

St. Raymond Independence Mission School
7940 Williams Avenue
Philadelphia, PA 19150



PARENT STUDENT HANDBOOK

2022-2023

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INTRODUCTION

This Student-Family Handbook is provided to inform you of rules, policies, procedures, guidelines and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein and we encourage you to not only review the handbook carefully but also to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the teachers or administrators in your school.

This handbook contains certain policies and procedures of St. Raymond Catholic School. St. Raymond Catholic School may change any of its policies and procedures and apply them as circumstances dictate. Families will be notified of major changes through the weekly update or weekly email from the Principal. This handbook may not cover every situation; accordingly, the school principal maintains the discretion to make final determinations regarding how to address situations that arise that are not specifically addressed in this handbook. This handbook will be updated when necessary and reviewed annually by the staff of St. Raymond Catholic School and Independence Mission Schools.

Students and families must work together with the school and abide by the policies in this handbook. School-to-home cooperation is imperative to the success of the student

RIGHT TO AMEND

Every effort has been made to provide you with correct information. The Administration reserves the right to change, amend, add or delete any or all of the policies, procedures or guidelines contained in this student handbook for just cause. Parents will be notified as these changes occur.

St. Raymond Independence Mission School Faculty and Staff Listing

Position	Name	Email
Pre-K Teacher	Ms. Nadira Dickerson	ndickerson@straymondphila.org
Pre-K Aide	Ms. Thomasisa Boddie	tboddie@straymondphila.org
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Kindergarten Aide	Ms. Quisha Allen	qallen@straymondphila.org
1st Grade Teacher	Ms. Dana DiPasquale	ddipasquale@straymondphila.org
2nd Grade Teacher	Ms. Maria Lobron	mlobron@straymondphila.org
3rd Grade Teacher	Ms. Talya Adams	tadams@straymondphila.org
4th Grade Teacher	Mr. Jamar Martin	jmartin@straymondphila.org
5 th Grade Teacher	Ms. Melissa Scutt	mscutt@straymondphila.org

6th Grade Teacher	Ms. Jennifer McLaughlin	jmclaughlin@straymondphila.org
7 th Grade Teacher	Mr. Felix Moreno	fmoreno@straymondphila.org
8 th Grade Teacher	Ms. Dene Jennings	djennings@straymondphila.org
Art Teacher	Mrs. Deadra Idokogi	didokogi@straymondphila.org
Music Teacher	Harrison Cohn	hcohn@straymondphila.org
Physical Education Teacher	Ms. Sandy Kehoe	skehoe@straymondphila.org
Principal	Mr. Durrel Harris	dharris@straymondphila.org
Vice Principal	Ms. Elizabeth Maria Parambath	eparambath@straymondphila.org
Business & Tuition Manager	Mrs. Ella Cooper	ecooper@straymondphila.org
School Secretary	Onedia Brooks-Green	ogreene@straymondphila.org
NDS		
CARES	Amber William	awilliams@straymondphila.org



IMS Mission Statement

Independence Mission Schools (IMS) provides a transformative Catholic education to children of all faiths across the city of Philadelphia. Unlocking our students’ potential starts with a culture of love that values and embraces each child. The promise of God’s love, shown by our faculty and staff, is at the very core of the Catholic education our schools deliver. This atmosphere sets our students, from kindergarten to Grade 8, on the path to a promising future in which they feel confident in their own worth and ready to succeed both in and out of the classroom.

Vision

Through a deliberate approach that combines both our Catholic values, academic focus, and unwavering faith in the great potential found within each of our students, we aspire to support our students in becoming problem solvers, critical thinkers, and civic-minded citizens who—when faced with life’s unknown challenges—demonstrate grace and perseverance.

Accreditation

St. Raymond Catholic School is accredited by the Commission on Elementary Schools of the Middle States Association.

History

St. Raymond Catholic School opened as an elementary school in the Archdiocese of Philadelphia in 1910. The school celebrated 100 years of Catholic Education in Mount Airy in 2010. St. Raymond became an Independence Mission School in 2013.

St. Raymond's Mission Statement

The mission of St. Raymond's Roman Catholic Independence Mission School is to expose our students to the teachings of Jesus Christ and educate our students. The faculty is dedicated to providing a safe learning environment that promotes the ideals of truth, knowledge, and honor. Our school empowers students through a challenging and ever evolving curriculum while developing each student's God given gifts to serve others for the honor and glory of God.

Religious Instruction

The focus of our work and activity is on God, Scripture, values, and morals from the Catholic perspective. Students participate in religion classes daily and they worship monthly as a school family. Our religion program includes religious education classes, sacramental preparation, liturgical and prayer experiences, and opportunities for Catholic witness and service. We hope to further each child's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents.

Mass

Our students and teachers are required to attend Mass at least monthly, on Holy Days of Obligation, and on other days of religious celebration. Families are welcome to attend Mass.

Belief Statement

We believe that...

- The foundation of our school is Jesus Christ
- Each child is made in the image and likeness of God
- We are called to love and respect one another as God has loved us
- Our Catholic school educates children spiritually, academically, emotionally, physically, and socially. Each child has the ability to be creative and our school strives to foster each student's creativity
- Parents have an important role in the education of their child and the larger school community
- Effective communication between parents, teachers and the school administration enhances the education and well-being of the students.

Family's Role in Education

At IMS, we consider it a privilege to work with families, who we believe are the first and primary educators of their children. During these formative years, children need constant support from both their families and the school faculty to develop their moral, intellectual, social, cultural, and physical development. Evidence of mutual respect between families and teachers will model good, mature behavior and relationships. When concerns arise, please contact your child's teacher or an administrator. Families are expected to support the policies of the school as a condition of enrollment. Just as the family has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that its partnership with a student's family is irretrievably broken.

As partners in the educational process we ask families to:

- Set rules and establish a schedule, times, and limits so that your child gets a good night's sleep on school nights, arrives at school on time and is picked up on time, and completes homework assignments by their due date
- Restrict the student from bringing any non-school-related items to school; please note that the school is not responsible for any missing or damaged items
- Ensure the student is dressed according to the school uniform dress code
- Actively participate in school activities whenever possible, such as back to school nights, parent/teacher conferences, and family engagement activities
- Notify the school office by 8:00 a.m. when a student is absent and the nature of the absence
- Notify the school office, in advance and in writing, of any changes of address or important phone numbers or changes to your child's dismissal routine
- Inform the school of any special situation regarding the student's well-being, safety, or health including, but not limited to, medical conditions, allergies, change in family circumstances, and/or child custody orders
- Complete and promptly return to school any requested information, such as surveys, packets, and required forms
- Review email regularly to read school notes and newsletters and to show interest in the student's total education
- Inform the administration of any concerns which may call for administrative action or attention
- Communicate with school staff in a respectful manner reflective of an effective partnership
- Meet all financial obligations to the school, including tuition, fees, and fines for damage to textbooks or school property
- Follow all health guidance, including completing and returning to school a yearly emergency/medical information form, and to ensure that their child is up-to-date on their required vaccines and that the school is notified in writing of any health condition or allergy

School Volunteers

Families are encouraged to take an active role in their child's education by volunteering in the school. All volunteers must complete the required clearances and training prior to beginning any volunteer work with the school. All paperwork required as documentation of these clearances and training must be on file with the IMS Human Resources Office. Please contact the school principal for information about completing and submitting these requirements.

Academic Policies and Procedures

Student Records

Records will only be released with written permission from a student's family/guardian. Academic records are the property of St. Raymond.

Progress Reports

Progress reports are available at the mid-trimester point each trimester. Families can always review their child's academic progress through Educate.

Report Card Policies

Report cards are available to view on TADS three times per year to students in Kindergarten through 8th. (Pre-K will receive a paper copy the day reports cards are released)

Family-Teacher Conferences

Planned conferences will be offered at least once a year. If a family/guardian would like to schedule a family-teacher conference at any other point during the year, they must contact the student's teacher.

Standardized Testing

The Terra Nova Test is administered each year to students in 6th and 7th Grades. The results are communicated to families and are utilized by the school for curriculum planning. MAP Testing is administered to all students in kindergarten through Eighth Grade. It is given three times during the school year for reading and math and charts your child's growth in these areas.

Curriculum

The St. Raymond Catholic School curriculum from Kindergarten through Eighth Grade includes Religion, Integrated Language Arts, Mathematics, Science, Social Studies, Art, Computer Literacy, Music, and Physical Education. The curriculum guidelines for each subject were developed by Independence Mission Schools.

Homework Assignments

Homework is an extension of the learning that takes place in school. Homework provides practice and drills that reinforce classroom learning and creates opportunities for independent study, research, and creative thinking. Homework includes both study and written assignments which students are expected to complete independently. While the assignments should not require undue family assistance or supervision, families can help their children by arranging a quiet, comfortable place to work, checking that assignments are completed, and signing homework (if required by the teachers). Ample time is allowed for the completion of research and long-term assignments or projects, and students should pace themselves by spending additional time each night focusing on these assignments so that they are completed on time. Homework can be obtained from students' homework books or Google Classroom.

Graduation

Eighth Grade students who have completed the prescribed course of study and maintained a suitable conduct record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the principal and the Eighth Grade teachers. **The principal reserves the right to deny the privilege of graduating and/or participating in graduation exercises to any student who does not meet the academic or behavioral expectations of the school or whose family has not met their financial obligations to the school.**

Field Trips, Extracurricular Events, and School Spirit Celebrations

Throughout the year, the school may offer students opportunities to participate in community building and school spirit events, which may include but are not limited to pep rallies, field days, and club activities. Participation in these activities is a privilege, not a right. The principal has the right to restrict any student from participating in field trips, extracurriculars, or school spirit celebrations if, in the principal's view, the student's conduct, academic record, or disciplinary record indicates that the privilege should not be extended.

Books

All textbooks are the property of St. Raymond Catholic School. The school issues textbooks to each student for his/her use. Each textbook must be returned to the teacher at the end of the school year. If a student's book is lost or destroyed, payment for the cost of the textbook must be made in full. The charge for a lost or destroyed textbook will be the retail cost to replace the book.

Academic Dishonesty

Academic dishonesty is defined as any cooperative or solitary attempt to represent the work of any other person as one's own. Examples include but are not limited to:

- Copying any portion of another student's assignment or test
- Looking at any material not provided or permitted by the teacher during a test.
- Giving answers to others on a test.
- Informing others of test items before they take the test
- Reporting inaccurate grades
- Use of any electronic device (cell phone, smart watch, etc.) to give or obtain answers on a test.

Both the student who copies and the student who knowingly offers work or materials for copying will receive consequences. Students who are found to be academically dishonest may receive a zero on that assignment or test, in addition to any other appropriate disciplinary consequences.

Admissions Policies and Procedures

St. Raymond Catholic School is committed to advancing the mission of IMS by providing a transformative quality education for our students. We commit to serving the students within our community, and offer admission to all students we have capacity to serve. Catholic School endeavors to accommodate students with special needs as the School's resources and capabilities reasonably permit. The School reserves the right to decline admission or to impose reasonable conditions of attendance where circumstances indicate.

St. Raymond Catholic School follows the School District of Philadelphia's age requirements for admission. A student who is 5 years old by September 1st is eligible for Kindergarten. A student who is 6 years old by September 1st is eligible for first grade. The necessary forms and certificates for admission include:

- Birth Certificate
- Baptismal certificate (if Catholic)
- Immunization record: student(s) must adhere to Pennsylvania state regulations on student immunization. No exemptions are granted on the basis of religion or otherwise.
- Personal recommendation (from the student's previous teacher, counselor, or principal)
- Copy of the student's most recent report card (or progress report)
- All relevant custody agreements, if applicable

The admittance of students is contingent on the following factors:

- Academic records and/or testing results: Students must submit satisfactory academic records from their previous school. If a child has never attended school, the child will be required to demonstrate academic readiness through an appropriate assessment. New students registering for second grade through eighth grade must also demonstrate satisfactory skills on placement tests.
- Discipline record: Students must submit evidence of a satisfactory discipline report and the completed personal recommendation form (to be provided by St. Raymond) from their previous school.
- Agreement for admission: parents/guardians must sign a form in which they acknowledge certain obligations to St. Raymond Catholic School. These obligations include: their child's attendance at all religion classes and participation in all religious functions offered as part of the school program during the school week; timely payment of all required fees and tuition; acceptance and promotion of the philosophy, goals, objectives, and regulations of St. Raymond Catholic School; and understanding the importance which the school places on families worshiping together regularly at their home church (if Catholic).

St. Raymond Catholic School admits students of any race, color, religion, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. St. Raymond Catholic School does not discriminate on the basis of race, gender, sexual orientation, color, religion, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

As part of our public relations efforts, we routinely photograph faculty, staff, and students involved in school-related activities. Your (non)consent to have your child photographed is indicated in TADS (our registration system) at the time of registration.

ATTENDANCE POLICY

Attendance

There is a strong relationship between school success and a good record of attendance. Students are expected to be punctual. Families/guardians are asked to schedule trips and vacations around the school calendar to minimize the number of days students will be absent from school. Families should encourage good habits of attendance and punctuality in their children. Whenever a student must be absent from school, a parent or guardian must notify the school of the reason before 8:00 a.m. on the day of the absence. *If we have not received a call by 8:15 am we will contact you. Please respond so we know your child is safe.*

Students who are too ill or otherwise incapacitated to attend classes and participate fully in class activities may not participate in activities scheduled for the afternoon or evening of that day. Students must be present at least a half day of school in order to participate in any after school sports or extracurricular activity.

Consistent attendance concerns will result in interventions or disciplinary action, up to and including dismissal from the school for the following year.

Attendance Goal

Our goal is for students to attend school 95% of the time or more. Accordingly, a student should not miss any more than nine days of school over the course of the school year.

Late Arrivals

A student who arrives late for school must sign in at the school office and present a note from her/his parent/guardian explaining the reason for the lateness (Students who are late because the school bus on which they were riding was late do not need to present a note). Lateness negatively impacts a student's attendance record and constitutes a serious infraction because it disrupts class and causes loss of instructional time for all students in the class. As a result, students who are often or excessively late to school may not be allowed to return to St. Raymond for the following school year.

Regular school attendance impacts positively on the child's academic development. The Commonwealth of Pennsylvania prescribes the total amount of days that school is in session (currently 180 days). Academic and personal achievements are enhanced when students attend school with a high degree of consistency. Since the pandemic started, we learned that life could change in an instant, so we need to prioritize what is important. Your child and his/her accomplishments are important to us at St Raymond. Coming to school every day and on time is the key to student success so we at St Raymond will be updating the attendance policy as followed:

- **All absences must be accompanied by a note**
- **When an absence is due to an illness the note must come from a doctor. All notes are to be sent to the Family Connections Liaison.**
- **After a student has 5 absences with no note, a certified letter from the principal may be sent to the parent/guardian.**
- **After a student has 10 absences with no note, the student and parent/guardian must come in the school building to meet with the Principal and Parent Connections Liaison, and the student will be placed on an Attendance Improvement Plan, that will be monitored closely by the Family Connections Liaison.**
- **After a student has 15 absences with no note, a meeting will be held with the Principal, Parent Connections Liaison, parent/guardian to discuss the future of the student attending St. Raymond school.**
- **Excessive latenesses with no note will result in the student being placed on an Attendance Improvement Plan at the discretion of the school Principal.**

We want all the students at St Raymond to have academic and personal success stories and this updated policy will help create a productive environment for all students.

1. *Arrival at School:* Students in PreK-4th come into the building on the Forrest Avenue side (side of the playground). Students in 5th-8th use the Williams Avenue entrance.
 - 7:30 - PreK, K, and 5th
 - 7:33 - 1st, 2nd, and 6th
 - 7:36 - 3rd, 4th and 7th
 - 7:40 - 8th
 - 7:45 - School day begins

Parents may not enter the building with the students. The door will close promptly at 7:45 A.M. Any student arriving after 7:45. must enter the building through the doorbell door on Forrest Avenue. These students will be marked late. The parent/guardian is asked not to leave a child at school before 7:30 A.M.

2. *Lateness:* Students arriving on time and ready to begin the school day is an important part of their formation and growth in maturity. Being on time is also an act of charity towards the teacher and other students since late arrivals are an interruption in the classroom. A student is considered “late” if they arrive after 7:45.
 - A student who arrives late for school must report to the School Office.
 - The School Office records the child’s lateness and the child proceeds to their classroom.
3. *Daily Routine:* Each morning, as well as throughout the day, students must be respectful during Christian Prayer.
4. *Regular Dismissal:* Our students are dismissed at 3:00 P.M. Parents are asked to remain outside until the students are dismissed. Dismissal lines for Pre-K-4th use the Forrest Avenue door. Dismissal lines for Grades 5 thru 8 use the Williams Avenue door. Parents are asked not to drive in the schoolyard, as our students are walking across the parking lot at Dismissal. Students who have not been picked up by 3:10 will go to CARES.
 - 2:55-PreK and K/5th
 - 2: 57- 1st/6th
 - 2:59-2nd/7th
 - 3:01-3rd/8th
 - 3:03-4th
 - 2:55 Cares worker will start at the 4th grade and work their way down the hallway to pick up the CARES kids
5. *Early Dismissal - Individual Students:* No child will be excused early except in cases of emergency. To request an early dismissal, a parent/guardian is asked to please send an email to the homeroom teacher and Ella Cooper at ecooper@straymondphila.org. The student will be dismissed from the School Office. The parent/guardian must report to the School Office and sign the “Attendance Log Book” in order to have your child released from school.
6. *Early Dismissal – Entire School:* Throughout the school year early dismissals occur when there is a Faculty meeting, Professional Development or occasionally before vacation breaks. Every Tuesday, students are dismissed at 1:30 pm. Other half day dismissals are at 12:00 P.M. Please be sure to check the school calendar for different dismissal times. CARES will be provided on the days when there is an Early Dismissal (unless parents are informed otherwise) but no hot lunches will be served on the 12:00 dismissal days. Students who are staying for CARES will need to bring lunch on these days.

7. *Emergency Contact Information:* Saint Raymond School requires the parent/guardian of each student to complete Emergency Contact information when registering their child on the TADS database. It is important that the information is accurate and updated so that the School can contact the parent/guardian in the event of an emergency (sickness or another matter). Any updated information should be sent to the School Office.

CARES Program Policies

In recognition of the need for a parent/guardian to have work schedules that will not always allow them to be present with a child at the beginning or end of the school day, Saint Raymond School offers CARES (Children Are Receiving Extended Services) as a service to our school families for grades PreK thru 5th. Parents picking up their children from CARES can park in the Church parking lot at the corners of Williams and Vernon Road. The CARES entrance is through the down staircase and turns right to the Doorbell door.

1. *CARES Evening Services:* A student may receive services from 3:10 P.M. until 6:00 P.M. A parent/guardian must enter the building to pick up a child (sign out is required by law). No child will be released to someone who is not the parent/guardian unless permission has been given in writing. If a parent/guardian is late in picking up a child, there is a \$1 per minute late fee.
2. *Fee for Services:* A fee per child per hour is charged for After School CARES. All fees must be paid to the School Office and submitted in an envelope with the student's name and days on which they will receive services at CARES. If the child is here until 5:00 the cost is \$6 and if they are here until 6:00 the cost is \$7.
3. *General:* All students must have an emergency card on file with up-to-date information at all times to remain in the CARES Program. Since CARES is an extension of the School day, all of the policies in this handbook remain in effect including the issuance of demerits for behavior. A student may be expelled from CARES for consistent unchristian behavior or due to lack of parental commitment in picking up a child at the end of the CARES services.

School Culture and Student Conduct

St. Raymond Catholic School exists to create a positive, structured, and loving atmosphere in which each student can learn and thrive, while exhibiting proper behavior and self-control. In order to provide a successful learning experience, it is important to establish consistent classroom procedures and clear guidelines around behavioral expectations, using a proactive, preventative approach that keeps our care and respect for our students at the forefront. Each teacher will have consistent expectations for their classroom that will be explained, taught, and modeled. These behaviors will be reinforced throughout the school year. Students are expected to exemplify positive behaviors on school grounds and anywhere students represent St. Raymond. Students should be aware that there are consequences for failure to observe behavior expectations; all consequences should be logical and appropriate and all adults, especially the classroom teacher, share in the responsibility of consistently responding with logical and appropriate consequences.

Student Expectations

Students attend and participate in the school program so that they may develop to their fullest potential. Students are expected to exhibit behavior that reflects favorably on themselves and the school. Students are expected to:

- respect all other persons by the way they speak to and act toward them
- respect the rights of others, including the right to secure an education in an environment that is orderly, disciplined, and free from disruptions and distractions
- contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all
- behave appropriately in all situations and adhere to the Catholic principles which the school espouses
- be punctual and attend school on a regular basis
- come prepared for class with required supplies and assignments
- make an earnest effort to do their best work
- assist in the efforts of teachers and families to communicate about a student's progress by presenting to their parent/guardian all test papers and other documents requiring a parental/guardian signature and returning those documents to school promptly
- deliver other forms of communication between their teachers and parent/guardians when instructed
- observe the approved school dress code
- respect school property and help keep it free from damage
- accept responsibility for his/her actions and commit to consequences with an intent to grow and learn

Discipline Policy and Procedures

The school's main objective is to create a positive, structured and loving atmosphere in which each student can thrive and exhibit proper behavior and self-control. In order to provide a successful learning experience, it is important to establish consistent classroom procedures and clear guidelines for behavioral expectations. A fair, consistent discipline policy is an integral part of a sound educational program. Discipline is a reflection of the philosophy of a Catholic school which strives to develop students committed to the observance of just rules and regulations and to assist individuals in responding to their responsibilities and obligations to themselves and others. The philosophy of St. Raymond Catholic School supports the belief that each child deserves to be guided and encouraged so that healthy attitudes toward self and others are fostered.

Students are considered representatives of their school at all times, including on the bus, at school-sponsored functions, and on social media. Inappropriate behavior outside of the school (and both on and offline) may still result in disciplinary action.

Minor infractions that cause distractions and interruptions in the classroom will be addressed in accordance with the classroom management policy of the teacher. These infractions may include but are not limited to:

- being unprepared for class
- failure to follow classroom rules and procedures
- disrespect to peers
- inappropriate language or gestures
- cheating or plagiarism

Consequences may include but are not limited to loss of privileges, detention during recess or after school, and a call or conference with the parent/guardian.

A safe, nurturing, and thriving environment for all students is important to us. More serious infractions that require the intervention of administration may result in logical consequences which may include continued loss of privileges, suspension, and/or expulsion. These logical consequences are determined at the discretion of the administrative team. Examples of serious infractions include, but are not limited to, the following:

- Fighting of any kind, including play-fighting and horseplay
- Flagrant disrespect for authority directed to any adult
- Possession and/or use of drugs (including prescription drugs), nicotine, vapes, or alcohol

- Vandalism of school or parish property
- Possession of weapons or any other material or item not permitted on school grounds
- Bullying or harassment of others, including cyberbullying
- Unwanted touching or contact with others
- Leaving class or school without permission from a school authority
- Theft
- Violation of acceptable use policy for technology
- Repeated classroom disruptions and offenses
- Repeated suspensions

Independence Mission Schools believe in restorative practices. All efforts will be made to make infractions a teaching moment for the student. However, it is important the student and parent cooperate when dealing with these situations. Our administrative team will work together in creating a plan of action that best meets the needs of our students and the school community. Any plan of action that is made will be communicated with parents and documented at the school level. In the event of a suspension, the administrative team will determine the requirements for readmission to the school, which may include a reassessment period for the student. Every effort will be made to help the student complete the current academic year. Full cooperation of families and students in regards to academic, behavioral, attendance, and tuition policies is essential for continued enrollment at the school.

Continued enrollment at the school is a privilege, and full cooperation of families and students in regards to academic, behavioral, attendance, and tuition policies is expected. The principal is entrusted to ultimately determine the appropriate consequences when this cooperation is not met.

Bullying

St. Raymond Catholic School has a zero-tolerance policy towards any bullying behavior. Bullying happens when someone with more power purposefully hurts someone with less power, through physical strength, social skill, verbal ability, or in any other manner. Instances of bullying that go unreported cannot be dealt with in an appropriate manner, so it is imperative that all such instances are communicated as soon as possible. At St. Raymond Catholic School, we ask that if a child has reported to his or her family/guardian that he or she has experienced bullying, the parent/guardian should notify their child's teacher immediately so that it can be investigated and appropriate actions can be taken to prevent further instances. (If the investigation determines it is appropriate, the bullying behavior may be reported to law enforcement). In addition to promptly notifying the school, families are always encouraged to report threats of violence or harm to their children to law enforcement, including instances in which any such threats are perpetrated electronically. Students are required to refrain from participating in any malicious, derogatory or inappropriate exchanges via text messages, e-mails, or social networking sites. All incidents should be reported to the school for investigation.

Electronic Device Policy

Students have access to a school-provided Chromebook throughout the day. With the exception of this Chromebook, students are NOT PERMITTED to have electronic devices, including but not limited to cell phones, smart watches, and tablets, during school hours without the express consent of a faculty or staff member. The teacher will determine how any electronic devices will be stored in the classroom. Failure to follow these instructions will result in disciplinary action.

For legal and privacy reasons, students are prohibited from taking photographs or video of any school employees or students during school hours or at school sponsored events without the express permission of those being photographed. This includes but is not limited to sharing pictures/videos electronically by phone, email, text messages or social media.

1. *Love One Another as I Have Loved You:* The standard for the behavior expected of our students is given by Christ in the Gospels and through the two thousand year tradition of the Catholic Church. We invite our students to be more than Christians in name alone. We invite our students

to be “doers of the Word” and not just “hearers of the Word” as we live the Christian Ideal each day in our classrooms, hallways, cafeteria and schoolyard.

2. *The Demands of Christian Behavior Toward Oneself*

- a. *Honesty*: a student’s work should be their own (a student does not forge a signature, lie, cheat on tests or homework)
- b. *Integrity*: students should always be where they are supposed to be (never out of the class without permission, staying for an assigned detention), students avoid all contact with alcohol, tobacco and drugs in recognition of their being a potential harm
- c. *Maturity*: students should behave at an age appropriate level as they grow (students should be prepared for class, return paper/tests/notes signed when requested, avoid profanity and abusive language)

3. *The Demands of Christian Behavior Towards Another*

- a. *Respect for the Other*: students recognize the presence of God in the other by the way they speak and act toward teachers, school staff, volunteers as well as other students; gossip and calumny violate the rights of another and cannot be tolerated in our school community; physical aggression through hitting, biting, pinching, pushing or intimidating another is never tolerated (and may lead to suspension or expulsion), stealing from another (adult or child) or the destruction of another’s property is sinful and will not be tolerated;
- b. *Civility*: students help create a healthy environment thru their behavior; students do not create disturbances at any point; students respect the privacy and private property of others; students do not use cell phones without the permission of a teacher during the school day (each teacher develops his/her own policy on the possession of cell phones) nor do students use electronic games or listen to music via headphones during the school day (our school is not responsible for any electronic gadgets that are lost during the school day, students are encouraged not to bring them to school). *Please note*: iWatches are not allowed to be worn.

4. *The Demands of Christian Behavior Towards the Common Good*

- a. *Respect for School Policy*: students have an appropriate respect for the policies of our school by following the dress code, homework and technology policy, refraining from eating outside designated areas or chewing gum at any time, avoid all contact with knives or guns (including pellet guns)
- b. *Respect for Authority*: students should have an appreciation for the rules of the school and requests from teachers and other adults in positions of authority, even if they do not agree with the rules or requests (no loitering after dismissal, disorder during a fire drill, no deliberate disobedience)
- c. *Respect for Property*: students are expected to care for books, furniture, equipment, the school building and grounds that we are blessed with at Saint Raymond School, thus vandalism or destruction of property is never tolerated

5. *Class Dojo*: ClassDojo is a school communication platform that teachers, students, and families use every day to build close-knit communities by sharing what’s being learned in the classroom home through photos, videos, and messages. **Class Dojo is not used to track behavior.**

6. *Restorative Practices*: Is an emerging social science that studies how to strengthen relationships between individuals as well as social connections within communities. Restorative practices is what our school community will use to work through any potential conflicts within the St. Raymond school community.

Communication Policies

We believe that effective communication between Parents, Teachers and the School Administration enhances the education and well-being of our students. We want to always be open and honest for the good of each child and the common good of the School Community.

1. *Daily Communication:* Each student has a planner that he/she will use for recording homework assignments and scheduled tests. In addition, each Teacher will record merits and/or de-merits on the Behavior Folder as a means of communicating information about a student's behavior with the Parent/Guardian. Each Parent/Guardian needs to sign the Behavior Folder each night. Parents/Guardians are welcome to contact the Principal, School Staff or any of our Teachers using email (email addresses are available on the website, www.straymondphila.org). In the case of an emergency, you may contact a Teacher by calling the School Office. Teachers may not be interrupted during the school day: lunches, messages, forgotten books, etc. should be left at the School Office with the child's name and room number. No one is ever permitted into a classroom without a Visitor's Pass.
2. *Conferences:* Parent/Guardian Conferences with a Teacher are scheduled at the first trimester progress report (mid-trimester) for the 1st trimester. Arrangements for Parent/Guardian-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, Parents/Guardians should feel free to discuss it with the proper school authority - the Teacher, or the Principal. The better the communication, the easier it is to direct your child in his/her educational endeavors.
3. *Family Communication Folder:* Effective communication is the single most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep Parents/Guardians informed of policies, activities, upcoming events, and student progress. Regular forms of communications include this handbook, the School's calendar of events (www.straymondphila.org News & Events: Full Calendar: For Parents: Forms and Applications: 2021-2022 Calendar), and regular communication updates available at www.straymondphila.org
4. *Student Records:* Unless a court or custody agreement specifies otherwise, each Parent/Guardian with legal custody is entitled to access all school records of their child/ren. In the event of a court case, school records of a child may be disclosed only upon written consent of the parent/guardian with legal custody or through a subpoena or court order. If a student transfers to another school, the receiving school will request school records (which can only be issued if all obligations are satisfied at Saint Raymond School).
5. *Release of a Child:* A child will not be released to a Parent/Guardian that does not have physical custody, without the written consent of the Custodial Parent/Guardian. To determine the Custodial Parent/Guardian, all separated or divorced parents of children enrolled at Saint Raymond School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. The Court Order/Custodial Agreement is placed in a confidential file.

Field Trip/Class Trip Policies

The purpose of every Field Trip is to broaden the intellectual, cultural, and social experiences of each child. Field Trips normally take place during the hours of the school day but may require a student to arrive before 7:30 A.M. and may not return until after the regular dismissal. There will be no overnight field trips or activities.

1. Each Teacher is responsible for choosing and planning the Field Trip that is appropriate for their Class; the Principal approves Field Trips.
2. Each Teacher makes the decision regarding which Parents will serve as Chaperones for a given Trip. Chaperones must have appropriate clearances to go on a field trip (see Volunteers on page 23)
3. Saint Raymond School may subsidize the cost of the Field Trip but there may be additional costs for a Field Trip that must be covered by the Parent/Guardian.
4. Each student's Parent/Guardian must provide written permission for each trip in order for the student to participate. The Parent/Guardian and the student, in the form provided by the Teacher, must sign a Field Trip Parent Consent Form.
5. The Principal and/or Teacher may decide to not take a particular student on a Field Trip due to concerns that will be communicated to the parent/guardian.

Financial Policies and Procedures and TADS

Tuition Payments

Tuition is billed over a 10-month period from August 15-May 15. TADS will assess a \$40 late fee for any payment which is not made within five days of the due date. Late fees will begin to be assessed in the month of August. Families select the desired payment method for monthly payment in TADS. Payments may be made by automatic withdrawal from your bank account, by credit card (Mastercard, Discover, Visa or American Express), or by check or money order. All payments by check or money order should be sent by mail to: TADS 110 North 5th Street Second Floor, Minneapolis MN 55403.

Tuition Refund Policy

Tuition is non-refundable.

Return Check Policy

Families are responsible to make full financial restitution for any checks that are returned to St. Raymond Catholic School due to insufficient funds, including all related fees. Families will be responsible to make full restitution for any school related materials or merchandise that is loaned or provided to a student and not returned to the school when due. If a family fails to comply with this rule, the student's privileges will be revoked and the student's report card will be withheld at the end of the school year until restitution has been made.

Office Records

Families are requested to notify the school—through email or in writing to the school office—of any change of home telephone numbers and/or address, business telephone numbers, and telephone numbers of emergency contacts so that office records are always accurate, complete, and up to date.

Transfer of Students

If a student will be transferring out of an IMS school, the student's parent/guardian should notify the school principal, in writing and in advance of his or her withdrawal date. This enables the school to prepare necessary

information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled and tuition is paid in-full.

Tuition Policies

Students whose tuition payments are not up to date a week prior to school must contact the school principal. Students with outstanding balances are at risk of not being permitted to attend the first day of school.

If tuition and fee obligations are not paid up to date before school events, (trips, dances, etc.) students may not be permitted to participate in the event. Eighth grade students will not be permitted to participate in special trips and/or graduation if all tuition and fees due are not paid. Report cards may be held for any student with an outstanding balance. Students whose tuition is two months late will be excluded from school until the past due balance is paid. Students who are absent for ten or more days, due to tuition delinquency, will be dismissed from school. The school reserves the right to ask families who have patterns of gross delinquency in meeting financial obligations during the school year to find other accommodations for the education of their children. All scholarships and other financial awards known to the school will be reflected in the tuition agreement. If further awards are made, those awards will be credited to a student's accounts as they are confirmed by the school. However, families and students are responsible for maintaining any conditions required for the award and remain financially liable if the grant/scholarship is NOT ultimately paid to the school by the grantor for any reason.

Health & Wellbeing Policies

Saint Raymond School encourages the health and well-being of our students. Life is a precious gift from God and every Christian has a responsibility to maintain their health so that they might glorify God with their body.

1. *Nursing Services:* A registered nurse is provided by the Philadelphia School District according to the school's enrollment, on days selected by the public school district. The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referrals to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse, or School Office will arrange to have the student transported to the hospital.
2. *Health Screening:* All students are screened yearly under the State-Mandated Program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.
3. *Medical Issues:* If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.
4. *Accident/Illness at School:* Accidents or unusual illness occurring at school are reported immediately to the School Office. When a student becomes ill or meets with an accident, the parent/guardian is contacted. If the Parent/Guardian cannot be reached, the emergency contact will be called. No medicine of any kind, including aspirin, may be given to the student. Only basic first aid may be administered. Each child is required to have a Tuberculin Tine test within a three-month period prior to entering school.

5. *Sleep*: The Parent/Guardian of a student is expected to maintain a schedule at home that allows the child to get the amount of sleep necessary for their health and well-being.
6. *Lunch*: All students stay for lunch during the school year. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom Teacher and forwarded to the office. The child must have an adult with him/her when leaving for and returning from lunch. The Parent/Guardian must sign the Attendance Log in the Main Office.
 - a. Hot lunch is served during the school year, provided by the Nutritional Development Services. The lunch is in line with health recommendations for sodium intake. For information, menus, news, and testimonials, visit the NDS webpage and the school meals Facebook: www.nutritionaldevelopmentservices.org www.facebook.com/NDSSchoolLunchProgram
 - b. If your child is bringing their lunch, please include in your child's lunch box a paper placemat or paper towel to place under his/her lunch. Also include at least two napkins in the lunch box. This is most appreciated as a means of helping with the clean up at the end of each lunch period. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash and recycling containers, and walk to the playground area when dismissed.
 - c. Respect and courtesy are to be shown to the staff that supervise and assist during this time.
7. *Healthy Lunches* – Students are expected to bring healthy lunches. We encourage all students to eat healthy lunches; therefore, soda and candy are not permitted in the lunchroom. Nor does Saint Raymond School permit parents to deliver “fast food” lunches to the students in the lunchroom.
8. *Birthday Celebrations*: In the event that it is your child's birthday, we will announce it at our weekly St. Raymond Community meetings on Friday before dismissal. The school will sing Happy Birthday to your child. Cakes, cupcakes, snacks, etc. cannot be sent to school. This is disruptive to the class and/or lunch routine.
9. *Morning Snack*: During a morning break, students may have a snack. There are soft pretzels available for purchase. The students may bring a snack and a bottle of water for snack time (soda and candy are not permitted.).
10. *Safe Environment Training*: The Charter for the Protection of Children and Young People calls for all dioceses to establish Safe Environment Programs at all grade levels. This ongoing education is presented to the students in Saint Raymond School two times during the school year. The lessons are available for parents to review by visiting www.Catholicschools-phl.org: Parents: Safe Environment. Parents/Guardians are notified when the instruction will take place and have the option of signing a paper requesting their child does not attend the training.

School & Student Safety

Emergency Communications

Our contact system is TADS Educate. This system will deliver emails/text messages to families individually with updates and information communications from the school. For example, should schools need to close early due to weather, or if there are unexpected bus delays, this system would notify you by email/text message. All students have been entered into the TADS system. If your emergency contact information changes, please contact the school office to provide updated information as soon as possible.

In the event of an emergency that requires that your child be picked up at an alternate location, information will be communicated to families via TADS Educate.

Emergency Drills

State Law requires that emergency drills be held periodically throughout the school year. Fire drills are practiced monthly. Lockdown, shelter in place, and evacuation drills are practiced yearly.

Student Health Records and Immunizations

Proof of a health examination and current immunizations are mandatory for the students to be enrolled in our school in accordance with the regulation of the Pennsylvania Department of Education. The necessary form is available from the student's primary care physician. No student will be allowed to attend classes after September 15, until his/her updated health form has been turned into the school office.

Student Illness

Please do not send a child to school who shows signs of illness. A student who becomes ill at school should request permission from his/her teacher to report to the office or school nurse. If the illness is serious, the student's parent/guardian will be contacted. No student will be released from school with anyone other than his or her parent, guardian, or responsible adult designated by the parent/guardian (the responsible adult may be asked to provide identification before signing the student out at the appropriate school office).

Please remember: Students with a fever of 100° or higher or who are vomiting or have diarrhea will be sent home. Students are required to remain at home until they are fever- and/or symptom-free for 24 hours. Students recovering from pink eye (conjunctivitis) must be on medication to treat the condition for at least 24 hours before returning to school.

Families of students with chronic medical problems should disclose the student's condition to the administration, school nurse and the classroom teacher(s).

Medication

The Prescription Drug and Medicine Authorization (MED-1) form must be completed by a physician before any prescription or over-the-counter medication will be dispensed by the school. This form is available at school. **We cannot keep medicine in the school without this form.** All medicines or refills must be delivered to the school by a family member or guardian. All medications must be in the original container. Students may **NEVER** carry medicines on school grounds unless directed by the school nurse for emergency purposes. Any student with medication in their possession is subject to disciplinary consequences.

Medical Emergencies/Accidents/Injuries

Accidents on school property shall be reported immediately to the principal. A report shall be written describing the accident and any follow up care. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the IMS Central Office.

Food Allergies

Students with food allergies will be accommodated to the extent practical for the school. The parent or guardian of a student with food allergies should notify the school in writing of the student's condition.

Inspections

Quarterly safety inspections will be conducted by school personnel. The school's insurance company will conduct annual inspections of the facilities and grounds. Annual asbestos inspections shall be conducted in schools that contain asbestos.

Safety and Security Legal Custody Factors

It is imperative that parents/guardians provide the school office with copies of any court orders or records that restrict or relate to the custody and care of their child(ren). The school staff cannot be responsible for your child's safety if these documents are not on file with the school. Please make sure your child(ren) is/are aware of the persons with whom they are and are not permitted to leave or be with while at school.

Families are asked to inform school personnel when legal custody of the child(ren) resides with one family. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial families should supply the school with copies of protection from abuse (restraining) orders if applicable.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights) have no such educational rights and may not participate in these matters without the permission of the custodial parent/guardian.

Unless a court or custody agreement specifies otherwise, each family/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the family/guardian with legal custody.

A child will not be released to a family member/guardian who does not have physical custody, without the written consent of the custodial family member/guardian. To determine the custodial family/guardian, all separated or divorced families of children enrolled in the school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file that is only accessible to pertinent office personnel and the principal.

Visitors to Campus

In order to maintain the highest degree of safety for our students, ALL visitors must sign in at the school office upon arrival to the school and be prepared to show identification.

School Uniform Policies

Saint Raymond School has chosen to make use of a School Uniform for several reasons. First, we believe it allows students freedom from the pressure to wear clothing that is currently “in fashion” that may be beyond the financial ability of a family. Second, the uniform assists in building a school spirit as the student identifies that they are part of something “bigger than themselves” and draws them into the common good. Third, research and the experience of our School has proven, when a child is “dressed for school” it has a positive impact on their behavior and performance.

1. Formal School Uniform

- a. Boys Pre-K and Kindergarten: gym uniforms (informal school uniform) with black sneakers (all five days)
- b. Boys 1st through 8: gray twill trousers (no “jeans” or “Dickies”), black belt, maroon knit shirt with School Logo (long sleeve or short sleeve), maroon School Sweater or School hoodie, black Eastland Oxford shoes, black or white socks.
- c. Girls Pre-K and Kindergarten: gym uniforms (informal school uniform) with black sneakers (all five days)
- d. Girls 1st through 5th: maroon plaid jumper (drop waist), blue blouse (round collar, long sleeve or short sleeve), maroon sweater or School hoodie, maroon socks in summer (cable knee high) or maroon tights in winter, maroon or maroon/white saddle shoes.
- e. Girls 6th through 8th: maroon plaid skirt (box pleated) or plaid jumper (drop waist), white banded knit shirt (long sleeve or short sleeve) with St. Raymond Logo to wear with skirt, maroon long sleeve V-Neck sweater or School hoodie, maroon socks in summer (knee-high) and maroon tights in winter, maroon or maroon/white saddle shoes. *Please note*: the banded knit shirt is worn over the waist of the skirt. During Inclement weather,

girls may wear slacks to school, but NO JEANS. Slacks are removed when they report to school. If girls carry a purse to school these must remain in their school bags.

- f. Sweaters and School Hoodies may not be worn in school if the temperature outside is above 65 degrees.
- g. No EXTRA CLOTHING is to be worn under or on top of the school uniform, such as T-shirts, shorts, long underwear, or gym sweatshirts/hoodies unless permission is given as part of a “school spirit” initiative (i.e.-in support of a sports team). The one exception is the hoodie with the Saint Raymond School logo.

2. *Informal School Uniform*

- a. 1st thru 8th grades: maroon sweatshirt with Saint Raymond Logo (crew neck or School hoodie); maroon sweatpants with logo (winter), gray T-shirt with Saint Raymond Logo, maroon gym shorts with logo (summer), white socks and sneakers. Sweatpants and shorts are worn at the waist.
- b. *Please note*: Students may wear gym shorts under the maroon sweatpants and then remove the sweatpants when they go to Physical Education class. Sweatpants are to be worn at the waist. Informal uniforms are to be worn only on assigned days (i.e. – Physical Education, certain Field Trips, other days as noted by the Administration or Teacher). If the informal uniforms cannot be worn for any reason, daily school uniforms must be worn.

3. *Hair Styles/Grooming/Hygiene*: Students are expected to come to school in a state of cleanliness, having bathed daily and wearing deodorant if appropriate for their age.

- a. *Girls*: Girls’ hair is to be neat, clean and groomed conservatively with no vibrant coloring (ex: pink, blue, green) or extreme styles. Headscarves are not to be worn (unless permission is given by the Administration under certain circumstances).
- b. *Boys*: Boys’ hair is to be neat, clean and groomed conservatively with no coloring or extreme styles. Boys are to be clean shaven as appropriate (unless given permission by the Principal).

4. *Jewelry/Make-Up*

- a. Although jewelry is not a part of the school uniform, post earrings of a small and conservative style may be worn by the girls (one earring only in each ear, no bigger than a dime). Boys are NOT permitted to wear earrings.
- b. iWatches are not allowed to be worn.
- c. Bracelets (ankle or wrist), pins and buttons are not part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted. One small ring may be worn. Perfume/cologne/scented lotions may not be worn or brought to school as it may cause difficulties for other students in the class.
- d. No make-up of any kind is to be worn in school. This includes lip-gloss. This policy is also in effect when the student is wearing the informal uniform.
- e. Students are not permitted to wear “Temporary” Tattoos that are visible while wearing the school uniform (Formal or Informal). If there are some extenuating circumstances, the Principal will make a decision.
- f. Students are not allowed to write or draw on their bodies.

5. If at any time during the year an exception in uniform is necessary (including shoe related issues due to foot problems), a note of explanation must be sent to the child’s teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete. Any

student who repeatedly is not in compliance with the dress code will receive a demerit. Personal appearance that constitutes a distraction or violation of the common good are not permitted. Final approval of the Uniform Policies is at the discretion of the Principal, Teacher and Staff.

School Yard Policies

Saint Raymond School is blessed with access to vast open space in our School Yard. The School Yard is generally supervised during school hours. The parent/guardian of a student is responsible for ensuring that they and their children are not on the premises during other times without reason. The School has no responsibility for students or parents/guardians on the premises during unsupervised times.

1. *Arrival:* Students report to school between 7:30 A.M. and 7:45 .M.
2. *Departure:* Students are dismissed at 3:00 P.M. and need to leave the school premises. If students, who are normally picked up by a parent/guardian, have not been picked up by 3:10 P.M., the student will be sent to CARES. The parent/guardian is responsible for any CARES payment that may be incurred.

Stewardship Policies

In the story of Creation, the Christian learns that God gave the human family the command to be good stewards of the many blessings entrusted to us. As part of the formation of our students, Saint Raymond School seeks to teach our children the value of stewardship through a lived experience. In addition, we live in the expectation that our parents will join us in exercising good stewardship:

1. *Stewardship of Property:* As part of our School's commitment to the Christian Ideal, students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property.
 - a. Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks (teachers may require copybooks to be covered). All covers must be neat and clean, free from pictures and inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number. The student and parent/guardian must pay for all lost or damaged books in full. A charge will be made at the rate at which the School purchased the books.
 - b. Students are not allowed to write or draw on book covers, copybook covers, folders, pages in the text books or copybook pages.
 - c. *Stationery:* At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. Students are expected to maintain their supplies in proper order.
 - d. Students, as individuals and as a class, may be assigned "chores" to assist in the maintenance and upkeep of their School.
 - e. Any malicious damage will necessitate compensation by the parent/guardian of a student who has caused damage to property/equipment/supplies. Damage to neighborhood property on the way to and from school reflects on both school and home training and is considered unchristian behavior.
2. *Lost and Found:* Parents/guardians are welcome to visit the lost and found located in the School Office to claim items that a student lost at School.

Technology Policy

Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes.

Adherence to this Acceptable Use policy is necessary for continued access to the school's technological resources:

Staff and students must:

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Not log in to (authenticate) the school network unless using district-owned/authorized devices or services.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- Report security risks or violations to a teacher or network administrator.
- Report threatening, inappropriate, or discomforting materials to a teacher.
- Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or movies!).
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.

Supervision and Monitoring:

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of any crime to law enforcement.

Consequences for Violation:

Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources.

Receiving Your Laptop

Students and their parents/guardians will be required to review any and all information provided by the school as it relates to using their laptop. **All families are required to acknowledge the Acceptable Use policy before they can use the laptop.**

All members of the school community are expected to abide by the Acceptable Use policy. Students who fail to abide by this policy are subject to disciplinary action up to and including suspension and/or expulsion at the discretion of the principal.

General Guidelines

The following rules will apply when using the laptop, internet, and school email account. Ultimately, **students are responsible for any activity that occurs on their account.**

- Students must always use appropriate language.
- Students may not browse or attempt to browse inappropriate websites
- Students may not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others
- Students may not send mass emails, chain letters, or spam. Students should maintain high integrity concerning email content.
- Students may not utilize "chat rooms" during class without permission.
- Students are not permitted to bypass or attempt to bypass the Internet filter

- Students may not access or attempt to access social media sites or computer games without the express permission of a teacher or administrator
- Students must protect their username and password and should not give their password to anyone else

Using Your Laptop at School and Home

The laptop is intended for use at school each day. Students are responsible for bringing their charged laptops to all classes. Only the provided charger should be used to charge the laptop.

Students are given a school-provided email for educational purposes. This email should only be used to log in to the laptop. No other email or guest mode is allowed while using the laptop.

All emails sent and received and all online activity done on a school-issued device are not private, and school staff can review emails and activity at any time and without notice.

Students can take their device home each day, provided that the Acceptable Use Form has been acknowledged, there is an academic purpose for the laptop to be taken home, and the student maintains proper use of the laptop.

Students are responsible for their device at all times and are responsible in the event of loss or damage.

General Precautions

Keep all liquids away from the laptop. Never eat or drink while using the laptop.

The laptop should not be placed on or under soft items, such as blankets, pillows, or sofa cushions. This may cause the laptop to overheat and result in physical damage to the machine.

Chargers must be inserted carefully into the laptop charging port to prevent damage.

To avoid damaging the screen, never close the laptop with anything on the keyboard, such as pencils or notebooks.

Heavy objects should never be placed or stacked on top of the laptop.

Laptop Repair & Assessed Fees

If a school-issued laptop is damaged or malfunctioning, it must be reported to the administration immediately so a repair can be made. Under no circumstances should anyone else attempt repairs on school-issued laptops. All laptop repairs must be completed by the school's IT Department.

If a laptop is lost or stolen, it must be reported immediately to the school and appropriate law enforcement authorities.

Damage will be assessed according to the following schedule:

- A \$200 charge for an unrepairable laptop may be assessed; this includes but is not limited to repairs for a broken screen, water damage, major structural damage.
- A \$50 charge as the full cost of repair may be assessed for cosmetic/minor functional damage, which includes (but is not limited to) replacement of missing keyboard keys or a broken trackpad or repairs to a chipped enclosure.
- A \$25 charge may be assessed for a missing laptop charger

In the case of theft, a charge may be waived if a police report is provided to the school.

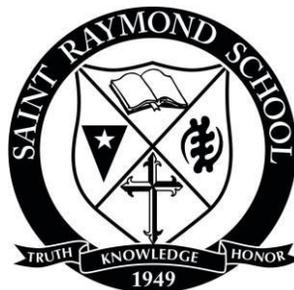
An online resource for answering questions about Internet safety, computers, and the Web can be accessed by parents here: <http://www.digizen.org>

Transportation Policies

In the beginning of the school year, parents/guardians are asked how their child/ren will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day.

1. *Car Drop-off and Pick-up:* Parents/guardians may drop off their children in the morning on Forrest Avenue (PreK-4th) and Williams Avenue for (5th-8th). Parents are asked to drop off their children by the Trailer on Forrest and then continue driving down the street. The cars on Forrest Avenue must keep

- moving. The Administration or a teacher will be in the school yard to monitor the students safety until they enter the building. *Please do not drive* in the parking lot on Forest Ave by the Church or the School. Our students are walking through this parking lot. At dismissal, Parents/Guardians are asked to use Forrest Avenue as a pick up location (PreK-4th) and Williams Avenue (5th-8th), remaining conscious of the movement of children throughout the area. Parents/Guardians who pick up students must park their cars and meet the students at the school dismissal area. No car is ever permitted into the school yard or the Forrest Avenue Church parking lot at arrival or dismissal. If this safety measure is violated, we will report this violation to the Police Department.
2. *Walking:* Students are allowed to walk home after school. The Philadelphia School District provides crossing guards. They are not employees of Saint Raymond School or under the direction of our School. The School is not responsible for the conduct of crossing guards or for ensuring that crossing guards are posted as scheduled. Students are expected to cooperate with the crossing guards whose interest is the safety of children and the common good.
 3. *Bussing:* Students may be eligible for bussing to and from Saint Raymond School. Eligibility is made by the School District of Philadelphia. Please consult with our School Office for details.



Please fill out and return this section to the Homeroom Teacher by Friday, September 9, 2022

- I have read the Parent-Student Handbook
- I understand and agree to follow the policies outlined by the School Administration
- I understand and reviewed the ACCEPTABLE USE POLICY
- If I have any questions/concerns, I will contact Mr. Harris or Ms. Parambath as soon as possible.

Student Name: _____ Grade _____

Parent Name: _____

Parent Signature: _____

Date: _____