K and Kindergarten students will wear the primary school's gym uniform as their everyday dress.

Middle School Uniforms

- 1. All uniforms including gym uniforms must be purchased at J.B. Edwards;**
2. The middle school will have a “formal” and an “informal” uniform as well as a “gym” uniform.

Please label all sweaters, boots, coats, hats, mittens, books and lunch boxes with student's name.

Students are required to wear the school uniform beginning on the first day of school. The formal uniform will be worn during the first two weeks of school, on all Fridays, and at special assemblies including all school Masses. Students may wear either the formal or informal uniform on the other days.

Formal

GIRLS

- JB Edwards Plaid Skirt (worn at mid-knee length)
- White Oxford Blouse (button down collar, long/short sleeved)
- White/Green/Navy Ankle /Knee Socks/Tights(solid color)
- Navy Vest
- Navy Blue or Hunter Green Sweater (optional)
- Dress shoes (Flats)

BOYS

- Khaki Dress Pants (Cargo style pants are not allowed)
- Belt must be worn with pants
- White Oxford Shirt (button-down collar, long/short sleeved)
- Navy Blue or Hunter Green V-Neck Sweater (optional)
- Navy or Green Tie
- Navy or White Crew Socks
- Dress shoes (Work boots must not be worn.)

Informal Uniform

GIRLS

- Navy or Khaki Pants (Must be purchased at JB Edwards)
- Long or Short Sleeve Navy Blue or Hunter Green Pique Knit Shirt with Logo
- Khaki Shorts or Skorts (Warm weather – May 1st – October 15th)
 - Sneakers may be worn with shorts

BOYS

- Khaki Pants (Belt must be worn with pants.)
- Long or Short Sleeve Navy Blue or Hunter Green Pique Knit Shirt with Logo
- Khaki Shorts (Warm weather – May 1st – October 15th)
 - Sneakers may be worn with shorts

Gym Uniform

Students may wear gym uniforms in place of the regular school uniform on their assigned gym day.

Gym uniform consists of:

- Sweat pants, shorts, tee-shirts and sweatshirts purchased through the uniform company that have Saint Raphael School printed on them.

Other Uniform Notes for All Students

- “Dress” shoes do not include platform shoes, clogs, or work boots. Sneakers should be black or white. The school reserves the right to forbid other shoes for safety reasons. During inclement weather, students may change into their uniform shoes in homeroom.
- Middle School girls may wear make-up including nail polish as long as it is not distracting.
- Girls may wear studs or tiny hoop earrings only. Boys may not wear earrings to school. Other jewelry (bracelets, chains) should be minimal.
- Boys’ hair length must not cover eyes or hang over shirt collar.
- The school reserves the right to determine other articles of clothing or “fad” styles to be inappropriate for this school. In these cases, the spirit of the school’s uniform policy will be the guiding factor. The policy tries to inform parents and students on what you can wear as opposed to what is not allowed.
- Occasionally, the school will allow other clothing to be worn for special events.
- Students who willfully or repeatedly violate the policy will receive detention and/or face other disciplinary actions.
- Sweatshirts will not take the place of sweaters. If your child is cold, he or she needs to wear the uniform sweater.

Students who are not in the proper uniform may receive detention and/or may not be allowed to attend classes and school activities.

ACADEMIC INFORMATION

Academic Program

The Program of Studies at Saint Raphael School follows the guidelines and the directives of the Catholic Schools Office of the Archdiocese of Boston. The curriculum is aligned with state and national frameworks.

Teachers communicate the curriculum at the annual Curriculum Night, parent meetings, and on the school’s web page. Currently, the information on the web page is limited but it is expected to increase during the year.

Grading

Our Mission Statement speaks to helping our children grow spiritually and intellectually. Our Philosophy Statement states our belief that Saint Raphael School provides a nurturing environment that strengthens the individual's self worth. To fulfill these lofty goals, the school must provide parents and students thorough, complete, and honest feedback on students' progress in meeting clearly defined standards and expectations.

Our Parent/Student Handbook, curriculum, and classroom management plans provide and define what students should know and be able to do. Our assessments must be closely linked to these expectations. Assessments include observations, checklists, quizzes, tests, projects, and participation. Identifying and articulating a student's strengths and weaknesses allow the teacher, parents, and student to develop a plan that will help the student meet his/her full potential and, ultimately, become a reflective learner.

Teachers will send class announcements, post grades, and communicate with parents via TeacherEase®, our web-based student data management provider. At the mid-point of each quarter, parents will be asked to check their child's progress. Traditional paper progress reports may be issued in some cases. Although we encourage parents to check their child's progress more frequently, there is a delay in posting some grades and assessments. Also, although an estimated average may be given, it is only at the end of the term that teachers make final calculations and adjustments. This service is a tool that is intended to foster discussion between parent and child as well as between the home and school.

Report cards, issued to parents three times a year, include information on the student's academic achievement, attitude, behavior, and attendance. Report cards help to monitor student's progress and are summative assessments for each discipline during a specific time period. The final report card summarizes a student's performance in meeting yearly expectations of growth. The final grade is not necessarily the average of the trimesters.

Report cards differ depending on the grade level. Letter grades are used for all subjects.

Academic Subjects:

An "A" or "E" grade denotes that a student has demonstrated advanced performance of the expectations for student learning. "Advanced" means that a student demonstrates a complete knowledge, understanding, and application of the skill or content beyond what is specifically taught in the class.

A "B" or "G" grade denotes that a student has demonstrated proficiency in meeting the expectations for student learning. "Proficiency" means that a student demonstrates a thorough knowledge and understanding but limited application of the skill or content.

A "C" or "S" grade denotes that a student demonstrates a basic level in meeting the expectations for student learning. The "basic level" means that a student demonstrates limited knowledge, understanding, and application of the skill or content but is moving toward "proficiency."

In the primary grades, an “N” for an academic standard indicates the student needs improvement in that skill or content area.

A “D” grade denotes that a student demonstrates the need for intervention in order to meet the expectations for student learning. An academic improvement plan must be developed and implemented in order to meet the minimum requirements for passing the course. Letter grades may include “+” or “-” to indicate “high” or “low” within the range.

Exploratory Subjects:

An “M” grade indicates the student consistently meets class expectations.

A “P” grade indicates the student usually meets class expectations.

An “N” grade indicates the student needs improvement in his/her performance to meet expectations in one or more areas.

A “U” grade indicates the student needs intervention in order to meet expectations.

Conduct and Effort:

Report cards will also include conduct and effort indicators.

Conduct

M – Student consistently demonstrates respect, kindness, and adherence to class rules.

N – Student usually demonstrates respect, kindness, and adherence to class rules.

I – Student needs to improve conduct in class.

Effort

M – Student consistently is prepared for class and completes assignments carefully and on time.

N – Student regularly is prepared for class and completes assignments carefully and on time.

I – Student needs to improve class preparation and classwork.

Mastery	Proficiency	Needs Improvement	Needs Intervention
A+ 97-100	B+ 87-89	C+ 77-79	Below 70
A 93-96	B 83-86	C 73-76	D 60-69
A- 90-92	B- 80-82	C- 70-72	F Below 60 with minimal effort.

An “F” grade will only be issued in those cases where performance is in the “Needs Intervention” range and effort is minimal or negligible.

Honor Roll

Honor Roll begins in Grade 4. To be eligible for Honors, a student must receive a B- or above in all subjects marked in letter grades and no Unsatisfactory marks in other subjects. In order to receive the High Honors designation, students must have attained at least an A- in all subjects. Conduct and effort marks in **all subjects** must be “M” or “N” to be considered Honor Roll.

Homework

Homework consists of written work and study assignments. It is an important part of a student's education. We ask that you check your child's homework each night and assist him/her when necessary.

Homework is assigned according to the needs of the students. If a student needs extra practice or support in any given subject area, the teacher may provide additional work to assist that student in developing the necessary skills.

Below please find approximate homework times for each grade level.

Homework Guidelines

Grades K & 1	At the discretion of the teacher
Grade 2	20 to 30 minutes may be given each night
Grade 3	45 to 60 minutes each night
Grade 4	1 – 1 ½ hours each night
Grade 5 – 8	Up to 2 ½ hours each night

Working at a normal pace, students should be able to complete homework assignments in the above scheduled time. If your child has been working without distractions under your supervision and has not completed homework within this time, please send a note to the teacher and arrangements will be made for the completion of the assignment.

Promotion/Retention

Because of health problems, irregular attendance, low achievement, immaturity, etc. a child may be retained at a given level. No student may be retained more than once on a given grade level or twice within the entire elementary school experience.

The possibility of non-promotion is communicated in writing to parents before the end of the second trimester and a conference will be arranged. The final decision to repeat a student rests with the teacher and the principal.

Section Assignments

Students are assigned to a specific class section based on a variety of factors. If a child has a particular need, parents should provide documentation, including any professional recommendation of that need, to the school by May 1. Recommendations must not include a request for a particular teacher. We strive to create an optimal learning environment for all students in each section. Since adjustments must be made during the summer to include new students and staff, students will receive their assignment prior to the first day of school.

SUMMER SCHOOL

If students in grades 4-8 are failing or deficient in a major subject, they may be recommended for summer school. Once the recommendation has been made by the teacher, it becomes the responsibility of the parent to complete the arrangements. Parents may contact the public school system in their respective cities and towns to enroll their child in summer school. Promotion/diploma will depend upon the successful completion of summer courses.

DISCIPLINE

Philosophy

In order to practice and fulfill the mission of Saint Raphael School, our community members need to develop self discipline. Discipline is both a name and an action. Discipline is the training that develops self-control, character, orderliness, and efficiency as well as those qualities themselves. Although an extension of the discipline at home, school discipline requires additional expectations to meet the safety and academic needs of all students. Creating rules to help ensure the opportunity to develop discipline and having consequences which help students realize its importance are important to the school, the classroom, and the home.

School

Compiling and reviewing this Handbook each year provides the administration an opportunity to reflect on our Mission and set guidelines and procedures to improve our school and meet the expectations the Parish has for its school.

Teachers

At the beginning of each school year, teachers set appropriate and acceptable standards of behavior with their students. These standards are communicated to parents either in writing or at the annual curriculum night. The standards are consistent with school rules and the age level of their students.

Home

We encourage parents to discuss with their children your rules and expectations pertaining to success in school. It is extremely important that children are convinced their parents support the school by demanding accountability for their children's actions while in school. Without this understanding, children may begin to see home and school as unrelated areas of authority and soon learn to play one against the other. **Therefore, we ask parents not to criticize teachers or school regulations in front of students.** This undermines the respect for authority we are trying to instill in our children. In the event of a difference of opinion or misunderstanding with a teacher or administrator, please contact the person involved in order to arrive at a solution that will safeguard the child's respect for all. (See "Communication")

ACADEMIC ETHICS

Our Mission compels us to develop in our students an understanding of taking personal responsibility and ownership for one's work. As appropriate, teachers will discuss with students what this means and how one acknowledges the appropriate assistance and ideas of others within one's work. Parents must assist teachers in this effort. Presenting another person's work as one's own, whether plagiarizing or cheating on tests, quizzes, class work, homework or projects is considered a very serious offense. Any student who accepts or gives information during a test or for other assignments will receive a zero for that work. Additional penalties (including suspension) may be imposed by the school for blatant or repeat offenses.

CODE OF DISCIPLINE

The following code of discipline has been developed to afford the students a positive and safe educational environment that fosters Gospel values. Students will:

- use respectful, courteous language and behavior at all times toward all
- refrain from fighting, pushing or other physical or verbal acts of violence
- come to school on time, in proper uniform and prepared for class
- take pride in their personal appearance
- respect school property and that of others
- refrain from chewing gum anywhere on the school premises
- complete assignments and pass them in on time
- use polite manners in the cafeteria
- keep to the right in a single line when filing in the corridors or on the stairs
- refrain from loud, unnecessary talking while in the lavatories
- conduct themselves in a courteous, Christian manner while attending school functions or wearing the school uniform

The following actions are considered major infractions of school rules and will result in severe consequences:

- Bullying
- Fighting (on school grounds and on the way to and from school)
- Using the internet/email/instant messaging to bully or to spread inappropriate information about another student(s)
- Using drugs or alcohol on school property
- Smoking on school property
- Using vulgar language
- Using disrespectful language/tone
- Leaving school grounds without permission of the principal
- Picking up or throwing snow
- Habitual disregard of school uniform rules
- Vandalism

CONSEQUENCES

In order to promote the development of self-discipline, consequences for violating school rules include discussion, detention, and suspension. Repeated and severe violations of school rules may result in expulsion.

Discussion

Students will be spoken to or reprimanded for simple violations or mistakes. This consequence typically remains between the student and the staff member.

Detention

Each teacher has authority to detain any student who fails to comply with accepted standards of behavior or who has not completed homework or daily school work. Parents will be notified by e-mail. Ordinarily, a notice of detention will be sent home via e-mail for the elementary grades. However, if a situation warrants a student's remaining on the same day as the infraction, parents will be notified by a brother/sister or a phone call that the student will be detained. In the middle school, students will be expected to remain after school the day of the infraction. Students for good cause verified by their parents may request a next day detention.

If necessary, Saturday detention will be held from 9 a.m. to 12 p.m. Students frequently in detention may receive this additional punishment. Parents will be notified in advance.

Suspension

At the discretion of the administrator, suspension may be given from one to five days for the following:

- Bullying
- Defacing school property
- Foul or abusive language (written or spoken)
- Disrespect to a teacher or an adult exercising proper authority in the school
- Continued disruption in class
- Fighting
- Acts of theft
- Smoking
- Truancy
- Continued detentions
- Any other inappropriate behavior for which the administrator deems suspension is necessary.

Students who are suspended will be given the opportunity to make up missed work after they return to school.

Expulsion

The following serious offenses may lead to expulsion:

- Taking, giving, selling or possessing alcohol, cigarettes or other drugs
- Carrying a weapon
- Assaulting a teacher, student, or any person
- Causing danger or harm to self or others
- Continued use of vulgar or offensive language
- Repeated suspensions
- Any other behavior for which the principal deems expulsion necessary.

HARRASSMENT

Harassment is a direct contradiction of our Christian values. All reports of harassment will be taken seriously and responded to quickly. Harassment is defined as any conduct where the victim feels interferes with working or learning or creates an offensive environment. Although all types of harassment are offensive, two main types, bullying and sexual harassment, are more common.

BULLYING

Bullying interferes with learning and is a form of harassment. Students need to be aware that bullying occurring away from school often has an impact during school. While bullying is not seen as a significant problem in Saint Raphael School, it is recognized that bullying occurs from time-to-time. Teachers must report all incidents regarding bullying to the administration.

Bullying in School may be defined as:

The willful, conscious desire to hurt, threatens, exclude, upset or frighten a classmate. This bullying occurs in school and on school grounds, out of school, and via the Internet. Bullying may be considered excessive teasing on one end of the spectrum and sheer malevolency on the other end.

Saint Raphael School views bullying seriously. Regardless of the intent, when a child feels hurt, threatened, excluded, upset, or frightened, the school must respond immediately. Our school must foster an atmosphere where bullying and the acceptance of bullying are seen to be inappropriate and wrong. Bullying is an affront to our Catholic values and the teachings of Jesus.

When an instance of bullying occurs, students and parents need to report it. Every report will be investigated, and the school is committed to:

- following a reporting and recording procedure
- dealing with all reports speedily, fairly and positively
- taking an account of the evidence and all views
- providing anonymity for the victim whenever possible
- offering advice and support to the victim
- offering advice and support to the person responsible
- ensuring that all involved are kept informed
- operating a system of sanctions or punishments which will reflect the seriousness of the offence.

Saint Raphael School students are expected to treat their school and classmates with utmost respect, empathy, and compassion. All students who experience any form of bullying or are witness to bullying are encouraged to share the incident in an environment in which they feel safe. They may share their experience with their parents, school administration, a teacher or any adult staff member. Immediate intervention is important if the behavior is to be changed.

CURRICULUM INITIATIVES TO DISCUSS BULLYING

SECOND STEP

Saint Raphael School has obtained an anti-violence program called Second Step. During the course of the year, teachers will facilitate all Second Step lessons to their students.

PERSONAL SAFETY SENSE

Teachers in grades K – 4 use the Diocesan approved curriculum *Personal Safety Sense* to their students. Teachers will send out a letter describing the Personal Safety Sense lessons prior to initiating the lessons in their classroom

OTHER CURRICULUM

Teachers take advantage of “teachable moments” to discuss and to reinforce a sense of safety among the students.

SEXUAL HARASSMENT

Sexual harassment shall be defined as: unwelcome sexual advances; request for sexual favors; and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct results in or from an imposition, or the threatened imposition, of academic or disciplinary or other sanctions on a person;
- The verbal or physical conduct is such that it would be offensive to a reasonable person;
- Such conduct has a purpose or the effect of creating an intimidating, hostile or offensive environment.

Sexual harassment shall include, but is not limited to, the following types of behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments.
- Visual conduct/contact such as staring, ogling, leering, derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play because of inappropriate sexual actions or advances.

- Threats and demands to submit to sexual requests as a condition of grades or other benefits or to avoid some other loss and offers of benefits in return for sexual favors.
- Retaliation for having reported or threatened to report sexual harassment.

Action:

Students or teachers who experience what they believe to be violations of the above from adults or students should report the same to the principal immediately.

All allegations will be taken seriously and promptly investigated by the administration. Confidentiality will be maintained to the extent permitted by law in concern for all parties involved.

If the allegations are true and the conduct is found to be sexually harassing, disciplinary action, as deemed appropriate for the situation, will be taken. If the offender is an adult, diocesan policies will be applied. If the offender is a student, disciplinary action may include, but shall not be limited to, contacting parents, in-school suspension, out-of-school suspension, mandatory counseling and/or expulsion.

Insofar as it is able to be accomplished, no contact will be allowed between the perpetrator and victim.

The school reserves the right to change policies and procedures as outlined in this book at any time. Parents will be notified in writing of any changes.

NOTES AND GENERAL INFORMATION:

Cafeteria/Recess Schedule:

11:10-11:40	6 - 8
11:40-12:10	4 & 5
12:00-12:35	K & 1
12:25-12:55	2 & 3

Volunteers are welcome to laminate for the teachers, assist at lunch or in the library. CORI checks will be processed on all volunteers. All volunteers are also required to complete “Protecting God’s Children,” which is offered at various times during the year and is designed to protect the volunteer and the children.

Important telephone numbers:

School:	781-483-3373
School Fax:	781-483-3097

Rectory: 781-488-5444
CCD Office: 781-483-1139
Tuition Office: 781-396-6380
Development: 781-483-3554

LEGAL NOTICES

ASBESTOS

Saint Raphael School is in compliance with the EPA Asbestos Hazard Emergency Response Act of 1986. An asbestos management plan was developed for Saint Raphael School and is available in the school office.

PESTICIDE POLICY

Saint Raphael School is in compliance with the following act: "An Act to Protect Children and Families From Harmful Pesticides." Saint Raphael School designed an indoor and outdoor pesticide plan.

SAINT RAPHAEL SCHOOL ACCEPTABLE USE POLICY – SCHOOL YEAR 2009-2010

These services are provided as a privilege to the user and this Acceptable Use Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user.

Access

There are networked computers (networked meaning the computers that are connected: the internet, email, personal and shared folders) accessible to students in both the computer lab and the mobile computer lab. Saint Raphael School has installed filtering software to control, monitor, and filter inappropriate content. Even with our safeguards and vigilance, it is imperative that our students understand that they are required to follow our procedures. Although our computers have access to e-mail, students must not use e-mail or social networking sites of any type in school. If a situation arises where students would benefit from web communication, additional consent will be required. Students will use only approved educational sites when using school computers. Since many students do use web communication at home, these Do's and Don'ts are important given that students will be held accountable for internet use at home that impacts the school.

“Do's and Don'ts”

- Do use the network in accordance with the school's code of conduct.
- Do cite the sources of information properly.
- Do use the network only for legal activity.
- Do be courteous and respectful in your messages to others.
- Do use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
- Do not degrade or disrupt equipment or system performance.
- Do not intentionally waste finite resources or use them carelessly.
- Do not change the date or trespass in the account of another user.
- Do not gain unauthorized access to resources or entities.

Personal Safety

- Use only your password and keep your password private.
 - Report to a teacher or principal any unsolicited email, security problems, or information that makes you uncomfortable.
 - Tell your parents if you experience an Internet problem from home that might impact you at school.
 - Students: Do not reveal your home address, image, or phone numbers, or those of other students or colleagues. Use school addresses and phone numbers only.
 - Do know that electronic mail (e-mail) is not guaranteed to be private.
- Students will be held responsible for their actions and activity within their network.

Unacceptable uses of the school's network and computers will result in the suspension or revoking of these privileges. Students will be referred to the Principal. Additional discipline and discipline for school related inappropriate use at home will be determined by the Principal.

Acknowledgement Sheet

Parents/Guardians - Please read the school handbook which is available on our school website at www.saintraphaelparish/school with your children. Please print and sign this page and return it to your youngest child's homeroom teacher.

We, the undersigned, state that we have read and agreed to be governed by the policies and regulations contained in the Saint Raphael School Parent Handbook.

We understand and have discussed with our children the regulations contained therein and recognize the school's right to establish rules and provide for their enforcement.

Signature of Parent **Date**

Signature of Parent **Date**

Signature of Student **Date**

Signature of Student **Date**

Signature of Student **Date**

Signature of Student **Date**