



***Welcome to the 2021-2022 School  
Year!***

**St. Raphael School**

**2021-2022**

**TABLE OF CONTENTS**

General School Information.....i-ii

Calendar.....ii

HSA Steering Committee.....iii-iv

SRS Board of Directors.....v

Faculty and Staff.....Section I

HSA Bylaws.....Section II

Policy Handbook.....Section III

**St. Raphael School  
2021-2022**

**GENERAL SCHOOL INFORMATION**

1513 Dunster Road  
Rockville, MD 20854

Rev. Michael Salah, Pastor  
Teri Dwyer, Principal  
Gerri Stoner, School Secretary

Phone: 301-762-2143  
Fax: 301-762-4991  
Website: [www.straphaelschoolmd.org](http://www.straphaelschoolmd.org)

Receptionist: 301-762-2143  
7:30am-3:45pm

School Secretary: 301-762-2143 x122  
Office 7:30am-3:00pm

School Nurse: 301-762-2143 x136  
7:30am-3:00pm

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

*Before 8:00am - [receptionist@straphaels.org](mailto:receptionist@straphaels.org)*

*After 8:00am - email or call 240-864-2536 (School Nurse) or 301-762-2143 (Receptionist)*

St. Raphael Catholic Church: [www.straphaels.org](http://www.straphaels.org)  
Archdiocese of Washington: [www.adw.org](http://www.adw.org)

### ***School Hours***

The school day begins at 8:00am with drop off as early as 7:30 am.

The school day ends at 3:00pm. Pick up via carpool only.

### ***Inclement Weather Policy***

During inclement weather, St. Raphael School will close when Montgomery County Schools are closed. In the event of a delayed opening, St. Raphael School will open at 10:00am and students are to go directly to classrooms. (Please note that if there is a delayed opening on a scheduled half day, St. Raphael School will open at 10:00am.) In the event of an early closing, St. Raphael School will close at 1:00pm. **Aftercare is not available in the event of an early closing.**

If SRS/SRNS is open and Montgomery County schools are not in session, please adhere to the Archdiocese of Washington announcements for school closings or delays.

Please check [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org) for a complete listing of school closures and delays for information on Montgomery County Schools.

### ***Calendar***

Please login to the school website for the most up-to-date calendar information.

**St. Raphael School  
2021-2022**

**HSA STEERING COMMITTEE**

President                      Sabrina Colaianni

Vice-President              Vacant

Treasurer                    Catherine Pulse

Secretary                    Cristina Lubian

Board Rep                    Heidi Wildermuth

SRNS Liaison                Shawn O'Brien

SRS Marketing Rep        Stacey Woodward

Past-President               Stephanie Klinger

Activities/Events  
Chair                            Vacant

Class Reps for K-8<sup>th</sup>      TBD

**St. Raphael School  
2021-2022**

**SCHOOL BOARD**

**Fr. Salah (Pastor)  
301.762.2143 x112**

**Kate Flaherty**

**Teri Dwyer (Principal)  
301.762.2143 x121**

**Allen Francois**

**Pauline Miller John**

**Jim Beane**

**Maryann Kearns**

**Brian Byrne**

**Rusty McNish**

**Michael Coene  
(Chair)**

**Tim O'Connor**

**Michael Cronin**

**Kasey Trees**

**Sarah deKowzan**

**Heidi Dorward  
Wildermuth**

## Faculty and Staff

---

Position	Name	Contact Info
Principal	Teri Dwyer	301-762-2143 x121 <a href="mailto:tdwyer@straphaels.org">tdwyer@straphaels.org</a>
Kindergarten	Francine Krivka	301-762-2143 x213 <a href="mailto:fkrivka@straphaels.org">fkrivka@straphaels.org</a>
	Terri de Raet	301-762-2143 <a href="mailto:tderaet@straphaels.org">tderaet@straphaels.org</a>
1 <sup>st</sup> Grade	Catherine Williams	301-762-2143 <a href="mailto:cwilliams@straphaels.org">cwilliams@straphaels.org</a>
	Lindsay Howley	301-762-2143 <a href="mailto:lhowley@straphaels.org">lhowley@straphaels.org</a>
2 <sup>nd</sup> Grade	Kasey Trees	301-762-2143 <a href="mailto:ktrees@straphaels.org">ktrees@straphaels.org</a>
	Maureen Everling	301-762-2143 <a href="mailto:meverling@straphaels.org">meverling@straphaels.org</a>
3 <sup>rd</sup> Grade	Alicia Madlala	301-762-2143 x181 <a href="mailto:amadlala@straphaels.org">amadlala@straphaels.org</a>
	Serrita Francois	301.762.2143 <a href="mailto:sfrancois@straphaels.org">sfrancois@straphaels.org</a>
4 <sup>th</sup> Grade	Michelle Roche	301-762-2143 x182 <a href="mailto:mroche@straphaels.org">mroche@straphaels.org</a>
5 <sup>th</sup> Grade	Andrew Price	301-762-2143 x154 <a href="mailto:aprice@straphaels.org">aprice@straphaels.org</a>
	Amy Burgaleta	301.762.2143 <a href="mailto:aburgaleta@straphaels.org">aburgaleta@straphaels.org</a>

## Faculty and Staff

---

Position	Name	Contact Info
6 <sup>th</sup> Grade	Melissa Kelly	301-762.2143 x164 <a href="mailto:mkelly@straphaels.org">mkelly@straphaels.org</a>
7 <sup>th</sup> Grade	John Henderson	301-762-2143 x151 <a href="mailto:jhenderson@straphaels.org">jhenderson@straphaels.org</a>
8 <sup>th</sup> Grade	John McCutcheon	301-762-2143 x 176 <a href="mailto:jmccutcheon@straphaels.org">jmccutcheon@straphaels.org</a>
Admin Assistant	Lara Roach	301-762-2143 x116 <a href="mailto:lroach@straphaels.org">lroach@straphaels.org</a>
Admin Assistant	Julie Cress	301-762-2143 x158 <a href="mailto:jcress@straphaels.org">jcress@straphaels.org</a>
School Secretary	Gerri Stoner	301-762-2143x122 <a href="mailto:gstoner@straphaels.org">gstoner@straphaels.org</a>
Receptionists	Rosa Lombardo (M-Th)	301-762-2143 <a href="mailto:receptionist@straphaels.org">receptionist@straphaels.org</a>
	Cristina Sua-Gatica (Friday)	301-762-2143 <a href="mailto:receptionist@straphaels.org">receptionist@straphaels.org</a>
Nurse	Sue Kuykendall	301-762-2143 x136 <a href="mailto:skuykendall@straphaels.org">skuykendall@straphaels.org</a>
Resource	Karen Murphy	301-762-2143 x183 <a href="mailto:kmurphy@straphaels.org">kmurphy@straphaels.org</a>
	Molly Nagel	301-762-2143 x111 <a href="mailto:mnagel@straphaels.org">mnagel@straphaels.org</a>



## Faculty and Staff

Position	Name	Contact Info
Development	Stacey Woodward	301-762.2143 x104 <a href="mailto:swoodward@straphaels.org">swoodward@straphaels.org</a>
Media Specialist	Ben Desmond	<a href="mailto:bdesmond@straphaels.org">bdesmond@straphaels.org</a>
Enrichment	Angela Orr	301.762.2143 <a href="mailto:aorr@straphaels.org">aorr@straphaels.org</a>
LA Enrichment	Jake Lee	301.762.2143 <a href="mailto:jlee@straphaels.org">jlee@straphaels.org</a>
LA Enrichment	Tim May	301.762.2143 <a href="mailto:tmay@straphaels.org">tmay@straphaels.org</a>
Math Enrichment	Drew May	301.762.2143 <a href="mailto:dmay@straphaels.org">dmay@straphaels.org</a>
Spanish K-3	Camila Samper	301.762.2143 <a href="mailto:csamper@straphaels.org">csamper@straphaels.org</a>
Spanish 4-8	Rosi Cevallos	301.762.2143 <a href="mailto:rcevallos@straphaels.org">rcevallos@straphaels.org</a>
Art	Yolanda Prinsloo	301.762.2143 x138 <a href="mailto:yprinsloo@straphaels.org">yprinsloo@straphaels.org</a>
Lunch/ Recess Supervisors	Molly Cannon Alhine Espinoza Kristen Gregory Ewa Kowalska Natalie Pardo Laure Quesnel	

**St. Raphael School**  
**2021-2022**

**HOME & SCHOOL ASSOCIATION BYLAWS**

**I. NAME**

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

**II. OBJECTIVES**

A. To acknowledge the role of the parents as the first and foremost educators of their children and to work in cooperation with the school administration to ensure quality education and formation of the children.

B. To provide a forum for free and open exchange of ideas and concerns between the parents, teachers, and the school administration.

C. To work in cooperation with the faculty for the welfare of the children.

D. To use the talents of the parish community for quality education in the school.

E. To coordinate major volunteer/fund-raising activities on behalf of the school.

**III. MEMBERSHIP**

A. Membership Qualifications:

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

## **B. Privileges of Membership:**

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

## **C. Term of Membership:**

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

## **IV. MEETINGS**

The Steering Committee will meet monthly during the school year. Meetings during the summer months may be determined by the President. Two times per year, a General Meeting will be held for all HSA members. Additionally, special meetings may be called by the Steering Committee as needed.

## **V. OFFICERS**

### **A. Number and Titles:**

The officers of the HSA shall consist of Past-President, President, Vice-President, Secretary, Treasurer and Activities/Events Chair.

### **B. Nominating/Election:**

1. The Nominating Committee shall prepare a Slate consisting of one candidate for each office. The Slate shall be received by the members no later than 14 days prior to the meeting for the approval of the Slate.
2. Approval of the Slate shall be held in the month of May preceding the start of the next school year. Officers shall be elected by a majority of those members voting. Absentee ballots will be allowed.

### C. Term of Office/Eligibility:

The officers shall serve for two years with the exception of the Vice-President/President/Past-President position which is a three-year term. The officers' terms are staggered with starting terms in odd and even numbered years to ensure an appropriate blend of new and returning officers. Their term of office shall begin within 30 days after approval of the Slate.

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

### D. Duties:

1. **President** - Prepares agenda, chairs meetings, ensures all activities are completed, and appoints chair of various Standing Committees. The President shall be responsible for promoting the image of the HSA and is the designated representative to the community for the HSA. Assumes role of Past-President in 3<sup>rd</sup> year of term.

2. **Vice-President** - In the absence of the President will chair the meetings and assist in the various duties of the Association. Community building –acknowledge births, deaths, milestones in staff and priests. Assumes the role of President in 2<sup>nd</sup> year of term.

3. **Secretary** - Takes meeting minutes, presents minutes at meetings and e-mails reminders before meeting if necessary. Prepares thank you notes as needed.

4. **Treasurer** Obtains budget from the Principal. Maintains ledger, reports on cash flow at meetings.

5. **Activities/ Event Chair** - Enlist and oversee the Standing Committees appointed by the President and help in the planning of events and coordination of post-event reports.

**6. Past-President** - Serves to offer support and advice to the President. Serves as Chairman of the Nominating Committee to prepare the annual Slate of Officers. Assists with any necessary bylaw amendments.

**E. Completing the Term of a Vacated Officer Position:**

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

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

## **VI. STEERING COMMITTEE**

**A. Number and Titles:**

The Steering Committee shall consist of the Past-President, President, Vice-President, Secretary, Treasurer, Activities/Events Chair, St. Raphael School Principal, Representative of the St. Raphael School Board of Directors, St. Raphael Nursery School Liaison and Class Representatives from each school grade of St. Raphael School. The Steering Committee shall have responsibility for the HSA affairs.

**B. Nominating/Appointment/Term of Office Procedures:**

1. The Nominating Committee shall prepare a Slate consisting of one candidate for each Officer. The Slate shall be received by the members no later than 14 days prior to the meeting for the approval of the Slate will be held.

2. The St. Raphael School Board of Directors will designate an individual to serve as their Representative to the Steering Committee. The designated representative will be known as the Board Representative and may serve for no more than 2 consecutive years at which time the St. Raphael School Board of Directors will designate a new representative and will be responsible for filling of such position in the event of resignation or a vacated position.

3. After requesting all interested members submit their names and interest, Class Representatives and Nursery School Liaison will be appointed by the Principal with support and approval of the HSA Officers.

C. Class Representatives and Nursery School Liaison shall serve for two years with various grades starting terms in odd and even numbered years. Their term of office shall begin within 30 days after approval of the Slate. No member shall hold more than one office at a time.

D. Duties:

1. **Board Representative** – serves as liaison between the School Board and the HSA.

2. **Class Representative** – acknowledges birth, death, milestones for represented grade, coordinates holiday sponsored family gifts, helps to solicit additional volunteers from individual classes, works with holiday gift baskets chair to collect donations from class

3. **Nursery School Liaison** – act as a liaison between the HSA and the St. Raphael Nursery School to ensure open communication, joint projects, coordination of overlapping of events and exchange of ideas

E. Completing the Term of a Vacated Representative Position:

1. In the event a Class Representative resigns before completion of a term, the Principal and President shall appoint a replacement representative.

## **VII. OTHER COMMITTEES**

A. Steering Committees:

Due to COVID-19, the following events are subject to change to be in compliance with suggested guidelines.

Chairpersons of the standing committees shall be appointed by the President with the approval of the Steering Committee. The chairperson shall report to the Activities/Events Chair on

the Steering Committee. The standing committees and their functions shall be:

**1. Back to School Night:** Coordinate refreshments with the hospitality committee for the parent meeting held annually at the beginning of school year

**2. Opening Day Mass & Celebration:** Children are welcomed to school with Mass and scheduled fun activities. Held annually in August or September pending the school calendar.

**3. Golf Classic:** Volunteers work on a wide range of tasks including website management, sponsorships and planning the logistics of the tournament and reception. A bake sale for golf is also organized for after Sunday Masses before the tournament.

**4. Grandparents Day:** This day is a celebration of grandparents or special family member. The date coincides with the Feast Day of St. Raphael. The day begins with Mass followed by a reception. Responsibilities include sending invitations, making name tags and organizing reception and activities. Held annually in September.

**5. Angels on the Run:** A 5k/fun run race held once a year in October. Responsibilities include website management, obtaining sponsorships, registration, and race day volunteer jobs.

**6. Family Fun Night:** Families come together for a fun evening at the school. Coordinator is responsible for selecting theme, planning and advertising event. Held approximately 2 times a year (1 hosted by HSA and 1 hosted by SRNS).

**7. Open House:** A morning event that gives information about the school and allows prospective families to tour the campus. Responsibilities include coordinating with Marketing & Development representatives to provide refreshments and assist with volunteers as needed. Held annually in October & January.

**8. Book Fair:** Coordinator is responsible for working with Scholastic Books to set up a week-long book fair. Responsibilities include set up and take down of book fair

materials, organizing volunteers to work the sales register, collecting class “wish lists” from teachers and following up with Scholastic to collect funds. Held twice annually (fall & spring).

**9. Catholic Schools Week:** The efforts are coordinated with St. Raphael Nursery School Board member to plan staff dinner, thank you notes for the teachers, decorate the school halls, provide refreshments at drop off and pick up and send Catholic school items home with kids. Held annually in January.

**10. Mother’s Day/ May Crowning:** This celebration of the St. Raphael School Mothers is combined with the May Crowning of Mary. The day begins with Mass in the Church and is followed by a catered breakfast for mothers and their children. Volunteers are responsible for invitations, breakfast menu, servers, room set-up/clean up and coordinating with Principal on Mass. This is a great opportunity for the Dads to get involved! Held annually in May.

**11. Girls Night Out:** Vendors are invited to purchase table space to sell their goods, blending the school with the community. Co-Chair responsibilities include advertising event and soliciting vendors. Volunteers are responsible for room set up/clean-up and manning the St. Raphael Store table. Held annually in the spring.

**12. Online Auction:** School fundraising auction. Volunteers work on soliciting businesses to donate items for the auction. Other responsibilities include data entry and website management.

**13. SpringFest:** Coordinate a spring social for adults – a great way to get to know the parents. Responsibilities include selecting party theme, party location, sending invitations, coordinating food, drinks, decorations and activities. Held annually in the spring.

**14. Father’s Day Breakfast:** This celebration of Fathers begins with a morning prayer service followed by a Father’s Day breakfast. Responsibilities include sending out invitations, coordinating the set-up/clean-up, purchasing food and servers. Held annually in June.



**15. Field Day:** This event marks the end of the school year. The students are broken into groups and play various field games. Responsibilities include communicating event schedule and games to parents, set-up/clean-up, determining teams and working with teachers to create groups. Held annually in June.

**16. New Family Orientation/Pizza Party:** This event is for incoming new students and their families. Responsibilities include ordering pizza, organizing volunteers to bring desserts/salads, arranging table set-up, communicating with Buddy Family coordinator, and having entertainment for children. Held annually in the spring.

**17. Buddy Family Coordinator:** Pair existing families with incoming families to act as a big brother or sister to welcome the new families to SRS. The current families will meet their new family at the Orientation party, and the families will sit together for pizza.

**18. Grocery Card Program:** Harris Teeter cards are registered by families designating St. Raphael School to receive bonus refunds. The coordinator is responsible for confirming the St. Raphael School account with the store, communicating the registration instructions to the parents and following up to ensure that the school receives the bonus money. Ongoing.

**19. Staff Appreciation Lunch:** Parents volunteer to provide 6-7 lunches throughout the school year for the teachers and staff. This includes lunch for both SRS and SRNS. The volunteers bring entrees, salads, drinks, side dishes and desserts for approximately 50 staff members. The efforts are coordinated with the St. Raphael Nursery School Board who will help with the lunches. Responsibilities include coordinating the dates with the Classroom Reps & Nursery School Board President, soliciting volunteers, and ensuring the room is set up. Ongoing.

**20. Hospitality:** Coordinate volunteers to bring baked goods or other refreshments to school activities including Opening Day Celebration, Back to School Night, Open Houses and HSA meetings. Ongoing.

**21. Thanksgiving Baskets:** Coordinator works with the front office to solicit donations from families to purchase food/gift cards presented as “Thank you” baskets to be given to maintenance staff.

**22. 3<sup>rd</sup> Grade Art Tea:** A 4<sup>th</sup> grade parent assists the Art and 3<sup>rd</sup> grade teachers with this event. Responsibilities include organizing volunteers for set-up/clean-up and serving food.

**23. CYO Parent Volunteer:** Coordinate parish/school sports teams. Responsibilities include recruiting team coaches, scheduling committee meetings and try-outs, communicating to parents registration deadline, cost, game/tournament schedule and distributing/collecting uniforms. Ongoing.

#### B. Special Committees:

Special committees may be created by the President as the need arises. All special committees shall have duration of no more than one year.

### IX. QUORUM

For committee meetings, a quorum shall be constituted whenever a majority of the committee members are present. For general membership meetings, a quorum shall be constituted whenever a majority of the Steering Committee is present plus at least 10 other persons from the Association.

### X. AMENDMENT OF BYLAWS

These bylaws may be amended at a special meeting called for that purpose. The proposed amendment must be submitted in writing at a regular meeting at least one month prior to the special meeting and so announced to the entire Membership.

### XI. PARLIAMENTARY AUTHORITY

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

**ST RAPHAEL SCHOOL**  
**2021-2022**

***Philosophy***

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

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

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

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

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

## ***History***

St. Raphael parish celebrated its 40th anniversary in 2006 with the opening of St. Raphael School. St. Raphael School's dedication was held on June 13, 2006. In May 2011, we moved into our new building which was dedicated on October 6, 2011.

The parish has a long history of dedication to education. In 1969, St. Raphael's Nursery School opened. The Nursery School became an integral part of the parish in 1989. The Nursery School has approximately 150 three and four year olds making it the largest Catholic early childhood program in the area. Teri Dwyer has been the Director of the Nursery School since 1990, providing an enduring sense of stability and expertise. In addition to the Nursery School, the parish provides religious education to approximately 800 students every year.

## ***Mission Statement***

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

**Christ is the reason for this school.**

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

**He is the model of its faculty**

**and the inspiration of its students.**

## ***2021-2022 St. Raphael School Advisory Board***

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

### ***Accreditation***

St. Raphael School operates within the Archdiocese of Washington education guidelines and the Maryland State Department of Education guidelines and is accredited by the Southern Association of Colleges and Schools Council.

### ***Archdiocesan Guideline to Parent/Guardian Cooperation***

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

the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Raphael School.

### ***Parents as Partners***

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

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Eats lunch and a nutritious snack every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy when discussing student problems.

### ***Parent's Role in Education***

We, at St. Raphael School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your

choice of St. Raphael School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Raphael School, we trust you will be loyal to this commitment. During these formative years (K-8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of

the complete story as your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

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

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

### ***Home and School Association***

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

### ***Admission Policy***

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

Children with special needs will be admitted if, with reasonable accommodations on the part of the school, they can function in the school environment. Such children will be conditionally accepted and status will be reevaluated if the need arises.

For new students, parents are required to fill out and submit an application form with a \$100.00 non-refundable application fee. Parents then will be contacted by the school to schedule a prospective parent interview (we will not be interviewing prospective students). Once an admission decision has been made, parents will be notified by letter. A tuition deposit of \$2,000.00 will be required at the time of acceptance to reserve a seat for your child. This deposit is also non-refundable. This payment will be applied towards the annual tuition due.

New students entering St. Raphael School after Kindergarten will be accepted on a probationary basis for a period of one year. Acceptance will be finalized at the end of the first academic year if St. Raphael's determines that the new student can meet St. Raphael's academic performance standards and behavioral conduct standards. This probationary period is in



addition to St. Raphael's policies addressing promotion, retention and discipline discussed in this Handbook.

For returning students, parents are asked to commit for the next school year prior to the St. Raphael School Open House, which is held in the fall. A tuition deposit of \$2,000.00 will be required by April 1, 2022 to reserve a seat for your child. This deposit is non-refundable. This payment will be applied towards the annual tuition due.

### ***Waiting List***

Considering class size limitations, applications for enrollment in any grade may exceed available space. A waiting list will be established and reduced, as space becomes available on the basis of the general admission criteria. Students will be left on the waiting list for one academic year. Parents will need to participate in the registration process the following year in order to be considered for the following year's class.

### ***Withdrawal***

Parents are asked to notify the Principal, in writing, as soon as a decision is made to withdraw their child/children so that we may refer to our waiting list and accept new students.

### ***Tuition***

Catholic families actively participating in their parish:  
\$9,800.00 Non-Catholic families: \$10,800.00.

Tuition payment is the financial responsibility of the family or legal guardian of our students. For our budgeting purposes, it is important that tuition be paid on time. You may pay tuition in full to the school or pursuant to one of the tuition schedules available through TADS. As noted in the Admission Policy, a **non-refundable** deposit of \$2,000.00 is made at the time of acceptance for new students. For returning students, the first payment of \$2,000.00 is made when confirming re-enrollment in the spring. (For the 2021-2022) school year, the first payment for returning students will be due on April 1, 2022.) There is an obligation to pay tuition for the entire school year.

If your child leaves the school, tuition will not be refunded unless we are able to fill the place vacated. In that case, tuition will be prorated. In any case, one-fourth of the tuition is **non-refundable**.

### ***Tuition Assistance***

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

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

### ***Parent Participation***

Parents are welcomed and encouraged to participate in many of the volunteer roles that are present in the school. Please be aware that all volunteers in the school are required to fulfill Archdiocese of Washington requirements including fingerprinting, participating in the Protecting God’s Children Program (aka VIRTUS training), and completing an archdiocese questionnaire. For those wishing to help with lunch or in the classroom, a TB test is also required.

### ***General Information***

#### ***School Hours***

Due to COVID-19, school days have been adjusted to Monday through Thursday for in-person instruction and Fridays will have independent and/or virtual components completed from home. The school day will begin at 8:00am and end at 3:00pm Monday through Thursday. Students are to be dropped off at the sidewalk closest to K and 1<sup>st</sup> grade side entrance. K-2 students will enter through the side entrance door. Students

grades 3-8 will walk up the sidewalk and enter through the school lobby.

Students who arrive after 8:00 am will be marked tardy.

Children are picked up at 3:00 pm via the carpool line.

The school cannot be responsible for children BEFORE 7:30 am or AFTER 3:30 pm on regular dismissal days. A student not picked up in a timely manner will be sent to Aftercare and the family assessed the fee.

### ***School Office Hours and Contact Information***

Receptionist	7:15 am – 3:45 pm	Monday-Friday
Secretary	7:30 am – 3:00 pm	Monday-Friday
To Report Absences: 301-762-2143		

**\*\*Before 8:00am** [receptionist@straphaels.org](mailto:receptionist@straphaels.org)

**\*\*After 8:00 am,** email or call 301-762-2143 (Receptionist) or 240-864-2536 (Sue Kuykendall)

### ***Inclement Weather Policy***

During inclement weather, St. Raphael School will close when Montgomery County Public Schools are closed. In the event of a delayed opening, St. Raphael School classes will begin at 10:00 am. Students should go directly to classrooms. (Note: If there is a delayed opening on a scheduled half day, St. Raphael School will still open at 10:00 am. unless you are notified by us.) Should there be an early dismissal, St. Raphael School will close at 1 pm., and After Care will be canceled.

In the event that Montgomery County Public Schools are not in session, please adhere to Archdiocese of Washington announcements for school closings, early dismissals or delays.

Check WTOP's listing of school closures and delays pertaining to Montgomery County schools. You may also watch for alerts on the home page of our website. [Sign up for Alert MCPS](#) to receive text messages or emails about school closings, delays, and early dismissals.

### ***School Visitors***

**Due to COVID 19**, visitors to the school will be limited. Those allowed to enter the building will have their temperature taken and will sign in at the table in the school lobby. Visitors are to remain in the school lobby. For parent tours and the school store, arrangements can be made via the school

### ***Contacting Teachers***

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

If you wish to contact the teachers during the school day, please leave a message on the teacher's voicemail or with the receptionist who will make every effort to deliver the message to the teacher in a timely manner.

Teachers also may be contacted via email. Email addresses for teachers are firstinitiallastname@straphaels.org (for example, tdwyer@straphaels.org). Teachers probably will not be able to check or respond to emails during school hours.

### ***Attendance***

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

### ***Absences***

The Archdiocese of Washington mandates that children be provided with 180 days of instruction each school year.

When a student is absent from school, a parent or guardian must contact the receptionist or school nurse by phone or email by 10:00 am each day of the absence. If the office does not receive a call, a parent or guardian will be contacted. This policy is for the protection of the St. Raphael students.

A written statement giving reason for the absence or tardiness must be brought to the student's teacher upon the student's return and must be signed by a parent or guardian. In addition, in accordance with Maryland State Law, if a student is absent for 3 consecutive days, a note from a doctor must be brought to the student's teacher upon the student's return. Absences are considered "excused" according to ADW Policy 3535.

### ***Archdiocesan School Attendance***

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

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

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

When a student is absent for three or more days due to illness, a parent may call the school office to arrange for homework assignments. Homework assignments may be picked up at the end of the school day between 3:00 and 3:30 p.m. via the outdoor bins, grades K-4, or in the school lobby.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Should an unexcused absence seem imperative, parents need to consult with the Principal and present a reason for the absence in writing. The administration has the right to consider retention for the following academic year for unexcused absences. Teachers are not required to provide make-up work or missed homework assignments except for excused absences. Assignments given in anticipation of an unexcused absence are at the discretion of the teacher.

### ***Absence During the School Day***

Students needing medical appointments during school hours require a written note by the parent to be delivered to the student's teacher upon arrival the day of the absence or at time of departure. Parents are required to sign out their child at the receptionist's desk. If the child returns to school during the same school day, he/she must be signed back in to school with the receptionist.

### ***Academic Information***

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

### ***Curriculum***

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

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

### ***Religion***

The following are part of the religion curriculum: instruction on Catholic doctrine and tradition, Bible study, Social Justice, Preparation for reception of the Sacraments of Reconciliation,

Eucharist, and Confirmation. Students attend Mass once a week with the parish and participate in daily prayer. We participate in the ADW standard religious curriculum review.

### ***Language Arts***

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

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

### ***Reading***

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

### ***Writing***

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

### ***Listening and Speaking***

Skills, strategies and applications.

### ***Mathematics***

Mathematic skills, Pre-Algebra, and Algebra I, number sense, computations, geometry, measurement and problem solving. Student math averages, Terra Nova scores (where applicable) and teacher recommendation based on observations of student skills, effort, and ability determine placement. All math groups will complete the grade level curriculum. Each group may

work at a different pace or be given different homework assignments, or enrichment/ support as needed. Math placement is intended to be fluid. If warranted, based on the established criteria, placement may change throughout the year.

### ***Physical Education***

Due to COVID 19, students will get exercise during intervals supervised by their homeroom teacher during the school day. There will be time allotted for outdoor activity, weather permitting, and indoor stretching, etc to enhance circulation.

### ***Social Studies***

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

### ***Science***

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

### ***Handwriting***

Students in Grades 3 through 8 will be expected to submit all handwritten work in cursive.

### ***Fine Arts***

Due to COVID-19, music has been suspended until further notice. There will be Art instruction and band. Contact [Julie Cress](#) for band details.

### ***Computer Literacy***

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



## ***Report Cards***

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

### ***Distribution of Report Cards***

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

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

Report cards may be withheld if there are outstanding financial obligations. Report cards may not be given before the assigned date. In the event that a student leaves school prior to the date of report card distribution, the parent or guardian may give the teacher a self-addressed stamped envelope and the report card can be mailed on the given day.

### ***Grading Policy***

The achievement mark (final average) is based upon the demonstration of mastery of material covered in class throughout the marking period, such as class work, homework, quizzes, tests, unit tests, comprehensive examinations, and special projects.

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

In Third Grade, the report card is skill based and students are graded accordingly: "E" (Excellent), "G" (Good), "S" (Satisfactory), "I" (Needs Improvement), and "U" (Unsatisfactory).

Students in Grades 4 through 8 will receive letter grades in all major academic areas. “A” (93% - 100%), “B” (85% - 92%), “C” (77% - 84%), “D” (70% - 76%) and “F” (below 70%).

It is the policy of the Archdiocese of Washington Catholic Schools’ Office that no “+” or “-” appear with letter grades.

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

1. tests (50% of quarterly average);
  2. quizzes (35% of quarterly average);
  3. comprehensive unit examinations (averaged as two test grades);
  4. homework (15% of quarterly average);
- Please register to participate via the St. Raphael School (SRS) parent portal and check your child’s progress regularly. If directions are needed, please contact the main office.

### ***Progress Reports***

The reporting system of the Archdiocese of Washington is divided into four quarters. Progress reports for students’ in K through 8<sup>th</sup> grade will be sent to parents and guardians during each marking period upon the teacher’s discretion. Commendations and recommendations are available on via the SRS parent portal. In order to remain aware of each child’s progress or lack thereof, the parent should track using the SRS parent portal on a regular basis throughout each quarter.

### ***Honor Roll/Principal’s List***

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

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

### ***National Junior Honor Society***

The St. Raphael Chapter of the National Junior Honor Society was established in 2014. The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and citizenship, and to encourage the development of character in students of St. Raphael School.

This chapter operates under the direction of and in full compliance with the NJHS National Constitution. Final authority on all activities and decisions of the chapter resides with the school principal.

Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, Citizenship, and Character.

Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the seventh or eighth grade class.
  - b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at St. Raphael School.
  - c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.75 on a 4.0 scale.
  - d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, citizenship, and character.
- The selection of members to this chapter shall be by a majority vote of the Faculty Council, which consists of six faculty members appointed by the principal. The chapter adviser shall be the seventh, nonvoting member of the Faculty Council.

The selection of active members shall be held once a year during the second semester of the school year. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.

- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Candidate Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.

Additional steps such as essay's, external recommendations or interviews can be included here as components of the local selection process.

#### Criteria for Selection of Candidates:

1. All students must meet the prerequisite grade point average-grades from middle school years only.
2. All students should demonstrate outstanding performance in all five criteria of scholarship, leadership, service, citizenship, and character.
3. Leadership:

A student exercises leadership when he or she:

- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals and spirit
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility
- Conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, or in other school or community activities.
- Is dependable in any responsibility accepted

#### 4. Service:

The student who serves:

- Volunteers and provides dependable and well-organized assistance, and is willing to make sacrifices to offer assistance

- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Enthusiastically renders any requested service to the school
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example: Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged.
- Shows courtesy by assisting visitors, teachers, and students
- Mentors in the community or students at other schools

#### 5. Citizenship:

The student who demonstrates citizenship:

- Understands the importance of civic engagement
- Has a high regard for freedom and justice; respects the US form of government (representative democracy); and respects the law for all citizens at the local, state and federal levels
- Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, or school clubs

#### 6. Character:

The student of character:

- Consistently exemplifies positive and desirable qualities of behavior (cheerfulness, friendliness, poise, stability, etc.)
- Cooperates by complying with school policies and regulations and codes of student conduct
- Takes criticism willingly and accepts recommendations graciously
- Demonstrates the highest standards of honesty, academic integrity, and reliability
- Regularly exhibits courtesy, concern, and respect for others
- Complies with instructions and rules, and displays personal responsibility

***Teacher Conferences***

Conferences for Kindergarten students will be held in November and April. Conferences will be held in November for Grades 1 through 8. A teacher or parent may request a conference at any time.

### ***Student Records***

St. Raphael School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. St. Raphael School abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Raphael School will provide the non-custodial parent with access to the academic records and other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Students requesting records, transcripts or recommendations must make the request at least ten (10) school days in advance to the School Office. All forms should be submitted to the St. Raphael School Office for distribution. Completed forms will be sent directly to the schools via U.S. Mail. No records will be sent to transferring schools of students whose financial commitment is in arrears.

### ***Promotion Policy and Retention Policy***

Advancement to the next grade in St. Raphael School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

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

Students may also be transferred to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at St. Raphael.

### ***Academic Probation***

A student whose academic performance indicates serious deficiencies may be placed on academic probation. The probationary period normally will last for one quarter, but that time may be lengthened or lessened by the Principal. The Principal and faculty will conduct a review of the standard in question after the given period.

### ***Homework***

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

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

When a student is absent for three or more days, whether in-person or distance learning, a parent may call the school office before 9:30am to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00pm - 3:30pm.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher.

Students will be allowed one day for each day of absence due to illness to complete the missed work. For example, a student who was absent three days should be given three school days to complete the missed work.

### ***Computer/Network Use Policy***

The St. Raphael School Computer/Network Use Policy is provided for your review and signature during the annual student enrollment process

St. Raphael School continues our student investment in our technology program. In providing our middle school students with quality equipment, it is necessary to revise our technology agreement to state that a \$250.00 deposit per student is required. With each student receiving a tablet for their personal use, this deposit insures each device that is distributed.

### ***Technology and Internet Usage***

Student Responsibilities When using any Technology Equipment, All Students:

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another’s reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.



- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a “BYOD” (Bring Your Own Device) initiative. When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied WIFI or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher’s permission.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.

- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.
- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the student's teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of cell phones, Apple watches, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student's teacher for instructional use.
- Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.
- Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right

to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

#### Parent/Guardian Acknowledgement

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.
- Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.
- Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

*Each student's parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year.*

#### **Technology Concerns**

- Blogs: Engagement in online blogs such as, but not limited to, MySpace.com, Xanga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.
- Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office, upon arrival in the morning, and turn the cell phone to the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's possession. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.
- Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.
- Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.
- Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com) and [www.seconddlife.com](http://www.seconddlife.com) pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood but within the home via a computer.

### *Library*

Due to COVID 19, students will not be able to check out books at the start of the school year. The school library will, temporarily, be used as a cohort area for our 8<sup>th</sup> graders.

### ***Recess***

Due to COVID 19, recess will be reimagined from previous years. Recess will be outside whenever possible. This means as long as the temperature outside is above 32 degrees and if space is available. Students should come to school properly dressed for outdoor recess.

### ***Field Trips***

**Due to COVID 19, field trips have been temporarily cancelled.**

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- A field trip is a privilege not a right.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by a parent or guardian, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted due to liability concerns. A telephone call will not be accepted in lieu of the proper field trip permission slip.

- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Children who do not attend the field trip will report to the office for an in school study day or remain home with a parent and be marked absent for the day.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students who do not ride the bus but who arrive by other means at the field trip location may not participate in the field trip and will be counted absent for the day.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures “official” chaperones and participation by unofficial chaperones jeopardizes the protection of the students and all other “official” adults on the field trip.
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
- All chaperones must be 25 years of age or older. Space is limited and preference will be given to parents and guardians.
- Student cell phones are not allowed on field trips.
- Uniforms are worn on field trips unless otherwise stated.

### ***Lunch Program***

Students can bring their lunch each day or participate in the school hot lunch program. Lunches brought from home should be clearly labeled with your child’s name on the outside of the lunch container and include a drink. If you prefer, milk is provided to students at a separate cost (details provided

separately). Appropriate lunches adhere to the Nut Free policy contained in this handbook. We encourage students to eat a healthy lunch. We ask that students avoid bringing glass bottles, soft drinks or excessive amounts of candy. **Parents are discouraged from bringing lunches from carry-out restaurants.** Due to COVID 19, hot lunch meals will be individually packaged and delivered directly to the cohort classrooms. Online ordering for the hot lunch program is sent to parents via the Wednesday Weekly. Online ordering is open a few weeks before the start of each academic quarter.

For the Kindergarten, First, Second, Third and Fourth grades children may bring a morning snack according to classroom guidelines. For upper grades, a snack may be brought for afternoon consumption according to classroom guidelines.

### *Uniforms and Dress Code*

Due to COVID 19, students participating in on-campus learning may wear PE attire every day. For those student's distance learning, wearing an SRS shirt/sweatshirt is appreciated. The school's uniform providers are [FlynnO'Hara](#) and [Lands' End](#) (our school number: 900120254). Many uniform pieces may be purchased from either vendor. Casual school attire can also be purchased via the *new* online school store.

### *Hairstyles*

Hairstyles for both boys and girls should be neat and appropriate to the spirit of the school uniform. Students' hair should not be dyed or highlighted during the school year to a color other than a natural hair color. Girls may wear a hair ribbon, bow or barrette; however, beads and strings are not permitted.

### *Accessories*

Hats, jackets, non-uniform sweaters and sweatshirts, and other outer garments are stored for the day upon arrival at school. Students may wear modest jewelry. Girls may wear modest pierced earrings (one pair only), but no other pierced

jewelry on girls and no pierced jewelry on boys is allowed. No nail polish or makeup is allowed.

### *Out-of-Uniform Guidelines*

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

#### *Appropriate attire for non-uniform days includes:*

jeans  
tennis shoes  
short socks  
shorts no shorter than three inches above the knee  
skirts no shorter than three inches above the knee  
skirts  
sweatshirts  
jogging suits  
dresses  
slacks  
shirts with spaghetti straps  
nail polish  
jewelry, hoop earrings, large earrings  
dresses  
crocks

#### *Students may not wear:*

flip-flop sandals  
open back shoes  
tank tops  
T-shirts with inappropriate writing  
tennis shoes which convert to roller skates  
biker shorts  
pajama pants  
make-up  
low cut blouses/tops  
clothing that is extremely tight  
hats  
Good Rule: If you think you should not wear it...you shouldn't!

### *Shoes*



Plain brown shoes are required and can be worn with white or green socks, tights or white ankle-length leggings for girls and white socks for boys. Boys may wear black socks on dress days with long grey pants or brown/khaki socks with long khaki pants. No athletic shoes are allowed for students in Grades 1 through 8 except on the days designated for Physical Education for each class.

### **Hairstyles**

Hairstyles for both boys and girls should be neat and appropriate to the spirit of the school uniform. Students' hair should not be dyed or highlighted during the school year to a color other than a natural hair color. Girls may wear a hair ribbon, bow or barrette; however, beads and strings are not permitted.

### ***Electronics***

Because of the distraction caused by cell phones, students are not permitted to have cell phones while on the school campus. In the case of an emergency and a child needs to get in touch with a parent, he or she may use the phone in the school office. In the case of an extraordinary circumstance, including, but not limited to, a medical emergency, permission may be sought from the Principal for a student to possess a cell phone on campus.

Under such circumstance, the cell phone must be turned off throughout the school day and turned in to school office to be picked up at 3 pm. Other electronic equipment including portable music players should be left at home.

### ***Health/Safety***

#### ***Health Program Records***

Each student has a confidential file. This file contains the student's Immunization Record and Health Inventory contained in the Immunization Policy Acknowledgement (ADW Form 3). These forms are required for each student by the State of Maryland Department of Health. All kindergarteners and any student new to St. Raphael are

required to have a physical within 9 months of the start of school and must have the Immunization Policy Acknowledgment, completed and signed by both parent/guardian and the health care provider prior to the start of the new school year. Students will not be permitted to start school until forms are completed and the student has received all required immunizations. While new physical forms are not required for returning students each year, it is in your child's best interest to notify the school nurse of any changes in your child's health /medication status and to update his/her health file as needed. It is important that the school nurse and your child's teacher be aware of any special health needs and/or developmental problems to help ensure that your child receive the best learning experience. This information should be current and should be provided by the parent/guardian and health care provider. It is strongly suggested that a new Immunization Policy Acknowledgement (ADW Form 3) be completed for all students entering middle school. All incoming 7th graders must provide an updated immunization record showing that he/she has received the required Tdap and Meningococcal vaccines.

### ***Medication***

It is advised that any medication that can be given at home, be given before and/or after school hours.

No medication will be administered at school without the Authorization to Administer Prescribed Medication form completed and signed by both parent/guardian and health care provider. This form is required for all prescription and all non-prescription medications.

The first day's dosage of any new medication must be given at home before it can be given at school. All prescription medications must be brought to the health room by parent/guardian and must come to school with the pharmacist's label attached. All non -prescription medication must be brought to the health room by parent/guardian and must be in the container with the manufacturer's original label. Parent/guardian should label medication brought to school with the student's name. Physician's samples must be appropriately labeled with the following:

Student Name  
Name of Drug  
Dose to be given  
Route to be given  
Frequency to be given  
Prescribers Name and Number

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

### ***Asthma Policy***

Parents must notify the school of their child's asthma. It is a requirement of the ADW, that the Inhaler Authorization Form (ADW Form 9) be completed by parent/guardian and health care provider. Children may self-carry /self -administer emergency medication only if it is approved by the doctor, and nurse who agree that the child is mature enough and able to properly administer the medication independently. Otherwise, all inhaler medication will be kept in the health room and administered or supervised by the school nurse. It is strongly recommended that a spacer be used when administering medication from a metered dose inhaler, especially with younger children. All inhalers and spacers must be labeled by the parent with the child's name.

### ***Allergy Policy***

Parents must notify the school of their child's allergies, including life threatening allergies that may require the use of an EpiPen, (i.e. food, insects, medications, etc.) It is a requirement of the ADW, that the Allergy Agreement and Action Plan (ADW Form 6) and the EpiPen/Twinject Authorization Form (ADW Form 7) be completed by the parent/guardian and health care provider. Students with life threatening allergies are required to have two EpiPens at school. One EpiPen will be kept in the classroom with the teacher; the other EpiPen will be kept at the front desk and will travel with designated trained staff to the lunchroom and recess. In addition, the school nurse requires that the Family Food Allergy History Form be completed. All emergency medication and required documentation must be brought to school prior to the first day of school. All school health forms are available on the school website. If you have any questions 'please contact the school nurse.

### ***Nut Free Policy***

St. Raphael, consistent with the general population, is seeing an increased number of children with severe nut allergies, including potentially life-threatening anaphylactic reactions. Complete avoidance of peanut butter and nut products is the only way to prevent these children from having an allergic reaction. This reality has necessitated the elimination of peanut butter and nut products from the classrooms and lunchroom at St. Raphael School.

We ask our families that no type of food containing peanut butter and /or nut products be sent to school. This applies to all food coming into the school building, including lunches, snacks, and special-occasion foods. St. Raphael School will continue to allow "home-baked" \*snacks, however, we ask that these home-baked snacks also be completely free of peanut butter and nut products, including oils and flours. While we strive to be nut free, we realize it is impossible to eliminate all foods, as some foods may contain trace amounts of nuts because they were processed in a facility that also processes nuts. With that in mind, we ask that parents of children with allergies approve the "home-baked" snack for their child and/or provide a "safe snack". We realize that

this may cause some inconveniences, but we feel that the health of our children with these intense reactions must be a priority. In addition, we have a “No Sharing Food Policy” and we request that this be reinforced with your children, especially those with food allergies.

### ***After Care***

Due to COVID 19, St. Raphael School after care program will be offered with reduced hours of operation and limited # of students. Parents interested in having their child(ren) stay for aftercare must contact [Lara Roach](#) in advance. Sign up will be available one month at a time until further notice.

### ***Gifts***

Due to COVID 19, students may not exchange individual gifts at school. Invitations for slumber parties or birthday parties should be sent to the homes of students. Luggage and other over-night materials should not be sent to school.

### ***Parties***

Due to COVID 19, class parties and other indoor celebrations are on hold until further notice.

### ***Birthday Observances***

Due to COVID 19, birthday snacks are not to be shared at school.

### ***Discipline***

#### ***Conduct***

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

Items such as, but not limited to, questionable books and pictures, white-out, Sharpie markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones (except under extraordinary circumstances), laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, silly bands or other fads that may be distracting in an educational setting, or anything that will detract from a learning situation are not allowed at school at any time. The Principal reserves the right to determine the appropriateness of an action if any doubt arises. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning inappropriate conduct or the presence of objectionable items in the school.

### ***Threats***

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Raphael School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

### ***Off-Campus Conduct***

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

### ***Cheating***

No student shall give or receive unauthorized assistance or consult inappropriate sources during a test or while

completing an assignment. In cases of suspected cheating, disciplinary action will be taken up to and including expulsion.

### ***Detention***

Detention may be issued for a breach of classroom and/or school rules. Any staff member of St. Raphael School may issue a detention. Parents are given written notification of the detention. The day, date, and time of the detention are at the discretion of the Teacher. Detention takes precedence over appointments, practices, lessons, ballgames, etc.

### ***Suspension***

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher (making the parents subject to a fee for the substitute). Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Raphael School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

### ***Archdiocesan Catholic School Counseling Services***

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Raphael School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

### ***Prevention Programming***

As a Catholic school, St. Raphael School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Raphael School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

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

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

### ***Parent/Guardian Cooperation***

Parents/Guardians and students understand and acknowledge the Roman Catholic religion nature of St. Raphael School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Raphael School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Raphael



School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Raphael School.

### ***Drugs and Alcohol***

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

### ***Search and Seizure***

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

### ***Compliance with Government & Archdiocesan Requirements***

#### ***Archdiocese of Washington: Child Protection Policy***

St. Raphael School complies with the requirements of the Archdiocese of Washington's Child Protection Policy. A full explanation of this policy can be found at [www.ADW.org](http://www.ADW.org).

### ***Non-Discrimination***

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: [www.adwcatholicschools.org](http://www.adwcatholicschools.org)

### ***Child Abuse Laws***

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

### ***School Property***

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

### ***Transfer of Students***

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until all accounts have been settled. (See previous section on Student Records for transcript information.)

### ***Office Records***

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

### ***Telephone***

The telephones in the school are for business purposes only. For this reason, children will not be allowed to use the telephone unless there is an emergency. After school plans should be made with your children before they leave home each morning. Children will not be allowed to phone home for forgotten articles or books.

### ***Student Directory***

Within the first month of the school year, a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses is available via the school website. The Student Directory should be used to acquaint parents with the names of their children(s) classmates

and parents. This directory should not be used for other purposes.

### ***Outreach Projects***

Due to COVID-19, St. Raphael School community outreach will be reimaged.

### ***Emergency Drills***

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

### ***Crisis Plan***

St. Raphael School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

- St. Raphael Church
- Off Campus – across the street at Ritchie Park Elementary School.

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

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

### ***Right to Amend***

St. Raphael School reserves the right to amend this Handbook. Notice of amendments will be posted on the school web site.

## **APPENDIX A**

## **ST. RAPHAEL SCHOOL COMPUTER/NETWORK USE POLICY**

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

The purpose of this Use Policy is to ensure the security of all elements of St. Raphael School's computer systems, related technology, and electronic information; to delineate appropriate uses for all users of St. Raphael School's computer systems; to promote intellectual development through the use of computer systems, related technology, and electronic information in a safe environment; and to ensure compliance with relevant state, local and federal law.

Use of the network and all technology equipment is governed by the terms below:

1. Students, faculty and staff are expected to use it in support of educational, administrative and research activities consistent with the objective of the school. The use of the network and technology equipment is a privilege, not a right.
2. Users are advised not to share any personal information, including addresses and telephone numbers, over the Internet.
3. As members of the St. Raphael's network community and as representatives of St. Raphael's on the Internet, all users are expected to conduct themselves in appropriate manner at all times. Users must also take care to ensure their safety and privacy particularly when using the Internet. All users should:
  - Be polite
  - Never use vulgar, profane, obscene, or other inappropriate language

- Always respect the privacy of others. Never indiscriminately forward or duplicate email messages without the permission of the author
  - Never use the network in such a way that it would impair or disrupt its use by others
  - Never connect your computer to the school's network without permission
  - Observe and respect all copyright laws and properly attribute information used
4. Users are permitted to correspond with persons outside St. Raphael's Community and use the network for personal research so long as it does not violate any of the provisions of this policy and does not interfere with their work. At no time should the network be used for the playing of games.
5. Those who do not use the network in an appropriate manner will immediately lose their privileges and may face further disciplinary action. The administration determines what constitutes appropriate use and its decisions are final. The following is a partial list of prohibited uses. No user should ever:
- Use network resources for purposes other than those prescribed in this policy.
  - Transmit any material or engage in any activities that are in violation of any local, state, or federal law or regulation.
  - Distribute, post, download, transmit, or view profane, abusive, or threatening materials.
  - Install, copy or delete any software on school computers without the permission of the Principal.
  - Access another User's account or attempt to intercept or examine the content of messages or files being transmitted over the network.
  - Seek access by attempting to circumvent computer security methods or operating systems.
  - Harass or stalk anyone.
  - Change or delete another person's files without permission.

- Vandalize or damage technology equipment, software, and/or files.
- Plagiarize
- Engage in any act that is intended to slow network traffic or disrupt network operations.

## APPENDIX B

Maryland State Department of Education in accordance with the  
Safe Schools Reporting Act of 2005 8-05

### **BULLYING, HARASSMENT OR INTIMIDATION REPORTING FORM**

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school\*, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

**Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that: (I) creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is: 1. motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or 2. threatening or seriously intimidating; and (II) 1. occurs on school property, at a school activity or event, or on a school bus; or 2. substantially disrupts the orderly operation of a school. Electronic communication means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.**

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

School: \_\_\_\_\_

School System: \_\_\_\_\_

## PERSON REPORTING INCIDENT

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Place an (X) in the appropriate box: ☐ Student ☐ Student  
(Witness/Bystander) ☐ Parent/guardian ☐ Close adult relative  
☐ School Staff

1. Name of student victim:

\_\_\_\_\_

Age: \_\_\_\_\_

2. Name(s) of alleged offender(s) (if known), please print  
School Age of alleged offender? (if known)

\_\_\_\_\_ ☐ Yes ☐ No

\_\_\_\_\_ ☐ Yes ☐ No

\_\_\_\_\_ ☐ Yes ☐ No

3. On what date(s) did the incident happen?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

4. Place an (X) next to the statement(s) that best describes what happened (choose all that apply):

\_\_\_\_\_

☐ Other (specify)

☐ Any bullying, harassment, or intimidation that involves physical aggression

☐ Getting another person to hit or harm the student

☐ Teasing, name-calling, making critical remarks, or threatening, in person or by other means

☐ Demeaning and making the victim of jokes

☐ Making rude and/or threatening gestures

☐ Excluding or rejecting the student

☐ Intimidating (bullying), extorting, or exploiting

☐ Spreading harmful rumors or gossip

☐ Electronic Communication (specify)



5. Where did the incident happen (choose all that apply)?

- ☐ On school property
- ☐ A school-sponsored activity or event off school property
- ☐ On a school bus
- ☐ On the way to/from school\*

\*Will be collected unless specifically excluded by local board policy

6. What did the alleged offender(s) say or do?

---

---

---

---

---

---

---

---

---

---

(Attach a separate sheet if necessary)

7. Why did the bullying, harassment or intimidation occur?

---

---

---

---

---

---

---

---

(Attach a separate sheet if necessary)

8. Did a physical injury result from this incident? Place an (X) next to one of the following:

- ☐ No
- ☐ Yes, but did not require medical attention
- ☐ Yes, required medical attention

9. If there was a physical injury, do you think there will be permanent effects?

- ☐ Yes ☐ No

☐ Yes ☐ No

11. Did a psychological injury result from this incident? Place an (X) next to one of the following:

☐ No

☐ Yes, psychological services have not been sought

☐ Yes, psychological services have been sought

12. Is there any additional information you would like to provide?

[illegible]

(Attach a separate sheet if necessary)

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

## APPENDIX C

### COVID 19 Addendum

Students attending St. Raphael School for the 2021-2022 school year must adhere to the following guidelines:

- Temperature taken
- Daily questionnaire
- Social Distancing
- Handwashing
- Wearing Mask

All students must wear a mask during the entire school day. Parents with children that struggle with wearing a mask should opt for distance learning. Students that refuse to wear their mask during the school day will be directed to distance learning.

I have read and agree to the guidelines given to me by St. Raphael School.

Parent Signature:

---