

Archdiocesan Admissions & Non-Discrimination Policy

Archdiocesan schools follow local, state, and federal non-discrimination regulations, as applicable. As religiously-affiliated schools, Archdiocesan schools are not required to adopt any rule, regulation, or policy that conflicts with the religious or moral teachings of the Roman Catholic Church.¹

Catholic students shall be given preference over non-Catholic students for initial admission into Archdiocesan schools. All applicants shall follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before finalizing any admissions.

¹Maryland law requires non-public schools that receive state funds to publish the following additional statement: "It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(ii) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

Maryland law further provides that Title 26, Subtitle 7 of the Education Article of the Maryland Code "does not require a nonpublic prekindergarten program or nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings, provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability."



Welcome to the 2023-2024 School Year!

WE ARE ONE

For the past few school years, St. Raphael School prided ourselves on our steady approach to the education of our students, and our valiant attempt at maintaining normalcy during COVID and in the post-Covid period, which was quite an achievement. However, now, it is time to lift the bar, and as we come together, we envision what comes next. The St. Raphael School Board is turning their attention to our strategic plan that will be revised this school year and will continue to propel us into the future.

Thank you for partnering with us to create a safe environment where our students will flourish, our teachers will refine their craft, and our parents will be proud to send their children. Our Catholic identity will permeate everything we do, and we will continue to work tirelessly together.

St. Raphael School follows the guidelines from the Roman Catholic Archdiocese of Washington and the Maryland State Department of Education. Please use this handbook to help you navigate the school year.

May God bless our efforts. We look forward to a wonderful year!

We are St. Raphael!

Teri Dwyer

St. Raphael School

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St. Raphael School

GENERAL SCHOOL INFORMATION

1513 Dunster Road
Rockville, MD 20854

Rev. Michael Salah, Pastor
Teri Dwyer, Principal

Phone: 301-762-2143
Fax: 301-762-4991
Website: www.straphaelschoolmd.org

Receptionist: 301-762-2143

School Office: 301-762-2143
7:30 a.m.-3:30 p.m.

School Nurse: 301-762-2143 x136
7:30 a.m.-3:30 p.m.

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

Before 8:00 a.m. - receptionist@straphaels.org

After 8:00 a.m. - email or call 240-864-2536
(School Nurse) or 301-762-2143 (Receptionist)

St. Raphael Catholic Church: www.straphaels.org
Archdiocese of Washington: www.adw.org

School Hours

The school day begins at 8:00 a.m. in the church with a daily prayer service and at that time attendance is taken. Students can arrive as early as 7:30 a.m. to the front desk and 7:45 a.m. to church. The school day ends at 3:00 p.m. Students are dismissed via the carpool line or as “Walkers”. For “Walkers,” an SRS staff member escorts the students to the front of Raphael House for them to walk home or meet their parent/ride. Please note that the school cannot be responsible for children BEFORE 7:30 a.m. or AFTER 3:15 p.m. on regular dismissal days and AFTER 12:30 p.m. on early dismissal days. Students not picked up in a timely manner will go to Aftercare and the family assessed the fee.

Inclement Weather Policy

During inclement weather, St. Raphael School will close when Montgomery County Public Schools (MCPS) are closed. In the case of a delayed opening, St. Raphael School opens at 10:15 a.m. Before care will be available beginning at 8 a.m. Students should arrive to the front desk and sign in with the Receptionist, who will direct them to Before Care. (Please note that if there is a delayed opening on a scheduled half-day, St. Raphael School will open at 10:15 a.m.). In the event of an early closing, St. Raphael School will close at 1:00 p.m. and Aftercare is not available. If SRS/SRNS is open and

MCPS are not in session, we will adhere to the Archdiocese of Washington announcements for school closings or delays.

Please check www.montgomeryschoolsmd.org for a complete listing of school closures and delays for information on Montgomery County Schools.

School Visitors

All visitors must sign-in at the front desk. The Receptionist will distribute and collect nametags for all visitors.

Calendar

Please login to the [school website](#) for the most up-to-date calendar information.

ST RAPHAEL SCHOOL

Philosophy

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

St. Raphael School, being an integral part of the parish community, 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 interests.

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 continue to 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. On June 13, 2006, St. Raphael School was dedicated. In May 2011, we moved into our new building - 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 flourished since its inception, and it is one of the largest Catholic early childhood programs in the

area. In addition to the Nursery School, the parish provides religious education for students of registered parishioners 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.**

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 North Central Association Commission on Accreditation and School Improvement (COGNIA).

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
- Eat 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. St. Raphael School is dependent on our parent partnership. We count on a respectful and cooperative relationship.

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 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 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.

HSA & School Board committee members and their contact information are located on the [HSA & School Board webpage](#).

ST. RAPHAEL SCHOOL 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/fundraising/community 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/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. During the summer months, the President will determine if the committee will meet. Two times per year, a General Meeting invites SRS parents to attend. Additionally, the Steering Committee may schedule special meetings 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, and Past-President 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 3rd year of term.

2. **Vice-President** - Assists the President as necessary throughout their term. In the absence of the President, this individual will chair the meetings and assist in the various duties of the Association.
3. **Secretary** - Takes meeting minutes, presents minutes at meetings and emails reminders before meeting if necessary and prepares thank you notes as needed.
4. **Treasurer** – Records and tracks fundraising dollars, provided to them by the office, from Dine Outs, TGF and other programs (Harris Teeter, AmazonSmile) to assist in maintaining working budget for HSA events
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, 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.
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: 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:

The Principal shall appoint the Chairpersons, with the approval of the Steering Committee, for the standing committees. The standing committees and their functions shall be:

1. **Opening Day Mass & Festivities:** Children are welcomed to school with Mass and scheduled fun activities. Held annually in August.
2. **Staff Appreciation Lunch:** Volunteers work with the SRNS Board to provide 6-7 lunches throughout the school year for SRS/SRNS teachers and staff. The lunch consists of entrees, salads, drinks, side dishes and desserts for approximately 50 staff members. Responsibilities include lunch theme, coordinating food/beverage drop-off and set-up/clean-up.
3. **Golf Classic:** Volunteers work on a wide range of tasks including website management, sponsorships and logistics for the tournament and reception. A bake sale is also organized following Sunday Masses prior to the tournament.
4. **Grandparents Day:** A day of celebration for grandparents or special family members. The date coincides with the Feast Day of St. Raphael. The day begins with Mass followed by a reception. Responsibilities include invitations, decorations, determining and purchasing food/ beverages and set-up/clean-up of reception. Held annually in September.
5. **Angels on the Run:** A Cherub Fun Run, 1 Mile and 5K races are held annually in the fall. Responsibilities include website management, obtaining sponsorships, registration, coordinating with the City of Rockville, and race day volunteer jobs.
6. **Family Fun Night:** Families come together for a fun evening at the school twice a year; SRNS hosts the fall event and HSA winter. The event coordinator is responsible for selecting a theme, planning and advertising the event.
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 volunteers as needed. Held annually in October & January.
8. **Book Fair:** The Coordinator is responsible for working with Scholastic Books to set up a weeklong event. Responsibilities include set-up/clean-up 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. **Thanksgiving Baskets:** The Coordinator works with the front office to solicit donations from families to purchase food/gift cards presented as “Thank you” baskets for maintenance staff.
10. **Catholic Schools Week:** The CSW Committee coordinates with the St. Raphael Nursery School Board to plan a staff dinner, write thank you notes to teachers, decorate the school hallways, provide refreshments to parents at drop-off and pick-up and send Catholic school items home with students. Held annually in January.
11. **School Musical:** Volunteers help with our spring school musical. Responsibilities include set construction and decoration, concession stand, ticket sales and other duties as needed.

12. **Girls Night Out:** Vendors purchase table space to sell their goods, blending the school with the community. The co-Chair's responsibilities include advertising the event and soliciting vendors. Volunteers are responsible for room set-up/clean-up. Held annually in the spring.
13. **Online Auction:** School fundraising auction. Volunteers work on soliciting businesses to donate items for the auction. Other responsibilities include data entry and website management. Held annually in the spring and coincides with Spring Adult Social.
14. **Spring Adult Social (Spring Soiree/Cornhole and Cocktails):** An evening out for adults and a great way to connect with other parents. Volunteer responsibilities include supporting the committee chair with set-up/clean-up of the venue, decorations, coordinating caterer and beverages, and activities planning. Held annually in the spring.
15. **Mother's Day/ May Crowning:** A celebration for mothers combined with the May Crowning of Mary. The day begins with Mass followed by a breakfast reception in the Trumpet Room. Volunteers assist with food and beverage service, set-up/clean-up and photographing mothers with their children. This event is a great opportunity for the Dads to get involved! Held annually in May.
16. **New Family Pizza Party:** This event is for incoming SRS students and their families. Volunteer responsibilities include coordinating pizza and other refreshments, set-up/clean-up, décor, charting tables for new families and their "buddy families" per list generated by the office and arranging entertainment for children during parent orientation. Held annually in the spring.
17. **Father's Day Prayer Service:** A celebration of Fathers begins in church with Morning Prayer followed by a reception in the Trumpet Room. Volunteer responsibilities include décor, set-up/clean-up, food and beverage service and photographing dads with their children. Held annually in June.
18. **Field Day:** This event marks the end of the school year. Students engage in various field games and activities. The coordinator's responsibilities include designing and ordering Field Day shirts, communicating event schedule, purchasing necessary supplies, coordinating with PE teacher regarding parent and alumni volunteers set-up/clean-up, and working with teachers to determine teams/groups.

B. Special Committees:

The HSA President may create special committees as the need arises. All special committees shall have a duration of no more than one year.

VIII. 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.

IX. AMENDMENT OF BYLAWS

If necessary, bylaws can be amended at a special meeting called for that purpose. A proposed amendment is submitted, in writing, at a regular meeting at least one month prior to the special meeting. The proposed amendment must also be announced to the entire Membership.

X. 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.

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, with reasonable accommodations on the part of the school, have the opportunity for admission if they can function in the school environment. Such children are conditionally accepted and status reevaluated, if the need arises. For new students, parents are required to fill out and submit an application form with a \$200.00 non-refundable application fee. Following the application fee, parents will be contacted by the school to schedule a prospective parent interview (prospective students are not interviewed). It is also requested that 3 years of current report cards are submitted and an admissions test may also be administered. Parents are notified by letter once the admission decision is made. 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. Payment is applied toward the annual tuition due.

New students entering St. Raphael School, after Kindergarten, are accepted on a probationary basis for a period of one year. Acceptance is finalized at the end of the first academic year if St. Raphael determines that the new student can meet academic performance standards and behavioral conduct standards. This probationary period is in addition to St. Raphael 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 is required in early April to reserve a seat for your child for the upcoming school year. This deposit is non-refundable. Payment is applied toward the annual tuition due.

Wait List

Considering class size limitations, applications for enrollment in any grade may exceed available space. A wait list will be established and reduced, as space becomes available based on the general admission criteria. Students will remain on the wait list for one academic year. Parents will participate in the registration process the following year for consideration for the following year's class.

Withdrawal

Parents are to notify the Principal, in writing, if they decide to withdraw their child/children, so that we may refer to our wait list and accept new students.

Tuition

Tuition cost and payment dates are located on the [tuition and financial aid webpage](#).

Tuition payment is the financial responsibility of the family or legal guardian of our students. For budgeting purposes, timely payments are important. 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 due upon acceptance for new students. For returning students, the first payment of \$2,000.00 is due when confirming re-enrollment in April of the preceding school year. There is an obligation to pay tuition for the entire school year. If your child

leaves the school, there is no tuition refund unless we are able to fill their vacated spot. In that case, prorated tuition is issued. In either 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 annually at 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. All volunteers in the school must fulfill Archdiocese of Washington requirements including fingerprinting, participating in the Protecting God’s Children Program (also referred to as VIRTUS training), and completing an archdiocese volunteer application.

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, we recommend that you 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.

Contact your child’s teachers via email. Teacher email addresses are listed [firstinitiallastname@straphaels.org](mailto:firstname.lastname@straphaels.org) (for example, tdwyer@straphaels.org). Please note that teachers will be unable 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 receive 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 a.m. each day of their absence. The nurse will contact a parent or guardian if the office does not receive a call. This policy is for the protection of St. Raphael students. A written statement giving a reason for the absence or tardiness and signed by the parent or guardian is necessary, and given to the teacher, upon the student’s return to school. In addition, and in accordance with Maryland State Law, if a student is absent for three consecutive days, a note from a

doctor must be brought to the student's teacher upon the student's return for "excused" absences 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, medical documentation that indicates that the student can return to school);
2. Death in the student's immediate family;
3. A 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 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 not properly documented by the student's parent/guardian, is an unexcused absence.

A parent may call the school office before 9:30 a.m. to arrange for homework assignments when a student is absent for three or more days due to illness. Homework assignments are available to be picked-up at the front desk between 3:00 p.m.–3:30 p.m. on school days.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt the learning process. Should an unexcused absence seem imperative, the parents' must notify the Principal in writing. The administration has the right to consider retention for the following academic year for unexcused absences. Make-up work and/or missed homework assignments are only required for students with excused absences. Assignments given in anticipation of an unexcused absence are at the discretion of the teacher.

Absence During School Day

Students needing medical appointments during school hours require a written note by the parent given to the student's teacher upon arrival on the day of the absence or at the time of departure. Parents are required to sign out their child at the front desk. If the child returns to school during the same school day, they are required to sign back into 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 Archdiocesan curriculum guidelines and the Maryland State Department of Education guidelines for teaching 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 the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation. Students attend Mass once a week with the parish, participate in daily prayer and attend religion class during the school day. 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 taught in Grades K - 8).

Student Language Arts averages, standardized test scores (where applicable), and teacher recommendations 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. The intention is for Reading placement 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, standardized test 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 given different homework assignments, or enrichment/ support as needed. The intention is for Math placement to be fluid. If warranted, based on the established criteria, placement may change throughout the year.

Physical Education

Maintain and develop fitness. Develop skills for sport and recreation. Use movement for self-expression, enjoyment, challenge, social interaction and lifelong physical activity. Exhibit a positive attitude toward physical activity and its contribution to a healthful lifestyle. Work on Presidential Fitness standards.

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

Music, Studio Art, and Band.

Computer Literacy

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

Report Cards

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

Distribution of Report Cards

Report card distribution is 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 will not be distributed before the assigned date. If a student leaves school prior to 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 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.

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);

It is important that the parent/guardian access their login to participate via Rediker and check their child's progress regularly. The School Office can assist with directions, if needed.

Progress Reports

The reporting system of the Archdiocese of Washington is divided into four quarters. Progress reports for students in K through 8th grade will be sent to parents and guardians during each marking period upon the teacher's discretion. Commendations and recommendations are available on Rediker. In order to remain aware of each child's progress, or lack thereof, the parent/guardian should track via Rediker 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, and 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, stimulate a desire to render service, promote worthy leadership and citizenship, and encourage the character development 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, non-voting 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.
- e. 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/guardian 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 to the School Office at least ten (10) school days in advance. The School Office must receive all forms for distribution. The completed forms are sent directly to designated schools via U.S. Mail. Records will not be sent to transferring schools of students whose financial commitment is in arrears.

Promotion Policy and Retention Policy

Advancement to the next grade at 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 a 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, supplement and enrich class work, and prepare for specific lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote a specific amount of time spent on homework assignments, but we anticipate graduated increase of 15 minutes per year. If a problem arises, contact the teacher.

Students will be allowed one day for each day of absence due to illness to complete the missed work. For example, a student 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, we have established a technology protection plan. This plan requires a payment of \$250.00 to insure the device and collected at time of distribution to the student. Every middle school student is also issued a stylus pen. Damaged or lost pens will incur a minimal repair/replacement cost.

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 and/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 St. Raphael 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 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 damaged, 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 and Android watches, tablets, laptops, and 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.
- The 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 taken at 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:

- Parents/guardians shall be responsible for reading and reviewing the terms listed above with their child.
- Parents/guardians shall be responsible for any damages, claims and expenses resulting from their child's use of the school's technology equipment.
- Parents/guardians shall be responsible for damages, claims (including theft) and expenses of all personally owned technology equipment used in any BYOD program.
- Parents/guardians acknowledge 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 the appropriate authorities.
- Parents/guardians acknowledge that violation of any policy provision may result in confiscating equipment until retrieved by such parent/guardian.
- Parents/guardians acknowledge 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.

****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, **Instagram, Snapchat, Twitter, Threads, 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 sports practices or games, he/she should bring the cell phone to the Receptionist 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 should a cell phone be in a student's possession during the day. 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 possessing or transmitting inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.
- Texting: Students are not to text during the school day. Students involved with texting at school face detention, suspension and/or expulsion.
- Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com and www.secondlife.com pose a developmental and moral risk to a student's life. 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

The school library is a valuable resource for all of our students. It is important, therefore, that materials are current and complete. We appreciate parent support of our efforts by responding in a timely manner to any overdue notices sent home periodically with students requesting the return of overdue books. Notices for missing books will be sent to parents at the following times: Christmas break, Easter break and in the month May. Students will not be allowed to check out books until payment is submitted or the book is returned/replaced.

Recess

All students are to participate in outdoor recess. Students are not to stay indoors for recess without a written excuse signed by a doctor. We appreciate that parents do not ask that their child remain indoors during recess. If your child is too sick to go outdoors, he or she should remain home.

Outdoor recess will only be canceled if the temperature outside is below 32 degrees or if there is severe weather. Students should come to school dressed appropriately for outdoor recess throughout the school year.

Field Trips

- 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 for a child to attend a field trip activity. Due to liability concerns, verbal permission is not accepted, which includes telephone calls, 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, metro or other school contracted transportation 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 considered 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 preschool or school-aged siblings on the field trip.
- All chaperones must be 25 years of age or older and meet all volunteer requirements. Space is limited, and preference given to parents and guardians.
- Students wear uniforms, unless otherwise stated, on field trips and cell phones are not allowed.

Lunch Program

Students either bring a lunch, clearly labeled with their name, from home or participate in the school hot lunch program (details provided separately). We encourage our students to eat a healthy lunch. We request that parents do not include glass bottles, soda, or excessive amounts of candy/sweets in lunches brought from home. The school discourages parents/guardians from bringing lunches to school from take-out restaurants. In addition, we request that food containing nuts and/or nut products not be sent to school (See our Nut Aware Policy).

Students may bring an appropriate nutritious snack to school each day.

Uniforms and Dress Code

St. Raphael School uniforms are comfortable, promote school spirit, and allow students to take pride in their appearance. The school’s uniform providers are [Flynn O’Hara](#) and [Lands’ End](#) (our school number: 900120254). Many uniform pieces may be purchased from either vendor. The jumper, tights, middle-school plaid skirt, and middle-school tie are available only at Flynn O’Hara. The P.E. uniform, green sweater, green sweatshirt, and middle-school blazer must be purchased through Lands’ End. The white, ankle length leggings are not supplied by either vendor, so parents may purchase at the merchant of their choice. All uniforms should be clean and pressed with all buttons attached and hem intact. Shirts should remain buttoned and shirttails tucked in while a student is on campus. Students may wear their Scout uniforms on meeting days.

All students must be in approved uniform attire every day unless otherwise announced. If there is a time when the approved uniform cannot be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be contacted to bring in the appropriate clothing. If your questions cannot be answered by the following information, feel free to contact [Lara Roach](#) with any additional questions or concerns.

Kindergarten

Kindergarten students are encouraged to wear their P.E. uniform on a daily basis.

NOTE: The following shirts qualify as P.E. approved uniforms for all grades: Past and present SRS Field Day shirts and KIND shirts.

Grades 1-5

Grades 1 and 2 have P.E. once a week and must wear their P.E. uniform. Grades 3-5 have P.E. four times a week. There are two designated P.E. uniform days assigned by class. The daily attire is to be worn the remaining three days.

Grades 6-8

Formal dress uniform is mandatory every Monday, all Holy Days, and designated special occasions. Grades 6-8 have P.E. four times a week. There are two designated P.E. uniform days assigned by class.

****Guidelines for boys' and girls' uniforms, all grades, for P.E. and optional attire are located on the school website in the Campus Life section under the Parent Resources tab.**

Hairstyles

Hairstyles for both boys and girls are to be kept at a reasonable length. No extreme haircuts or hairstyles (including dyed/colored hair, spiked hair, Mohawks, shaved patterns, colored extensions and clip-on hair) permitted for either boys or girls. Boys are to be clean-shaven at all times. Girls may wear a moderate sized bow, hair ribbon, or barrette.

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 (except clear), make-up, self-tanning products or tanning beds allowed.

Out-of-Uniform Guidelines

On Tag Days, non-uniform days, students must wear appropriate clothing. Students will have 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), skorts, sweatshirts, jogging suits, dresses, slacks,
- nail polish,
- jewelry, hoop earrings, large earrings,
- crocs shoes

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

No nail polish (except clear), make-up, self-tanning products or tanning beds are allowed.

**** Good Rule: If you think you should not wear it...you shouldn't!**

Shoes

Plain brown shoes are required and 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 gray 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.

Electronics

Cell phones are a distraction and not allowed, for students, to have on them while at school. 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, the Principal has the discretion to allow the student to possess a cell phone on campus. Under such circumstances, the cell phone must be off during the school day and kept at the front desk. It can be picked-up at 3 p.m. from the front desk receptionist. Other electronic equipment including portable music players and Apple, Android and all smart watches remain at home.

Health/Safety

Health Program Records

Each student has a confidential health file. The file holds the student's Immunization Record and Health Inventory in the Immunization Policy Acknowledgement Form (ADW Form 3). The State of Maryland Department of Health and the Archdiocese of Washington require this form. All kindergarteners and new students enrolled in St. Raphael are required to have a physical within one year of the start of school and must have the Immunization Policy Acknowledgement form completed and signed by both parent/guardian and the health care provider prior to the start of the new school year. Completion of all required forms, and required immunizations, are necessary for a student to start school. While returning SRS students are not required to have new health forms 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 concerns and/or developmental problems to help ensure that your child receives the best learning experience. It is important to have updated information from the parent/guardian and health care provider.

It is strongly recommended that all students entering middle school have a new Immunization Policy Acknowledgement (ADW Form 3) completed by parent/guardian and health care provider. All incoming 7th grade students must provide an updated immunization record showing that he/she has received the required T-dap and Meningococcal vaccines.

Medication

For a student to receive medication at school, both parent/guardian and health care provider must complete the Student Medication Authorization Form (ADW Form 8). The form is required for all prescription and all non-prescription medications. All medication must have appropriate expiration dates for the current school year. The school nurse will notify the parent/guardian when any medication is due to expire. It is the responsibility of the parent/guardian to replace medication prior to the expiration date.

The first day's dosage of any new medication must be given at home before it can be given at school. All prescription medication 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 original sealed container with the manufacturer's label. Parent/guardian should label medication brought to school with the student's first and last name. Pharmacy labels and Physician medication samples should contain the following information:

- Student Name
- Name of Drug
- Dose
- Route
- Frequency
- Prescriber's Name and Number

***Parent/guardian should administer any medication before and/or after school hours whenever possible.**

The school nurse or trained staff will administer 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/she will be sent to the school nurse who will notify you or someone you have designated as an emergency contact. Once contacted, please arrange 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 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 present that may prohibit him/her from participating fully in school. 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, he/she must be tolerating food and fluids with no vomiting and/or diarrhea for 24 hours before returning to school.

***It is the responsibility of the parent/guardian to update the Health Emergency Information for each child annually in TADS. It is the school policy that the parent/guardian should call/email the nurse or the front desk by 10 am if his/her child will be absent from school.**

Asthma Policy

Parents must notify the school nurse if their child has a diagnosis of Asthma or Reactive Airway Disease. It is a requirement of the ADW that any student who may need to use an inhaler while in school, must have the **Inhaled Medication Authorization Form (ADW Form 9)** completed by parent/guardian and health care provider. Children may self-carry/ self-administer emergency medication only when approved by the doctor and school nurse, who agree that the child is mature enough and able to properly administer the medication independently. Otherwise, all inhaler medication will be maintained in the health room and administered or supervised by the school nurse. The school nurse recommends that a spacer be provided by the parent/guardian for use when administering medication from a metered dose inhaler, especially for younger children. The parent/guardian should label his/her child's inhaler and spacer with the child's first and last name.

Allergy Policy

Parents must notify the school of their child's allergies, especially 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 parent/guardian and health care provider complete the **Allergy Agreement and Action Plan (ADW Form 6)**. Students with life threatening allergies are required to have two EpiPens at school.

The health room maintains all medication. In addition, the school nurse requires that the parent/guardian complete the **Family Food Allergy Health History Form**. The school requires that emergency medication and required documentation is brought to school prior to the first day of school.

All school health forms are available on the school website. Please contact the school nurse if you have any questions.

Nut Aware 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 the allergen is the only way to prevent these children from having an allergic reaction. We ask that you do not send in any food containing nuts and/or nut products (oils, flours, butters). 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 treats” to come to school for class celebrations, but we do ask that these also are completely free of nuts and/or nut flours, oils, and butters and the ingredients used, not processed in a facility or on equipment that processes nuts. While we strive to be nut-free, we realize that it is impossible to eliminate all risk, as some foods may contain trace amounts of the allergen due to facility processing or equipment that also processes the allergen. Keeping this in mind, we ask that the parents of children with food allergies approve the “home baked” snack for their child and/or provide an alternative “safe snack.” We realize that this may cause some inconvenience, but we feel that the health of our children with these severe reactions must be a priority. In addition, we have a “**No Sharing Food Policy**” and we request that parents reinforce this policy with their children, especially those with food allergies.

***An alternative safe snack is provided to a student when there is a question of safety with food.**

In the spirit of being more inclusive, we suggest you visit www.snacksafely.com (updated monthly) for a listing of safe alternative food options that everyone can enjoy.

After Care

St. Raphael School offers families an opportunity to register for our after school childcare program. We offer After Care from the end of the school day at 3:00 pm through 6:00 pm., (After Care is also available on scheduled early dismissal days.) The expectation is that parents are prompt in picking-up their child/children at 6:00 pm. A late pick-up requires a conference with the Principal prior to it occurring. For cost, and additional information, visit the [Extended Day page](#) on our school website.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students unless an invitation is being given to every student in the entire grade. In the same vein, when planning sleepovers and slumber parties for only a few children, please do not send luggage to school.

Parties

Students are permitted class parties each year: Halloween, Christmas, Valentine’s Day, and Easter. Room parents may assist the classroom teacher with these parties. Crafts may not be designed around food.

Birthday Observances

Students in all grades may bring a simple birthday snack to school to share with their classmates. Arrangements should be made with your child's teacher in advance. Refer to the Nut Aware policy in the handbook for appropriate birthday treats.

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 that 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 that are distracting in an educational setting or detract from learning situations are not allowed at school at any time. These items include, but are not limited to the following:

- Questionable books and pictures
- White-out
- Sharpie markers
- Knives
- Guns
- Matches
- Cigarettes
- Radios
- Toys
- Trading cards
- Pagers, palm pilots, and cell phones (except under extraordinary circumstances)
- Laser lights
- CDs, iPods or other mp3 players
- Smart Watches
- Cameras
- Silly bands or other fads

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 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 up to, and including, expulsion will be taken.

Detention

Detention is possible 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 detention. The day, date, and time of the detention are at the discretion of the Teacher. Detention takes precedence over appointments, practices, lessons, ball games, etc.

Suspension

Students receiving 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 - bullying, harassment, and intimidation

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. St. Raphael School prohibits bullying, harassment, and intimidation of any member of the school community. All reports of bullying, harassment, and intimidation will be treated seriously. Students should report such acts to the teacher, principal, assistant principal, or counselor. The parent or guardian of the alleged victim will be notified within 3 business days after the date the act is reported. The parent or guardian of the alleged perpetrator will be notified within 5 business days after the date the act is reported. 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.

“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 means 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.”

“Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate.”

Students involved in repeated harassing/bullying behavior will face disciplinary action up to, and including, suspension and/or expulsion. Students who commit acts of bullying, harassment, or intimidation will be required to participate in anti-bullying programming or counseling. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion.”

If needed, the [Bullying Reporting Form](#) is available for submission to the school counselor and administrator.

Parent/Guardian Cooperation

Parents/Guardians and students understand and acknowledge the Roman Catholic religion 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.

Archdiocesan Admissions & Non-Discrimination Policy

The Archdiocese's Admissions & Non-Discrimination Policy can be found on the website of the Catholic School can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discriminationpolicy/>

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

A parent must present, in writing, a notice of withdrawal of a student 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 should update TADS 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

Although the telephones in the school are for business purposes, children will be permitted to use the phone when overseen by the receptionist or another staff member. We do encourage after school plans to be made before school as much as possible. Students are not permitted to use personal cell phones or watches to communicate in the building.

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 is available to acquaint parents with the names of their children(s) classmates and their parents, and not for any other purpose.

Outreach Projects

St. Raphael School will organize various community outreach-projects for each grade. A parent coordinator, assigned to each class, will oversee the organization and participation of each project.

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, evacuation and relocation of students and staff to one of two secure designated locations will occur.

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 school grounds, should be given to the front desk receptionist to be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 30 days, after which time the items are donated to charity.

Right to Amend

St. Raphael School reserves the right to amend this Handbook, and notice of amendments posted on the school website.

APPENDIX A **Faculty and Staff**

Principal	Teri Dwyer 301-762-2143 x121 tdwyer@straphaels.org
Assistant Principal	Julie Cress 301-762-2143 x158 jcress@straphaels.org
Kindergarten	Francine Krivka 301-762-2143 fkrivka@straphaels.org
	Terri de Raet 301-762-2143 tderaet@straphaels.org
	Kim O'Connor 301-762-2143 koconnor@straphaels.org
1st Grade	Catherine Williams 301-762-2143 cwilliams@straphaels.org
	Lindsay Howley 301-762-2143 lhowley@straphaels.org
2nd Grade	Kasey Trees 301-762-2143 x180 ktrees@straphaels.org
	Maureen Everling 301-762-2143 meverling@straphaels.org

3rd Grade	Kelly Kimmel 301-762-2143 x181 kkimmel@straphaels.org
	Natalie Pardo 301-762-2143 npardo@straphaels.org
4th Grade	Michelle Roche 301-762-2143x182 mroche@straphaels.org
5th Grade	Megan Heitzmann 301-762-2143x141 mheitzmann@straphaels.org
6th Grade	Melissa Kelly 301-762-2143x173 mkelly@straphaels.org
7th Grade	Thomas Pullano 301-762-2143x151 tpullano@straphaels.org
8th Grade	Molly Bugge 301-762-2143x176 mbugge@straphaels.org
Office Manager	Lara Roach 301-762-2143x116 lroach@straphaels.org
Administrative Assistant	Danielle Laws 301-762-2143x122 lroach@straphaels.org
Receptionist Monday-Thursday	Rosa Lombardo 301-762-2143x125 receptionist@straphaels.org

Receptionist Fridays	Nan Waffin 301-762-2143x125 receptioinist@straphaels.org
Student Counseling	Katie Vedete 301-762-2143x134 kvedete@straphaels.org
Resource	Molly Nagel 301-762-2143x111 mnagel@straphaels.org
Resource	Donna Dulski 301-762-2143x183 ddulski@straphaels.org
Development	Stacey Woodward 914-329-1694 swoodward@straphaels.org
	Laura Magafan 301-762-2143x106 Development@straphaels.org
Enrichment	Olayinka Alexander 301-762-2143x214 oalexander@straphaels.org
Enrichment	Amy Burgaleta 301-762-2143x214 aburgaleta@straphaels.org
Enrichment	Maura Chongpinitchai 301-762-2143x174 mchongpinitchai@straphaels.org
Enrichment	Tim May 301-762-2143x108 tmay@straphaels.org

Enrichment	John McCutcheon 301-762-2143x154 jmccutcheon@straphaels.org
Science Lab	Melissa Kelly 301-762-2143x173 mkelly@straphaels.org
Media Specialist	Stephanie Klinger 301-762-2143x103 sklinger@straphaels.org
Physical Ed	Andrew Price 301-762-2143 aprice@straphaels.org
Art	Yolanda Prinsloo 301-762-2143x138 yprinsloo@straphaels.org
Music	TBA 301-762-2143x153
Spanish K-3	Natalie Coene 301-762-2143 ncoene@straphaels.org
Spanish 4-8	Rosi Cevallos 301-762-2143 rcevallos@straphaels.org
Lunch/ Recess Supervisors	Alhine Espinoza Kristen Gregory Ewa Kowalska Maria Cadenas Carla Molina

<p>Aftercare Supervisors</p>	<p>Charlotte Amaya Maria Cadenas Carla Molina Tina Tavani Lila Trujillo</p>
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APPENDIX B

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 policy is the following:

- To ensure the security of all elements of the St. Raphael School computer systems, related technology, and electronic information.
- To delineate appropriate uses for all users of St. Raphael School computer systems.
- To promote intellectual development via computer systems, related technology, and electronic information in a safe environment.
- 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. The network, at no time, should be used for gaming.
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 is responsible for determining 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 of 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 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 intended to slow network traffic or disrupt network operations.