

Saint Raphael School

POLICY BOOK

2018-2019



1154 Chislett Street - Pittsburgh, PA 15206
School: (412) 661-0288 - Fax: (412) 661-0428
[www. straphaelelementaryschool.net](http://www.straphaelelementaryschool.net)

St. Raphael School Tuition 2018-2019

Pre-K3 year old: **\$1,470.00**; \$100.00 to be paid at the time of registration.
Program details: Tuesday and Thursday, 8:00 AM to 11:00 AM

Pre-K4 year old: **\$2,835.00**; \$300.00 to be paid at the time of registration.
Program details: Monday, Wednesday, Friday, 8:00 AM to 2:30 PM

Kindergarten through 8th Grade – One Child: **\$4095.00**; Two Children: **\$6245.00**;
Three or more Children: **\$7,980.00**; \$300.00 per family is to be paid at the time of registration.

You may pay your tuition in either of the following ways:

(1) **Pay in full to the school before June 8th**, in which case you will not need to enroll in SMART or pay the SMART annual fee of **\$50.00**. **IN ADDITION, YOU WILL RECEIVE A 3% DISCOUNT FOR PAYING YOUR TUITION IN FULL**

(2) Enroll in SMART and make 10 monthly installments to SMART from July 2018 through April 2019, via debit from checking or savings or credit card payment.

ALL FAMILIES, EXCEPT THOSE WHO MAKE FULL PAYMENT IN ADVANCE, ARE REQUIRED TO PARTICIPATE IN THE SMART PROGRAM.

Additionally, each family is obligated to volunteer **30 hours**, which will earn you **\$20.00** per hour towards the **\$600.00 “Time and Talent Fee**. If hours are not fulfilled the amount will be added to your tuition. In addition, there is an annual mandatory church contribution of \$156.00 (\$3.00 per Sunday).

The registration fee is paid directly to the school and will be deducted from the total tuition cost. To aid you with tuition costs, Financial Aid is available to those who qualify.

Registration will not be accepted without the **300.00** registration fee, and is due to the school office by **Friday, June 8, 2018**.

These measures must be enforced to maintain the financial integrity of the school and parish. Thank you for your consideration.



WELCOME TO SAINT RAPHAEL ELEMENTARY SCHOOL

The following pages will introduce you to our elementary school guidelines. The information should be helpful to you. If there are any questions left unanswered after you have read this book, please feel free to contact our school at (412) 661-3100.

2018/2019

ST. RAPHAEL SCHOOL STAFF LIST

PASTOR:	Rev. Thomas R. Miller
PRINCIPAL:	Mrs. Angela Manchini
SECRETARY:	Mrs. Cindy Goetz
LIBRARIAN	Mrs. Michelle DePasquale
CAFETERIA BREAKFAST PROGRAM:	Mrs. Nancy Zottola
CAFETERIA LUNCH PROGRAM:	Mrs. Erin Paszkowski
TEACHER – PRE-SCHOOL:	Mrs. Mary Ann Nene
AIDE – PRE-SCHOOL PK3 & 4:	Mrs. Jan Snider
AIDE – PRE-SCHOOL PK4:	Ms. Margaret McManus
TEACHER – KINDERGARTEN:	Mrs. Kelsey Sweeney
TEACHER – 1 st GRADE:	Mrs. Maria Zielinski
TEACHER – 2 nd GRADE:	Mrs. Susan Adams
TEACHER – 3 rd GRADE:	Mrs. Suzanne Principe
TEACHER – 4 th GRADE:	Mr. Zachary Legas
TEACHER – 5 th GRADE:	Mrs. Cheryl Hamilton
TEACHER – 6 th GRADE:	Mr. Erik Jankovic
TEACHER – 7 th GRADE:	Mrs. Angie Savio-Gebhart
TEACHER – 8 th GRADE:	Mrs. Angie Savio-Gebhart
AFTERSCHOOL DIRECTOR:	Ms. Eileen Hesch
BAND TEACHER:	Mr. Jim Metzger
TITLE 1 MATH TEACHER:	Ms. Wendy DeRobio
TITLE 1 READING TEACHER:	Mrs. Stephanie Bochicchio
SPEECH TEACHER:	Ms. Megan Morrison
COORDINATOR OF RELIGIOUS EDUCATION:	Mr. Nathan Wigfield
MAINTENANCE:	Mr. Mark Shepard

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PHILOSOPHY OF SAINT RAPHAEL ELEMENTARY SCHOOL

St. Raphael School is an extension of our parish, educational ministry. It reflects the desire of our faith community to educate the total child. All those creating the school environment serve as models and integrating forces for the child's spiritual, intellectual growth within the framework of a solid Catholic tradition. Excellence informs every area of the curriculum while individual's needs are identified and respected. It is the intent of our faith community to gently challenge the children to become hope-filled, competent and contributing members of a Christ-centered society.

ST. RAPHAEL SCHOOL – MISSION STATEMENT

St. Raphael Parish Elementary Catholic School is dedicated to consciously nurturing every student's faith through instruction and example in a challenging, safe, disciplined and respectful environment. Academic experiences are based on sound educational principles providing for the individual needs of the child. The children are encouraged to respond in turn by using their God given gifts. With the parents and school personnel working as a team, we strive to develop in the children a fundamental respect for all people and their cultural heritage. Together we uphold virtues that are core to a Spirit-filled community which include justice, peace, and reverence.

SCHOOL POLICIES

ADMISSIONS

St. Raphael Elementary School admits students of any race or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. We do not discriminate on the basis of race or ethnic origin in the administration of our educational policies, admission policies, athletic or other school administered programs. Children who are not Catholic are expected to participate in religion classes and to attend all religious functions of the school/church.

The children of parishioners who are active members of Saint Raphael Parish receive first preference in enrollment during the time of registration in the spring of each year. If room allows, consideration is then given to other applicants.

A student entering Kindergarten must be five years of age by the 1st of September. Official certificates of birth and Baptism are required at the time of registration, as well as up-to-date immunization records. Students entering Grade 1 are required to take a readiness test and must be six years of age by September 1st. Grade level and academic group determinations are made on the basis of school records.

Diocesan policy states that all students are admitted for a nine week probationary period before they can be formally accepted.

ALTAR SERVERS

All students, boys and girls in grade 4 through 8 have the privilege of serving on the altar. Students who choose this privilege are expected to fulfill assigned responsibilities and be on

time. Those who serve during school hours will be notified in advance and be held responsible for their missed classroom assignments. Servers are expected to be in the sacristy 15 minutes before Liturgical Service. The altar servers receive training under the direction of the priest or deacon.

APPOINTMENTS

If at all possible, physician and dentist/orthodontist appointments should be arranged for days when school is not in session or for after school hours. Such appointments during school hours will be honored if a note from the parents or guardians explaining the reason is presented to the homeroom teacher. Upon leaving, the student must report to the office and wait until he/she is picked up by a parent or guardian. No child may leave unless with a sanctioned adult, who is to sign the child out in the Early Dismissal Book located in the office.

ASBESTOS NOTICE

Pursuant to the Asbestos Hazard Emergency Act (AHERA), our school was inspected by a certified AHERA Inspector. A Management Plan was developed and submitted to the State of Pennsylvania Department of Education. A copy of our Asbestos Inspection Report and Management Plan is on file in the administration office of our school.

The school is re-inspected by a certified AHERA Inspector every three (3) years. The maintenance and custodial staff has received two (2) hours of Awareness Training and conducts a periodic surveillance twice a year; in the months of December and June.

ATTENDANCE

The school calendar will generally correspond to the Diocesan School Calendar. Regular attendance and punctuality have a marked influence upon scholastic achievement. School work continues even though a student is absent. Make up work can never replace the teacher-pupil interaction that occurs while the subject matter is being taught. Students of school age are required to be present for daily class unless legitimately excused. "Excused" absences are non-attendance because of illness, death of a family member, or other emergencies. "Unexcused" absences include non-attendance for any other reason.

When a student is absent, a parent/guardian is to call the school office, (412)661-0228, between 7:30 a.m. and 8:00 a.m. to report the absence and make arrangements for homework and materials as needed.

In every case of absence, on the day the student returns to school, a written excuse signed by the parent or guardian must be presented to the homeroom teacher, stating the reason for the absence and the date or dates of absence. If the child is going to be absent for an extended length of time, the school must be notified. If a written excuse has not been presented within two school days, it will be marked as an "unexcused absence". **If an excused absence is not presented, further action will be taken.**

To be excused from gym because of illness or injury, a student must present a note to the homeroom teacher and the gym teacher. If the excuse for gym is for an extended period of time, a note from the doctor is required.

Assignments and tests missed during absences must be made up upon return to school. It is the student's responsibility to see each teacher about missed work and to see that it is completed within a reasonable time after the return to school.

BAND LESSONS

Band instruction is available for a fee for interested students in grades 4 through 8. The cost per month is set by the Diocese and instruments may be rented with the option to buy. Small group lessons and practices are provided once per week. The lessons are rotated so the same classes are not missed. However, it remains the responsibility of the student to make up missed work. A meeting is held at the beginning of each school year to provide more information for interested parents.

CAFETERIA

LUNCH PROGRAM: The student may participate in a prepared lunch that follows the National Lunch Nutrition Standards. To encourage good nutrition, a well-balanced lunch is offered at a scaled price. Confidential forms which are completed by the parent will determine if the student is qualified to receive a full-priced, reduced or free meal program.

The use of good manners is encouraged and, therefore, the following cafeteria rules are to be observed:

- ❖ Remain seated unless disposing of garbage, etc.
 - ❖ Refrain from abusing food, your own or that of others.
 - ❖ ALWAYS WALK while in the cafeteria.
 - ❖ Refrain from shouting or screaming; enjoy the company of those close by.
 - ❖ Be courteous and respectful to all lunch room personnel helping during the lunch period.
 - ❖ Do not take food from the cafeteria.
- **LUNCH FEE:** *Cafeteria fees* are due by October 1, 2018. The cost is \$30.00 per semester (\$30.00 a year for PreK- 4). You can either pay for one semester now or both. The total is \$60.00 for the school year. The second \$30 will be due in January 2018. All families (PreK-4 – 8th) are required to pay Cafeteria Fees. You may also work off your cafeteria fees by working in the cafeteria a total of 5 times per semester or 10 times for the school year. All cafeteria volunteers must be registered in the Diocesan Safe Environment Database, and have all the necessary clearances, (criminal and child abuse).

CLOTHING IDENTIFICATION

Parents are strongly urged to mark children's personal belongings with their names. This can be done with a permanent laundry marking pen. Since children do not readily claim lost items, proper identification helps us to find the owner and save parents the cost of replacement. The lost and found area is located in the office. Parents and children are urged to look for lost items there. Other lost items such as watches and purses, if found, are to be turned into the office.

COMMUNICATION

Should there be a change of address or telephone numbers for home or work during the school year, it should be reported to the school office immediately. This is most important for emergencies that may arise at school, as well as for the purpose of accurate record keeping.

At other times during the school year, communication may be necessary. A parent may want to contact a teacher regarding a particular matter. He/She should call the school office and leave a message for the teacher or send a message through Option C or by using their school e-mail addresses. Each teacher has a St. Raphael e-mail account and it is the first letter of their name and their full last name @straphaelpgh.org. A parent may also arrange a meeting directly with the teacher through a written note. **Please do not arrive at school without notice and expect to speak to a teacher.**

If you are not satisfied at the meeting with the teacher, your recourse would be to contact the Principal to arrange a meeting with all concerned parties.

CONFERENCES

Parent-Teacher conferences are scheduled on the calendar two times during the school year – at the end of the first and third report periods. Please make every effort to attend this important meeting. If for any reason a conference is needed between these times, appointments can be made by calling the office or by sending a note with your child addressed to the teacher you wish to see. Please allow sufficient time for the teacher to contact you and for arrangements to be made. Because of the importance of class time, no teacher will be called out of class to speak with parents.

CURRICULUM

The following disciplines are included in the St. Raphael curriculum:

Religion		
Reading:	Phonics ((K – 4) Comprehension	Vocabulary Literature
English Spelling		
Mathematics:	Concepts Problem Solving Algebra (8)	Computation Pre-Algebra (7)
Science		
Social Studies		
Computer Science	(K – 8)	
Library Science		
Music		
Art		
Physical Education/Health		
Handwriting		
Spanish	(K – 8)	

Religion permeates the entire school program. Priests, teachers, and Principal actively participate in the planning and implementation of a viable religion program. This is enhanced by involvement in school masses, prayer services, sacramental programs, and group instruction. The administration, faculty, and staff are deeply committed to developing spiritual values and good moral conduct.

Saint Raphael School

Discipline Policy

2018-2019



DISCIPLINE CODE

Rationale:

The code has been devised to provide guidelines for all persons responsible for the education of the student. The purpose of the code is to assure the safety and welfare of all students within St. Raphael School and to provide an atmosphere conducive to learning. Any and all actions that may disrupt impair or hamper the educational process must be controlled, minimized, or eliminated. This can only be done by considerable effort and understanding on the part of all concerned. *Because of their day-to-day interaction with the students, teachers have the primary responsibility for identifying infractions and applying disciplinary action.* Student accountability is the foundation for successful behaviors. Therefore, three key principles will be followed to guide efforts to improve school behaviors, issues and problems:

Quarterly Discipline Levels

LEVEL 1: TEACHER INTERVENTION WITH STUDENT – the teacher will reach out to the student in an attempt to resolve the issue, behavior, or problem. 3 DEMERITS = 1 DETENTION

LEVEL 2: TEACHER INTERVENTION WITH PARENT – the teacher will reach out to the parent with either a phone call or meeting to resolve the issue, behavior, or problem. 6 DEMERITS = 1 DETENTION + INELIGIBLE FOR EXTRA-CURRICULAR ACTIVITIES
ACTIVITIES CAN INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:

- (a) ASSEMBLIES
- (b) STUDENT COUNCIL SPONSORED DANCES
- (c) MARDI GRAS
- (d) MERIT REWARDS
- (e) IN SCHOOL SERVICE PROJECTS

LEVEL 3: PRINCIPAL INTERVENTION WITH TEACHER, PARENT, AND STUDENT – a joint solution will be decided upon. 9 DEMERITS + IN SCHOOL SUSPENSION + INELIGIBLE FOR EXTRA-CURRICULAR ACTIVITIES (See list above)

***If your child receives 3 or more LEVEL III's throughout the school year, one of the following consequences will be implemented.

LOSS OF:

- A. FIELD DAY
- B. FIELD TRIP
- C. ZONE 28

Those actions constituting should require disciplinary action of a different nature. The Pastor and Principal in each case shall have the final responsibility for determining the action to be followed.

Merit Card Program:

How does the Merit Program work?

- ❖ An orientation for all students will take place during the first week of school.
- ❖ After this orientation period, each student will receive his or her first quarter Merit Card. On the merit card will be 6 merits.
- ❖ Each student, at the start of each quarter, will receive a fresh card.
- ❖ This card will be sent home and will need a signature of the parent/guardian and returned the next day. Students who exhaust the 6 merits allowed will be denied participation in the special end of the month activity. They will report to a detention room and remain there for the duration of the special activity. Also the following will apply: Loss of 6 merits =

Detention for 1 hour after school or lunch detention. Loss of 12 merits = In-School Suspension; loss of more than 12 merits = Principal's discretion.

- ❖ After 3 demerits on either section of the Merit Card; Academic/Uniform or Behavior; parent contact or parent meeting will be set up.

Academic/Uniform

Infractions	Disciplinary Action (at the discretion of the teacher)
Failure to follow dress code* (ex. Belts, shoes, and un-tucked shirts). *Warning issued prior to loss of merit	Loss of Merit
Lack of preparation for class	Loss of Merit
Homework not done or incomplete (includes materials to be signed)	Loss of Merit

Discipline Levels

Infractions	Disciplinary Action (at the discretion of the teacher)
Use of school equipment and facilities without supervision	Loss of Merit
Being late for class	Loss of Merit
Loitering in the hall or in the lavatories	Loss of Merit
Chewing gum or eating candy	Loss of Merit
Writing or passing notes in class	Loss of Merit
Misuse of school property (includes books, lockers, and desks)	Loss of Merit
Inappropriate handling of food	Loss of Merit
Disruptive behavior (classroom, playground, bus, etc.)	Loss of Merit

Infractions	Disciplinary Action
Throwing Food in the Cafeteria	Loss of 6 Merits
Leaving school grounds without written permission	Loss of 6 Merits
Fighting	Loss of 6 Merits
Disrespect to teachers, persons in authority, or fellow students	Loss of 6 Merits
Cheating (Academic)	Loss of 6 Merits
Profane, offensive language, obscene gestures/literature	Loss of 6 Merits
Truancy	Loss of 6 Merits
Stealing	Grade K-3: Loss of 1 Merit Grade 4-8: Loss of 6 Merits
Extortion/Bullying	Loss of 6 Merits
Forging parent signature	Loss of 6 Merits
Willful disobedience, as determined by repeated (4 times) minor offenses	Loss of 6 Merits

SUSPENSION

Suspension occurs only after every possible resource has been exhausted in severe disruptions. A student may be temporarily suspended by the Principal for a serious infraction of school regulations or for repeated detentions. The length of suspensions should be from one to ten days. All suspensions become effective only after the Principal meets and/or discusses the situation with the parents/guardians. However, no prior notice is required if health, safety or the welfare of the school community is threatened. A Notice of Suspension will be kept on file in the Principal's office and a copy will also contain an agreement between the student, parents, and the Principal describing the student's future cooperation in a program designed to resolve the student's problem(s). Some causes for suspension are:

- ❖ Serious bodily harm or possibility of harm to oneself or others
- ❖ Serious repeated disruption of the school program
- ❖ Destruction of school/parish property
- ❖ Insubordination
- ❖ Possession of tobacco products
- ❖ Vandalism
- ❖ *Possession of an object with intent to endanger the welfare of fellow students. (Diocesan policy)
- ❖ *Weapons. (Diocesan policy)
- ❖ Drug/Alcohol use

*Hearing/Review Committee to be comprised of Pastor, Principal, child's teacher.

Suspension should be held in school, and the student not marked absent, unless the offense is particularly intolerable, in which case, out of school suspension is the remedy. Out of school suspensions follow the same guidelines as in-school suspensions except that the time should not exceed more than three (3) days during which time assignments are given in the various subject areas. The parents will meet during this period with the Principal and teachers to define expectations upon the student's return.

When there is an out-of-school suspension/expulsion the Diocesan Educational Consultant should receive a copy of the Notice of Suspension/Expulsion.

****DETENTION****

The student will serve all detentions during the school day at lunch/recess every Thursday. For the period of this time, the student will complete either of the following:

- A. Community service work in the cafeteria
 - (i) i.e. clean and wash tables, sweep the floor, empty the trash
- B. Folder containing work related to their offense
 - (ii) i.e. answer questions about their offense and making better choices, writing an essay

****ACADEMIC SUPPORT/PROBATION****

An academic support room will be available and monitored by a teacher for students on academic probation and/or needs learning support deemed necessary by the teacher. If a student has an average grade of a D or below, the teacher has the ability to place them on academic probation. This will consist of tutoring sessions during the day to help them achieve success.

EXPULSION OF STUDENTS

Expulsion is a severe punishment and should only be applied as a last resort and after serious deliberation. The expulsion process should be as follows:

1. EVERY ATTEMPT should be made during earlier offenses to provide guidance and counseling to student and parents under the direction of the Principal and Pastor.
2. Although the authority of expulsion rests with the Principal and Pastor, consultation should be made with the Superintendent for Catholic Schools prior to any final decision.
3. A written report of expulsion is to be completed as soon as possible and forwarded to the Department of Catholic Schools.
4. Parents may appeal the decision to the Department for Catholic Schools.

Reasons for which a student may be expelled are:

1. Extremely grave infractions of school regulations such as the selling or use of drugs or alcohol, possession of knives, guns or other weapons on school property, physical abuse of students or staff, theft, indecent behavior or arson.
2. Chronic undesirable conduct detrimental to the physical and/or moral well-being of self or other students.
3. Continued WILLFUL disobedience or disrespect for school authority.
4. Continued refusal by parents and/or students to comply with school policies.

BULLYING

WHAT IS BULLYING?

Bullying can be defined as repeated (three or more) and systematic harassment and attacks on others. Bullying can be perpetrated by individuals or groups. Bullying takes many forms, and can include many different behaviors, such as:

- ❖ Physical violence and attacks
- ❖ Verbal taunts, name-calling and put-downs
- ❖ Threats and intimidation
- ❖ Extortion or stealing of money and possessions
- ❖ Exclusion from the peer group

Racially or ethnically-based verbal abuse and gender-based put-downs are also found in the bullying situation.

What can parents do if their children are being bullied?

Work with the school immediately to make sure your child is safe, that effective consequences are applied toward the bully, and that monitoring at school is adequate. Advocate for involvement of the bully's parents. If the bullying is happening on the way to and from school,

arrange for the child to get to school with older, supportive children, or take him or her until other interventions can take place.

What to do if your child is aggressive or bullies others?

- ❖ Talk to your child, talk to his or her teachers and administrators. Keep in mind that a bully will try to deny or minimize his/her wrong-doing.
- ❖ Arrange for an effective, non-violent consequence, which is in proportion with the severity of your child's actions, and his or her age and stage of development. Corporal punishment carries the message that "might is right".
- ❖ Co-operate with the school in modifying your child's aggressive behavior. Frequent communication with teachers and/or administrators is important to find out how your child is doing in changing his or her behavior.

DRUGS/ALCOHOL

The use of drugs and/or alcohol is sometimes discovered in a school setting. Should there be reasonable cause to expect that any of the above materials are in the possession of a student, on or off school property, such cause gives the Principal the right to search for the article. Failure to assist in the search is grounds for immediate expulsion. (Handbook for Elementary School Principals)

WEAPONS POLICY

No weapon may be brought onto school property, including but not limited to, the school building, outdoor areas, outdoor facilities, or school buses, or to any school related activity. A weapon shall include but not limited to: any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, rifle or any other tool, instrument or implement capable of inflicting bodily injury, which is possessed under circumstances not manifestly appropriate for lawful uses which it may have. This includes firearms which are not loaded or lack a clip or other component to render it immediately operable. A person in possession of a weapon on school property violates state criminal statutes and school regulations, and shall be subject to the following discipline and penalty:

1. Parents will be immediately notified
2. The local police will be called
3. The Pastor will be contacted
4. The student will be expelled

POLICY REGARDING STUDENT PARTICIPATION IN SPORTS AND EXTRA-CURRICULAR ACTIVITIES

Education of the student is our primary concern. In order for a student to participate in any extracurricular activity including, (but not limited to) the following: altar servers, safety patrols, field trips, dances, basketball, cheerleading, etc., he/she will be expected to maintain:

- ❖ Acceptable academic achievement in relationship to his/her ability in regards to: class assignments, home assignments and tests
- ❖ Standard behavior throughout the school day. Serious offenses, as described in this Handbook, will be handled on an individual basis at the discretion of the Principal.

In the event that these are not followed, the parents will be notified to discuss any further action. Cooperation in any decision made should be supported by the moderator/coach of the involved activity.

SCHOOL SPONSORED EVENTS

When students are attending a school sponsored event, either on or off school property, they are subject to the same rules and regulations that govern the student body during the school day. A student of St. Raphael School always represents the school. It is to their credit that they represent our school in a positive manner.

DISCIPLINARY ACTION FOR INFRACTIONS

Number of infractions during a school year	Action Taken
1	Verbal reprimand; notification of the Principal & parent. Loss of privilege.
2	Written reprimand; loss of privilege and 1 hour detention
3	Conference with parent, teacher, student and Principal; 2 hours detention
4	In-school suspension
5	Out of school suspension
6	Suspension pending expulsion

Saint Raphael School

Uniform Policy

2018-2019



DRESS CODE

The goal of the dress code is to reinforce a careful, responsible attitude appropriate to serious pursuits and to prevent externals from being a distraction to learning. Students are to be properly groomed at all times. Attire is to be neat, clean, no holes or rips, and modest. Unless special dress has been designated, the school uniform is to be worn at all times during the school day. The students are expected to arrive at school in the uniform as outlined below:

GRADES K-3

Girls -- Plaid jumper/skirt or navy/khaki slacks.

Knee length navy blue or khaki walking shorts or skorts.

PLEASE NOTE: Shorts may be worn year round by girls. White or navy blue tights and navy blue or black leggings can be worn with shorts. Any other color of tights or leggings is unacceptable.

Collared blouse in white, yellow or powder blue, navy blue, long or short sleeve, or oxford shirts/polo shirts in same colors, long or short sleeve.

Socks – white or navy blue, ankle or knee length. Socks must cover the ankle, no show socks are not permitted. – NO NYLONS ARE PERMITTED. Tights in white or navy blue and navy blue or black leggings may be worn **with** uniform.

Belts must be worn with shorts or slacks for Grade 4-8. K-3 belts are optional.

Boys -- Navy blue or khaki slacks

Oxford shirts/polo shirts in powder blue, white, yellow or navy blue, in long or short sleeve.

PLEASE NOTE: Slacks may be plain or pleated front, navy blue or khaki uniform pants.

Not permissible for Slacks:

- ❖ Slacks with elastic gathered legs
- ❖ Cargo pants or cargo shorts

Boys may wear knee-length blue or khaki walking shorts.

PLEASE NOTE: Large logos will not be permitted.

- Socks – navy blue or white. Socks must cover the ankle [no show socks are not permitted.]
- Belts – MUST be worn with slacks and shorts for Grade 4-8. K-3 belts are optional.
- Under the uniform shirts, your child may wear a solid uniform colored T-shirt.

GRADES 4-8

Girls -- Plaid, navy or khaki uniform skirt or navy blue or khaki slacks

Knee length navy blue or khaki walking shorts or skorts

PLEASE NOTE: Girls may wear walking shorts all year long. Navy blue or white tights or navy blue or black leggings can be worn with the walking shorts. Tights and leggings may also be worn under skirts and jumpers. Leggings may be worn under gym uniforms.

- Any other color tights are unacceptable.
- Collared blouse in white, powder blue or yellow, long or short sleeve.
- Oxford shirts, polo shirts or blouson blouses in white, powder blue, navy or yellow, long or short sleeve may be worn.
- Socks – navy blue or white, ankle length or knee length. Socks must cover the ankle, [no show socks are not permitted.]
- Tights – navy blue or white – NO NYLONS ARE PERMITTED.
- Leggings – navy blue or black only.
- Belts must be worn at the waist with shorts and slacks.

Boys -- Navy blue or khaki slacks.

NOT PERMISSIBLE FOR SLACKS OR SHORTS

- ❖ Slacks with elastic gathered legs.
- ❖ Cargo pants or cargo shorts.

Boys may wear navy blue or khaki walking length shorts.

Cotton knit shirt with collar and three buttons in white, yellow, navy or powder blue, long or short sleeve.

Oxford Shirts/polo shirts in white, powder blue, navy or yellow, long or short sleeve.

PLEASE NOTE: Large logos will not be permitted.

Socks – navy blue or white. Socks must cover the ankle, [no show socks are not permitted.]

Belts – MUST be worn at the waist with slacks and shorts.

Under the uniform shirts, your child may wear a solid uniform colored T-shirt.

GIRLS AND BOYS – Grades K-8

A sweater or sweatshirt with St. Raphael logo may be worn anytime throughout the school year. The sweater is to be navy blue, choice of vest, cardigan, crew neck or V-neck style. The St. Raphael logo may be a patch or monogram. The sweatshirt is to be navy blue or red with the St. Raphael logo. No hooded sweatshirts can be worn during the school day.

Shoes -- Appropriate **flat** dress shoes in brown or black. No high heels.
Low cut styles, for example, docksiders, loafers or oxfords, sperrys.
ALL SHOES MUST HAVE BACKS AND TOES. CLOGS OR OTHER BACKLESS SHOES ARE NOT PERMITTED. NO MOCCASINS MAY BE WORN.

The following is **NOT PERMISSIBLE** for any student:

- ❖ Tennis shoes – (these are for gym class only)
- ❖ Make up
- ❖ Jewelry of any kind-Girls may wear stud earrings only, no hoops or dangles.
- ❖ Boys with earrings
- ❖ Extreme hair styles or colors, for boys, hair must not be longer than the collar
- ❖ Boots (boots that are appropriate for winter months may be worn to school; however, they are not acceptable in the classroom.)
- ❖ Jogging shoes
- ❖ Hiking boots
- ❖ High or low cut combat boots or shoes
- ❖ Low cut work shoes
- ❖ Anything deemed by administration to be inappropriate for the school setting.
- ❖ Facial hair on boys – must be clean shaven

The following **APPLIES TO ALL STUDENTS**:

- ❖ Socks must cover the ankle
- ❖ The bottom of your shoes must have a sole

EMERGENCY SCHOOL CLOSING/DELAYS

In case of bad weather, when there is a question of school being in session or delayed, the elementary school follows the decision of the Pittsburgh Public School System. Listen to radio stations KDKA, WPXI, and WTAE for St. Raphael School. If no announcement is made changing the status of the City of Pittsburgh Schools, school will be in session as usual. Please **DO NOT** call the school or rectory. Parents and Guardians will be contacted via email, text message and/or voice call through the Option C Parent Alert System.

EMERGENCY EARLY DISMISSAL PHONE CONNECTION

The purpose of the phone connection is to notify you of an emergency early dismissal due to an unexpected change in weather conditions, an electrical outage, or broken water or sewer lines, etc.

This phone connection is not used for cancellations or delays that result from overnight weather problems.

Parents and Guardians will be contacted via email, text message and/or voice call through the Option C Parent Alert System.

In the event that school is going to be closed early, you will be asked to provide a name, relationship to the child, and phone number of two people that would be called to make sure your child will be taken care of if there is no answer at the home phone number.

EVACUATION DRILLS

Evacuation drills are held monthly. Exit directions, which are posted in prominent places in each room, are to be followed. No one, teacher, student or other personnel may remain in the building during the evacuation drills. When the students hear the bell, they are to leave the room quickly and quietly in single file. Students remain outside until summoned back to class.

Students are to remain in absolute silence during all evacuation drills. Misconduct of any nature is to be reported to the Principal. This is a very serious offense and will be dealt with immediately.

EXTRA – CURRICULAR ACTIVITIES

All School extra-curricular programs are to be viewed as part of the school curriculum. The purpose of extra-curricular activity is for the extension of the school program and an opportunity for the development of the students.

In order to be eligible for admittance into ANY of the extra-curricular programs, the student's academic work and behavior must be satisfactory at that time and throughout the remainder of the year. However, a student may become ineligible for participation in extra-curricular activities for the following reasons:

1. Unsatisfactory academic work over a period of time.
2. Unsatisfactory attitude and/or behavior of the student toward others, to the point where it infringes upon the ability for others to obtain the best education possible.

FIELD TRIPS

Every class is permitted field trips during the year. Each student must have a signed permission slip before he/she is permitted to participate. Transportation in accordance with diocesan directives is provided by bus and a fee may be charged to cover costs.

No 8th grade students may participate in the end-of-year field trip unless tuition is paid in full.

HEALTH AND RELATED TOPICS

It is often difficult to decide if you should keep a child, complaining of illness, home. An objective sign is an elevated temperature. Young children often have a slight temperature elevation, but as a general rule a temperature over 100 is a sign that the body is fighting something. It is recommended that a child be kept home from school until the temperature has remained normal (below 100) for 24 hours. Another consideration is whether the child is too sick to profit from instruction. If a child has the sniffles and would be up and around the home, school is appropriate. If the child is so ill he/she just wants to in bed, home is the place to be!

In case of accident or illness at school, parents are contacted to take the child home, to the doctor, or hospital. It is important for your child's safety and comfort, as well as the effective operation of the office, that emergency information needed to assist in locating parents is kept for each child and that this information is kept up to date by parents.

Parents of children who have any type of physical disorder should contact the Principal, school nurse, or teachers to make them aware of the problem. All communicable diseases, such as head lice, should be reported immediately.

Immunization records must be complete before any child may enter school.

The requirements are as follows:

- ❖ 4 doses of diphtheria, tetanus, pertussis (4th dose after 4 years).
- ❖ 3 doses of oral polio vaccine (last dose after 4 years).
- ❖ 1 dose of measles vaccine after the first birthday and one dose before entering Kindergarten (or proof by blood test of having had measles).
- ❖ 1 dose of mumps vaccine after the first birthday (or proof by physician's letter of having had mumps).

Routine health screening is done at specified intervals:

- ❖ Height, weight, and vision testing are done each year at all levels.
- ❖ Hearing is checked for all new students and for those in levels K, 1, 2, 4, and 6.
- ❖ Scoliosis screening is done at levels K, 6, and 7.
- ❖ Physical examinations are required in levels K and 6. Forms are sent home the preceding summer so that, if desired, the exam can be completed on a scheduled visit to the child's own doctor; otherwise, a physical examination is scheduled by our own nurse practitioner. Students in Level 6 complete a self-administered health questionnaire which is reviewed with the school nurse practitioner.
- ❖ Dental examinations are scheduled in Levels 1, 3, and 7 and are handled in much the same way. A dental hygienist visits the school to check those children who have not been checked by their own dentist.

HOME FOLDER

Each student will have a folder to take home every Wednesday. This folder will carry correspondence to the home from the office and/or classroom. Included in this folder may be any notes, messages, tests, and papers that should be read and reviewed by the student's parents/guardian.

HOMEWORK

A reasonable amount of homework, according to grade level, is of great educational value and so is assigned every day. Assignments are not always written. Study and memory work are frequently assigned. Parents can assist students with home assignments in the following ways:

1. Provide a quiet spot away from the television, telephone, or other distracting elements.
2. Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness.

3. Be willing to listen to reading, spelling, and math facts; explain procedures, but never do the assignment for the student.
4. Consult the teacher if the child uses the excuse of “no homework” too often.

The typical guideline for homework time is 10 minutes per grade year. First grade would have 10 minutes of homework, while 8th grade would have 80 minutes of homework per night.

Should your child exceed these recommended amounts, day after day, please contact the teacher.

LIBRARY

- The library is open for the use of the faculty and the students of St. Raphael School.
- All books, except reference books, may be checked out for one week and renewed if necessary.
- A student may not borrow another book until they return one.
- If a book is lost or damaged while in a student’s name, the student must pay for its replacement or repair.
- Courtesy demands that all students work quietly with a minimum of talking and annoyance of others.

LOST AND FOUND

The school is not responsible for money or valuable items brought to school by the students. Items of this nature are the responsibility of the student and bringing them is a practice that the school discourages. Money sent to school should always be placed in a sealed envelope marked with the student’s name, room number, amount, and there purpose for which the money is to be used.

Lost items of value, such as watches, glasses, keys, jewelry, etc., are to be turned into the office. Other lost and found items will be placed in a cupboard in the office. In many instances the loss of articles could be avoided if the items were labeled.

At the end of each school year we dispose of unclaimed items.

PRESCRIPTION MEDICATION

The PA Department of Education has established guidelines for individual schools regarding the administration of prescription medication during school hours.

- A certified school nurse or other licensed personnel (RN, LPN) cannot lawfully delegate the nursing function of medication administration to the principal, teacher, or administrative personnel. Accordingly all medications (prescribed or over the counter) must be administered by a school nurse or other licensed personnel (RN, LPN). The primary reason is that administering medications requires the judgment and assessment

skills of a licensed nurse, not to mention the legal constraints to permit administration of medications by someone who has no training.

☞ In light of this law all medication must be administered by the parents / guardians or a school nurse. Since our school nurse is only available to us once a week, medication must be given before school or after school, or a parent or guardian may come into school to administer it to their children. Thanks for your understanding.

NOTE: Rescue Medication is an exception to this law, for example EpiPens for life threatening allergies and fast-acting inhalers for asthma. These medications may be carried by the student if accompanied by a doctor's note stating it is medically necessary and that the student is capable of self-administration. Medication should be brought to school in the original container with student name, physician name, date of prescription, dosage & frequency. If student is not carrying medication, it must be brought to the office in the same manner.

NO OVER THE COUNTER MEDICATION WILL BE DISPENSED UNDER ANY CIRCUMSTANCES.

PARENT TEACHER GUILD (PTG)

St. Raphael Elementary School has an active Parent Teacher Guild directed by an elected Board. The work of the PTG is managed by committees for various functions. Parents are welcome to join any committee of interest when the meeting is announced in the monthly calendar.

PLAYGROUND

Every school day, weather permitting, the students enjoy an outside break under adult supervision. Organized play is encouraged. Rough games, water guns, snowballs, frisbees, football, and hard balls are not permitted.

Students are never to leave the playground area without the permission of the Principal and the knowledge of the playground monitor. In case of illness or accident, the student is to report to the school office.

The following rules are to be observed on the playground:

- ❖ Do not reenter the building except for emergencies.
- ❖ Stay in the assigned area.
- ❖ Play fairly at all times.
- ❖ Refrain from all types of fighting, name calling, etc.
- ❖ Obey the directives from the playground monitor courteously and promptly.
- ❖ Stop playing at once when the bell rings and walk quietly to line.
- ❖ No toys from home
- ❖ Only Nerf materials can be used.

When the bell rings to end the playground session, the students will be met by their homeroom teacher and brought to their classroom in silence.

If inclement weather makes it necessary to stay indoors at lunchtime, classroom rules are to be observed in the Multi-Purpose Room:

- ❖ Stay in your seat.
- ❖ Engage in quiet activities.
- ❖ Remain in homeroom seating.

Lunch monitors have the responsibility of enforcing the rules. They are to be obeyed and treated respectfully.

REPORT CARDS

Report cards are issued four times a year. Parent conferences will be scheduled following the first and third report periods. Teachers are also available for conferences from 2:30-3:00 p.m. Tuesday through Thursday, by appointment.

St. Raphael has determined that report cards will be withheld beginning in January for families with unresolved tuition problems. In the same manner, Grade 8 transcripts and grades will not be forwarded to high schools for families with unresolved tuition problems.

Mid-way between each grading period, progress reports are issued to those students in Grade 1-8. This is to inform the student's parents of current progress. The parents can then discuss ways for the student to improve.

SAFETY PATROLS

Students are selected for Patrols from interested volunteers in grades 5-8. Their selection is based on parent/guardian consent and the possession or willingness to strive for the following qualities: courtesy, good attendance, leadership, punctuality, and respect for others, reliability, and their interest in safety.

The Safety Patrol is organized to help students arrive at school and home safely. It is never the Patrol's responsibility to act as a "school crossing guard." The Patrol's job is on the sidewalk and not in the street.

Being a member of the Safety Patrol is a serious responsibility and once students have been selected to be part of it, they will be required to remain on it for the entire school year unless removed due to: the reception of a major infraction, accumulation of twelve (12) minor infractions, or not maintaining a satisfactory academic level in all subject levels.

SCHEDULE

- 7:45 School doors open on days of inclement weather. Grades K-8 are to report to the Multi-Purpose Room and sit quietly. A teacher will be present.
- 8:00 Morning Bell- Students Enter
- 8:05 Tardy bell
- 8:10 First period begins

- 11:30-11:55 Lunch for K – 4th
- 11:55-12:15 Recess for K – 4TH
- 12:15-12:40 Lunch for 5th – 8th
- 12:40-1:00 Recess for 5th – 8th

- 2:20 End of Last Class
- 2:30 Dismissal

SCHOOL GROUNDS

School grounds are defined as all property belonging to St. Raphael Parish.

SCHOOL REGULATIONS – GENERAL

CHEWING GUM: Chewing gum is not permitted at any school related activity, including the bus ride. The rule is LEAVE IT AT HOME.

HALLWAYS: When in the hallways, students are to behave in an orderly fashion. No running, loud talking, pushing or shoving is permitted. When changing classes, students are to keep to the right, moving from room to room in an oval pattern. Loitering is not permitted.

LOCKERS: Students may go to their lockers in the morning, before and after lunch, and at dismissal. The school reserves the right to inspect student lockers if circumstances arise which seem to warrant such action.

School lockers are the property of St. Raphael School. The use of lockers is a privilege, not a right. Students shall have no expectation of privacy therein as the school retains the right to conduct both announced and unannounced locker searches. Discovery of illegal materials in a school locker may result in discipline up to and including expulsion and/or referral to appropriate authorities.

RESTROOMS: Regular restroom periods are provided for Kindergarten and First grade. Second Through Eight grade students use the sign-out procedure when necessary.

SCHOOL PROPERTY: Textbooks are to be kept neatly covered and well protected. When damage or defacement of any school property occurs through deliberate abuse, carelessness, or neglect, the cost of the repair or replacement will be charged to the person responsible.

SCHOOL SUPPLIES

Students provide their own school supplies and are expected to comply with individual teacher requirements. Ample time to obtain these supplies will be given to the students.

SPECIAL DRESS

On several occasions during the school year, the students are permitted to wear different attire. The guidelines below are an attempt to clarify what is permitted.

Dress Down Day:

- ❖ Attire must be clean, neat, and modest
- ❖ Any printing on clothing must be appropriate for school
- ❖ No cut offs, tank tops, “crop-tops”, or body suits
- ❖ No clothing that is torn, ragged, tight, or deemed inappropriate by faculty and/or administration
- ❖ All clothing must have sleeves
- ❖ No leggings
- ❖ No open backed shoes
- ❖ No backless shoes
- ❖ No hats or bandanas

- ❖ The bottom of your shoe must have a sole
- ❖ If you do not bring dress down day coupon or money for the dress down day, you will not be permitted to dress down the next dress down day. No expired or changed coupons will be accepted

Picture Day: Students are permitted to wear their uniform or attire equal in formality to the uniform for their formal picture, which will be taken in the fall and spring.

Physical Education Class: Students must wear to school tennis shoes, blue shorts, and any St. Raphael shirt. It must say St. Raphael on it. Gym uniforms are purchased through the P.T.G.

STANDARDIZED TESTING

Students receive standardized tests yearly. Levels 2 - 8 are given the Iowa test in the fall. This is just one measure of your child's progress. Report card grades and class work are other measures.

Children should come to school well rested and having had breakfast. It is difficult for a hungry child to concentrate. When possible, family trips and doctor's appointments should be made at another time. Although make-up time is allotted, it is better for the student to test with classmates. Depending on the time missed, all tests may not be made up.

STUDENT COUNCIL

The Student Council is an extra-curricular activity. Students from grades 6 through 8 are eligible to be on Student Council.

The Student Council is a representative body of students that act together to promote the philosophy and beliefs of the school. Its primary goal is to generate a spirit of unity within the school. It is to establish a system of open communication between the administration and the student body, in order to facilitate the projects and activities that are beneficial to all.

After election to the Student Council, each member is required to follow these guidelines:

1. Represent and report to their class on a regular basis.
2. Be present at all meetings and Student Council functions.
3. Maintain a C average in all subject areas.
4. A Student Council member may be removed from office by receiving any major infraction or a loss of 12 merits for the year. This will be determined by the student council moderator and the Principal.

Being a Student Council member requires responsibility, honesty, and loyalty.

TARDINESS

A student is tardy if he/she is not in homeroom when the tardy bell rings at 8:05 a.m. Students tardy for class must report to the office before being admitted to their classrooms. The students will receive a tardy slip which is to be presented to the homeroom teacher, and current class teacher, if not the same. Repeated cases will be brought to the attention of the Principal, and a conference will be held with parents.

TEXTBOOKS

All students are expected to take good care of books given to them for their use. Students must cover all textbooks. Every student must have a book bag or a plastic bag to transport books between home and school. Lost or damaged textbooks and workbooks must be paid for by the student.

TUITION

Tuition rates are set up by the Pastor, Principal and Parish Council and will be published in the spring of the current school year.

In order to operate efficiently and keep tuition fees in line, St. Raphael uses the SMART tuition management company. All tuition is to be paid through the SMART program, which charges a small enrollment fee, paid by the family. Should you pay your tuition in full before the start of the school year, enrollment in SMART is not required. **If tuition is not paid in full by the end of April, students may not reenroll until payment is received in full.**

TIME AND TALENT

1. Each family is required to volunteer for at least 30 hours per school year. **30 hours at \$20.00 per hour = \$600.00.** Time and Talent is in addition to the cost of tuition. \$20.00 will be added to your SMART tuition account after the Spring Bingo, for each hour that you are short. EX: You volunteer 25 hours of your time. You're short 5 hours, \$20 x 5 = \$100 added to your SMART tuition.
2. Time and Talent for the new school year begins in August with the Bazaar. NOTE: 25 Hours are mandatory for the Bazaar (\$500.00), 5 hours mandatory for other Fundraising Efforts (\$100.00).
3. Time and Talent is awarded with the following activities:
 - **BAZAAR (25 HOURS MANDATORY)**
 - **Marketing/Advertising** – distribute flyers, posters, contact media (maximum 2 hours)
 - **Selling Raffle Tickets** at venues outside the Morningside area (maximum 2 hours per venue).
 - **Labeling/Stuffing Envelopes** with raffle tickets. (maximum 2 hours)
 - **Distribution of Raffle Tickets** to parishioners. (maximum 2 hours)
 - **Working the Bazaar** (maximum 18 hours, 4 hours Thursday and Friday, 5 hours Saturday and Sunday)
 - **Set-up / Tear-Down of the Bazaar (5 HOURS MINIMUM REQUIRED)**
 - **Bake Sale** - earn an additional (1) hour per night making a baked good for the Bazaar's bake sale.
 - **OTHER FUNDRAISING EFFORTS (5 HOURS MANDATORY)**
 - **Bingos (Turkey & Spring)**
 - **Market Day**
 - **Cash Bash Committee**
 - **Breakfast with Santa**
 - **Walk-a-Thon Committee**
 - **Other Fundraising Efforts**
4. No more than (2) family members may receive credit for Time and Talent.

VISITORS

It is imperative that administrators and teachers know who is in our school buildings at all times so that we may ensure the safety of our students. For this reason, all visitors and parents are required to sign-in at the main office when they arrive at school BEFORE proceeding to any of the school buildings. Visitors are to pick up a visitor's badge. This badge should be clearly visible at all times. When the visit has been concluded, these persons are to return to the main office and sign-out.

VOLUNTEERS

All volunteers must be registered on the Diocesan Safe Environment Database. All volunteers need to have a Pennsylvania State Criminal Records Check (Act 34), a Pennsylvania Child Abuse History Clearance (Act 151) and a Federal Criminal History Record Check (FBI Fingerprint).

The latter or FBI fingerprint check can be waived if the individual volunteer has been a resident of Pennsylvania for 10 years and signs a document stating such.

WITHDRAWAL

To formally withdraw a student from St. Raphael School, you must fill out a withdrawal form which is available in the office or on the school website straphaelementaryschool.net. This will deactivate your Smart Tuition account as well as give us a forwarding address.