



St. Raphael Catholic School

Parent –
Student
Handbook

2018-
2019

Inspired by the Holy Spirit, St. Raphael Catholic School will strive to form future generations of leaders grounded in faith and Gospel values.



“We Are the Light of the World”

Let Your LIGHT Shine Out for All to See

READ, SIGN AND RETURN

After you have read the St. Raphael Handbook, please sign and return this sheet to the school office.

If St. Raphael Catholic School's Academic and Behavioral standards are not complied with, or if the parent interferes or impedes the educational mission of the school, administration, or the teaching staff, and cannot follow the school policies, the student will be asked to leave.

I have seen and read the 2018-2019 Parent/Student Handbook in its entirety and have discussed it with my child/children. My signature below indicates that I agree to abide by said policies.

Signature of Parent/Guardian

Date

Child's name

Grade



We are the Light of the World

"You are the Light of the World, may your light shine before all" (Matthew 5:14). In the gospel, Jesus advised his disciples that they are the light of the world. He sent them to transform the world and make it a better place through their actions. All of us—priests, administrators, faculty, staff, parents, grandparents, friends and benefactors are encouraged by our faith in Jesus to make St. Raphael School a better place for our children. May our actions reflect kindness and a generous spirit, may our words express affection and encouragement, and our thoughts radiate with concern and compassion for each other. Let us strive to shine for all to see. We are the light of the world! This is our theme for the 2016-2017 school year.

Catholic school has always played a special part in the mission of the Church. Of the educational programs available to the Catholic community, Catholic schools afford the fullest and best opportunity to realize the threefold purpose of Christian education (faith, community and service) among children and young people. We will continue with our commitment of offering a higher standard of learning and, together, we will make St. Raphael School an exceptional choice for Catholic Education.

I can sense an excitement and renewed energy this year. We welcome a new principal, assistant principal, new teachers and families joining our community. I'm also thankful that we are blessed with a foundation of returning families, teachers, and staff. I welcome all of you to our St. Raphael School Community and encourage you to take an active role in their academic and spiritual formation. There will be many opportunities to engage and connect with every member of our community and everyone's gifts are needed to make this year a great success. I ask that you become familiar with our policies and procedures so that you can assist your children on focusing on what is important for their education and growth and hope that you will get more acquainted with our parish and school. Remember: our children are the reason we all are here! GO STALLIONS!

Fr. Tony C. [Signature]

The Parent/Student Handbook reflects the policies of St. Raphael Catholic School for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Raphael Catholic School.

St. Raphael Accreditation December 2015
Texas Catholic Conference Education Department

Introduction

St. Raphael School is a part of St. Raphael Parish (herein called the corporation) in the Diocese of El Paso. The school complies with the policies, rules and regulations of the Corporation and the Texas Catholic Conference Education Department. The corporation is assisted by the local school board and the principal.

The school is accredited by the Texas Catholic Conference Accreditation Commission and AdvancEd.

The school functions as an integral part of St. Raphael Parish and encourages and provides opportunities for ministry within the parish and the wider community.

Historical Background

In 1980, the presence of the Holy Spirit was truly in evidence in the parish of St. Raphael. A small group of parents was inspired to demonstrate their faith not only through their words, but also through their actions. At that time, there was no Catholic school in east El Paso. Soon however, this condition was to be changed by some very determined people, who desired a Catholic education for their children. The Pastor, Reverend Robert L. Getz, acceded to their request to allow the pre-school, which had existed since 1967, to be changed into a 5K (Kindergarten). The hard work began, of securing the support of the parish and convincing the church hierarchy that the school would be viable and self-supporting.

This official approval was granted in 1984, although the school was begun in 1980 with one 5K. The following year, two 5Ks and a first grade were held in the Parish hall. The succeeding grades were housed in three portable buildings. With permission received, a major fund drive, "Build for Tomorrow," was launched for the educational complex that was to be called St. Raphael School. August, 1986, marked the completion of the \$1.3 million building. His Excellency, Bishop Reymundo Pena, assisted by Monsignor Francis J. Smith, blessed the building and officially opened the newest Catholic School in the El Paso Diocese. Each year additional grades were added. In the 1994-95 school year, a primary annex consisting of 8 more classrooms was built. It contains the 4K (Pre-kindergarten), 5K (Kindergarten), and 1st grade classes as well as a music/fine arts room.

St. Raphael School has truly been blessed since its beginning with students, parents, staff, and especially in our spiritual leaders who support the mission and philosophy of St. Raphael School: Fr. Robert Getz, Fr. Steven Peters, Msgr. Francis Smith, and Fr. Anthony Celino, JCL. The Holy Spirit has poured abundant graces upon our school.

GROW IN KNOWLEDGE AND LOVE OF GOD.

St. Raphael School Mission Statement

Inspired by the Holy Spirit, St. Raphael Catholic School will strive to form future generations of leaders grounded in faith and Gospel values.

St. Raphael School Vision Statement

Forming the hearts and minds of future leaders through the Gospel

St. Raphael School Philosophy

Recognizing and valuing each student's individuality, St. Raphael School assists parents in their role as their child's primary educator. We enhance their teaching by providing religious instruction in Catholic doctrine, faith and values along with their academic education.

We, as Christian educators, facilitate a strong positive self-image by providing a safe and caring environment in a Catholic community.

We create an atmosphere which nurtures the student's academic growth, spiritual formation, emotional, social, and physical development.

St. Raphael School strives to lead our students to faith and action in preparation for their lives as members of the global community, in accordance with the will of God, through the Holy Spirit.

Table of Contents
PARENT/STUDENT HANDBOOK

PREFACE

| | |
|--|--------------|
| I. ADMISSIONS | 10 |
| A. General Requirements | |
| 1. Age Requirement | |
| 2. New Student | |
| 3. Registration Fee | |
| 4. Tuition | |
| II. ATTENDANCE..... | 11-14 |
| A. Arrival | |
| B. Absence | |
| C. Absence | |
| D. Tardiness | |
| E. Afterschool Care | |
| III. ACADEMICS..... | 14-16 |
| A. Academics Subjects | |
| B. Assignments | |
| C. Grading | |
| D. Graduation | |
| E. Homework | |
| F. Honor Roll | |
| G. Promotion | |
| H. Report Cards | |
| I. Standardized Testing | |
| IV. DISCIPLINE EXPECTATIONS..... | 16-20 |
| A. Academic Dishonesty | |
| B. Blogs | |
| C. Bullying-Free Zone | |
| D. Following Actions are Serious Offense | |
| E. Gum Chewing | |
| F. Grades 2 nd -4 th Detention Policy | |
| G. Grades Discipline Procedures 5 th -8 th | |
| H. Goal | |
| I. The consequence of the behavior | |
| J. H. Temporary Removal from Class (Suspension and/or Expulsion) | |
| K. Reasons for Suspension or Expulsion | |
| L. Procedure for Suspension and Expulsion | |
| M. Appeal | |
| V. DRESS CODE..... | 21-22 |
| A. Expectations for 5K-8 th | |
| 1. Girls' uniform | |
| 2. Middel school (6 th -8 th) | |
| 3. Boys' uniform | |
| B. Girls' or Boys' –NOT Allowed | |
| C. Free Dress | |

| | |
|---|--------------|
| D. Mass Attire | |
| E. P.E. Uniforms | |
| VI. EXTRA-CURRICULAR ACTIVITIES..... | 22-25 |
| A. National Junior Honor Society | |
| B. Sports | |
| C. Student Council | |
| VII. FIELD TRIPS..... | 25-26 |
| A. Permission | |
| B. Unauthorized Trips | |
| VIII. FUNDRAISING/SELLING ACTIVITIES..... | 26 |
| IX. GENERAL INFORMATION..... | 27-31 |
| A. Academic and Behavioral Policies | |
| B. Birthday Parties | |
| C. Cafeteria | |
| D. Cell Phones | |
| E. Computer/Internet Usage | |
| F. Conferences | |
| G. Contests and Competitions | |
| H. Drug and Alcohol Free Campus | |
| I. Handbills | |
| J. Inclement Weather | |
| K. Meetings | |
| L. Official Record | |
| M. Parent Accountability | |
| N. Parent/Teacher/Child Conferences | |
| O. Participation in Religious Exercises | |
| P. Physical Examination | |
| Q. Reception of Sacraments | |
| R. Student Harassment by Parents | |
| S. Telephone Procedures | |
| T. Volunteers | |
| U. Withdrawal of Students | |
| X. Parental Role in Education..... | 31-33 |
| A. Goals and Objectives | |
| B. Parents as Partners | |
| C. Parent Organizations | |
| D. Parent Volunteers | |
| XI. SAFETY..... | 33-36 |
| A. Crisis Plan | |
| B. Custody | |
| C. Parents/Visitors/Volunteers | |
| D. Procedure for Filing Police Reports | |
| E. Touching Safety Program | |
| F. Traffic Safety | |
| XII. WELLNESS AND NUTRITION..... | 36-38 |
| XIII. Grievance Procedure for St. Raphael Catholic School..... | 38-40 |

I. ADMISSION POLICIES

St. Raphael School admits students regardless of race, color, ethnic, religion or national origin. The school accepts students with a handicap(s) to the extent that we are able to service the student with our existing facilities and personnel.

Office Hours

7:30 A.M – 4:00 P.M.

The front doors and school office will be locked at 4 p.m.

A. General Requirements

1. Age Requirements

A student must be:

- four years of age on or before September 1st for 4K (Pre-kinder)
- five years of age on or before September 1st for 5K (Kindergarten)
- six years of age on or before September 1st for 1st grade

2. New Student

An assessment test is given to all new students to determine their strengths and weaknesses in conjunction with our curriculum. A fee of \$25.00 is required for the testing.

Following documentation is required

- Birth Certificate – Original Copy
- Health/Immunization Records
- Physical Examination
- Most recent Report Card

New students are accepted conditionally and are on probation for the first year. If St. Raphael School's behavioral and/or academic standards are not complied with, that student will be asked to leave. All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Raphael Catholic School.

Any student who has been placed on probationary status for either academics or behavior will not be allowed to pre-register in the spring without approval of the Principal.

3. Registration Fee

A registration fee from 4K-8th grade is required for each student at time of registration.

All fees are payable by due date and are non-refundable.

4. Tuition

The tuition is set yearly and has parish and non-parish rates. Tuition is based on a 180 day school year. The parish rate is given to those families who are registered and contributing to St. Raphael Parish. This is verified through the use of church envelopes. Non-parishioners will pay an additional fee. **All tuition is paid through FACTS.** For more information, please contact the school accountant.

If tuition payments become more than **60 days overdue** the parents will be notified, and the student(s) will be removed from his/her classroom; if tuition payments become more than **90 days overdue** the student will not be allowed to return to school unless full payment or arrangements have been made with the accountant. ****Transcripts may be withheld for any unpaid financial obligations.**

If tuition has not been paid at the end of the year, the student(s) will not be allowed to attend any of the end of the year activities. Report cards will be withheld until tuition is paid in full.

II. ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. School is in session for 180 days and it is important students are present 90% of the time to receive full credit.

A. Arrival

Students should not arrive to school No Earlier than 7:30 a.m. as there is no supervision before that hour. Parents are to Drop-Off their child at the designated area and students are to go directly to the playground area.

- Students must remain outside and line up at the first bell at 7:50 a.m.
- Students must line up with their classmates in an orderly manner.
- Classroom teacher will pick-up students and escort them into the building in a quiet and orderly manner.
- The tardy bell rings at 8:00 a.m.
- **At No Time are any students allowed to wait inside their classrooms.**

Parents are NOT ALLOWED to accompany with their child to their classrooms. This is a disruption at the start of the day. The classroom teacher needs to begin class instructions.

SCHOOL DAY HOURS

7:30 A.M. – Supervision is provided on playing fields.
7:50 A.M. – First bell rings to enter school
8:00 A.M. – Tardy bell rings
2:50 P.M. – Dismissal for ANNEX students
3:00 P.M. – Dismissal 2nd – 8th students

A. Dismissal

- 4K, 5K and 1st grades will be dismissed from the ANNEX. Parents must park by the Church and walk over to pick up their child from their teacher.
- 2nd – 4th grade will go out through the door next to the Spanish room. Parents may pick up their child on the white top in front of the Rectory.
- 5th & 8th grades will go out through the main doors in the front of the school.
- 6th & 7th grades will go out through the Science Lab doors and released from the blacktop area.

Parents, it is important to be on time to pick-up your child at his/her dismissal time. Any student who has not been picked up by 3:15 will automatically be escorted to the After-school Care. Parent will need to pay on a pro-rated basis with the minimum charge.

Please check the monthly calendar in our school website for

- **Teacher In-Service**
- **Holidays**
- **Early Dismissal Days- 12:30 p.m.**

C. Absence

Parents, it is important that you call the office by 9:00 a.m. the day your child is absent.

At this time you need to give:

- **Child's full name**
- **Teacher's name**
- **Reason for absence**

It is important that your child bring a note indicating day(dates) and reason for the absence when returning to school.

The following are a list when:

1. Excused Absence

- a. Personal illness
- b. Family illness
- c. Death in the family
- d.

***Dr. Appointments: Texas Education Code #25.087(b)**

A school district shall excuse a student for temporary absence resulting from healthcare professional if that student commences classes or returns to school the same day of the appointment. A student may not be penalized for that absence and shall be counted as if the student attended for the day. Please bring verification from the doctor's office when the child returns to school.

2. Unexcused Absence

- a. No phone call or note to tell reason for absence
- b. Vacation or extended absence (holiday)

3. Excessive Absences

- a. Any student who is absent 3 or more days consecutively is required to bring a doctor's note.
- b. Absent from school ten or more consecutive days and grades will not be given until all make-up work has been completed.
- c. Any student who has been absent from school a total of 30 or more days during a school year may be retained in that grade if it is deemed advisable by the teacher and principal.

Any student who has 30 or more absences will not be perceived as a serious student and Will NOT be eligible for:

- Honor Roll
- Extracurricular Activities (sports, speech, or spelling bee)

As a reminder, Excessive absences can require a student to repeat a grade or attend summer school. Each case will be handled individually with the principal making the final decision.

School Hours of Attendance

8:00 a.m. - 3:00 p.m. (PK-8th grades)

Tardy: Arrival by 10:00 a.m.

½ absent: Arrival after 10:00 and before 11:30 a.m.

Full day absent: Arrival after 11:30 a.m.

Absences Due to Vacations

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's academic learning. Missed assignments are the student's responsibility.

Teachers are not required to give Make-Up tests or assignments for absences due to vacations. NO assignments will be given in anticipation of the vacation as well.

NO EXCEPTIONS TO THIS POLICY.

D. Tardiness

The school officially begins at 8:00 a.m. The 1st bell rings at 7:50 a.m. for students to enter the school with their teacher and walk quietly and in an orderly manner to their classroom. Any student who is NOT in the classroom by 8:00 a.m. is considered tardy. Students MUST report to the front office to be signed in and will be MARKED Tardy before going to their class.

Parents it is your responsibility to bring your child on time to school each day. When a child is tardy, it disrupts the class routine.

Any child who has 3 or more tardies in one week will be in Detention for ½ hour on the following Wednesday.

The following awards/recognitions will not be given to any student who has Excessive Tardiness:

- Super Student
- Honor Roll – 6 tardies in a 9 week grading period
- Other positive rewards

G. Afterschool Care

1. Philosophy:

St. Raphael School After-School Care Program strives to create and maintain a Catholic atmosphere that is enjoyable, positive, healthy, and safe with varied activities, including supervised play and homework time. Nutritional snacks and drinks are available.

2. Afterschool Admission Policy:

St. Raphael After-School Care is a privilege and not a right. Only students enrolled at St. Raphael School are allowed to be enrolled.

Children must abide by and obey the rules and regulations of St. Raphael School in order to continue in the program.

The cost of After-School Care is as follows:

- \$6.50 per hr
- Hours: 3:15 p.m. – 5:30 p.m.
- A fee of \$10 will be assessed every 15 minutes after 5:30

3. Discipline:

- Students are held to the same expectation of behavior as the school.
- After two warnings regarding disruptive behavior, conference with parent.
- Third incident will mean the child can no longer attend St. Raphael School After-School Care.

III. ACADEMICS

In order to maintain the high quality of our education, homework will be assigned on a regular and continuing basis (Monday thru Friday).. The student will be accountable for completing the assignments.

Homework has many advantages:

- 1. It teaches the child responsibility.**
- 2. Parents are kept informed of the students' progress.**
- 3. An opportunity is provided for parents to work with the child.**

Parents are encouraged to establish a definite time and quiet place for study at home.

Students who do not turn in homework will receive a grade of 0% and their name will be placed on the discipline list.

Class projects are assigned weeks before they are due, please check your child's agenda or the classroom website to see when each project is due.

A. Academics Subjects

All students are instructed in the following academic areas:

Religion, reading, phonics, spelling, handwriting, English, mathematics, social studies, science and health, art/music, computer literacy and physical education.

B. Assignments

- All assignments will not necessarily be written assignments.
- Class work is not to be sent home as homework.
- Agenda Planner – students from second grade through eighth grade will use the agenda planner purchased through the school in August.

All assigned work is to be turned in on the date specified by the teacher.

- Work that is one day late will have a deduction of 10 pts. from the grade for that assignment,
- Two days late 20 pts. will be deducted, and
- Third day, any late work will be assigned a zero.

It is necessary that all work, in all classes, is completed on time. Students who have excused absences will be allowed time to make up their work. (This applies from 4th through 8th grades)

C. Grading

End of quarter grade averages are given in number grades in all major subjects for grades 1-8. The scale is as follows:

A - 94/100

B - 85/93

C - 75/84

D - 70/74,

F – below 70

PreK and Kindergarten use a different scale to indicate progress.

D. Graduation

- Students must have successfully completed the 8th grade course of study. Eighth Grade students receive their diplomas at a special Mass.
- Any additional activities are the responsibility of the parents.
- There is a \$80.00 fee for the diplomas, flowers and yearbook due by the 1st week of December. Final plans for graduation must have the approval of the principal.
- Graduation dresses **must** be approved by school administration by **May 1**.
- **Any graduate whose financial obligations are not fully met will not receive a diploma or a transfer to high school.**

Parents, graduation exercise is a privilege, not a right.

E. Homework

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

Homework is assigned to students Monday through Thursday.

- Primary students will have approximately 30 - 60 minutes a day;
- Intermediate students 60 - 75 minutes a day and
- Middle school students 90 -120 minutes a day.

F. Homework Policy Due to Illness

When a student is **absent**, a parent may call the school office before 9:30 a.m. to arrange for homework assignments. **Homework assignments may be picked from the child's teacher between 3-3:30 p.m.**

Students will be allowed one day for each day of absence due to illness to do make-up work.

G. Homework Policy Due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's academic learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy, please do not ask the teacher to make an exception.

H. Honor Roll

- All A's, with S', G's or E's in conduct, will be on the "**A**" Honor Roll.
- All B's or a combination of A's and B's with S', G's or E's in conduct will be on the "**A/B**" Honor Roll.
- **Elective grades will count toward both "A" and "A-B" Honor Roll.**

NO STUDENT will be on the Honor Roll if they receive an "N" or a "U" in conduct, or has had 6 TARDIES in a 9 week grading period.

I. Promotion

- Any student who has met the requirements for his/her grade level will be promoted to the next grade level.
- The decision to retain a student is made by the principal in consultation with the teacher.
 - Some of the factors to be considered:
 - social maturity,
 - age,
 - standardized test scores
 - report card grades
 - completion of class work and homework assignments
 - specialized testing done by the local school district.
 - Parents are notified in January if there's an indication of possible retention due to any of the above.
 - Parents are notified at progress report time and at the third quarter report card conference time.

Excessive absences can result in a student being required to repeat a grade or attend summer school. School is in session for 180 days, and 30 absences ARE considered excessive. Each case will be handled individually with the principal making the final decision

J. Report Cards

- Report cards are issued four times a year. They are found on the parent portal.
- Parents will need to print the report card for the first and third report card periods and bring them to the child/parent/teacher conference.
- The final grades for each quarter are arrived at by weighing the averages of homework, class work, participation, tests, quizzes, and final exams.
- Each grade level determines the percentage weight.
- Progress Reports are issued half way through each quarter and also found on the parent portal.

Please review your child's grades weekly and contact the teacher if you have any questions.

K. Standardized Testing

- All students in 1st-8th grade are tested annually with the I.O.W.A. test of Basic Skills and A.C.R.E. religion tests are given to the 5th and 8th grade classes each year.
- Results of these tests are sent home to the parents.
- Parents are encouraged to save these results and compare their test with the previous year(s) to see the progress your child has made.
- Students are tested regularly in their classes during the course of the year.

IV. DISCIPLINE EXPECTATIONS

The purpose of discipline is to provide a classroom situation conducive to learning and to provide character training in keeping with Catholic and educational philosophy. Neither teaching nor learning can take place when serious discipline problems exist. It is important that students have a clear understanding of expected behavior. All children have the right to receive instruction and teachers have a right to teach. If a child behaves in such a way that students can't learn and teachers can't teach, then corrective action will be taken.

Fighting, hitting, kicking, using foul or obscene language, gestures, vandalism, inappropriate drawings, having inappropriate material, being disrespectful to adults and other students, name calling and the like, and other inappropriate behavior or conduct unbecoming a Christian will not be tolerated.

When a breach of discipline occurs, consequences are necessary. Student will receive an "N" or a "U" in conduct, and include one of the following:

- Afterschool detention
- no lunch recess
- removal from the classroom
- probation
- Special Session (in-school suspension)
- Out of school suspension, and expulsion.

Assertive discipline procedures are followed in every classroom.

The student will learn that every action has a consequence.

The five basic classroom rules that we follow are:

1. Be kind and polite to others and respect school property.
2. Listen and follow directions
3. Stay in your seat and raise your hand
4. Be prepared for class and have all necessary supplies
5. Walk quietly in the halls and school building

A. Academic Dishonesty

Cheating of any type will not be tolerated. This is a very serious offense. Cheating or helping someone else to cheat may result in both students receiving a 0% on that paper and an **immediate "U"** in conduct. **This "U" will be placed on the report card for the next grading period.**

Immediate "U" means an immediate cessation of participation in sports (practices included) or any other extra-curricular activities for the next 9 weeks. Any student in Student Council or National Junior Honor Society would be immediately removed.

Should any student's conduct or speech does not intend to follow the teachings of Christ, or engages in inappropriate behavior, whether inside or outside the school deemed detrimental to the reputation of the school-public displays of affection between students, the student's parents will be notified.

- This may be cause for suspension or expulsion.
- Any student that causes an extreme disturbance or displays extreme disrespect to a staff member may receive a pink slip, an "N", or a "U", and may be removed from any school organization, or sports team.
- This will be determined by the circumstances and at the discretion of the principal.

B. Blogs

Engagement in online blogs such as, but not limited to, Snapchat®, Twitter®, Instagram®, Friendster®, Facebook®, You Tube® etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the Catholic Church, St. Raphael School, the faculty, other students or St. Raphael Parish.

C. Bullying-Free Zone

St. Raphael Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face:

- detention,
- suspension
- or expulsion.

D. Following Actions are Serious Offense

- **Falsifying a parent's signature** on any paper or document will result in an **immediate "U"** in conduct for the next nine weeks.
- Fighting is a cause for suspension and an **immediate "U"** in conduct for the next nine weeks.
- **Engaging in any type of harassing behavior, sexual or other** (this includes, but is not limited to, the use of foul language, derogatory remarks about body parts, name-calling, inappropriate drawings, and inappropriate touching) will result in an **immediate "U"** in conduct and middle school student(s) will automatically go to level #3 in the Middle School Discipline Plan. **Further consequences may occur depending on the type and level of harassment.**
- **Deliberate vandalism** to school property can result in serious consequences – an **immediate "U" or suspension.**
- Any type of tampering with school computers is considered vandalism and will result in **suspension and a "U" in conduct.**
- Leaving the school premises without written parental and administrative permission is cause for **suspension and an immediate "U" in conduct.**

An Immediate "U" begins at the time of the infraction and continues for the full nine weeks.

E. Gum Chewing

GUM CHEWING IS NOT ALLOWED ON THE PREMISES.

- Students may not chew gum at school at any time.
- This includes before school, during school, and after school.
- Disciplinary action will occur for any student chewing gum during the course of the school day.
- **Lunch detention and a \$10.00 fine will be given for each infraction.**

F. Grades 2nd – 4th Detention Policy

There will be ½ hour detention on Wednesdays from 3:15 – 3:45 for the following actions:

- a. **Name on the board 3 or more times in one week**
- b. **Chewing gum (along with a \$10. fine)**
- c. **Inappropriate language**

- Failure to serve detention will result in a one day in-school suspension.
- Following **2 detentions** within a 9 week grading period, the parent and student will have a conference with the teacher.
- Following **3 detentions** within a 9 week grading period, the parent, student, teacher, and assistant principal will have a conference.

Excessive detention with no indication of improvement and/or effort on the part of the student and/or parents may result in a student not being accepted back the following year.

G. Grades Discipline Procedures – 5th – 8th

Goal: To assist students in developing self-discipline in a manner that is consistent with good moral principles and that will lead to responsible adulthood.

A weekly summation of conduct grades of each student is taken, which will determine school conduct grade.

The consequences of the behavior are:

1. **Level 1:** Name on the board 5 or more times in one week; a pink slip is sent home, signed by parents and returned. Student will receive a one hour detention after school.
2. **Level 2:** Second time name is on the board 5 or more times in one week: a pink slip is sent home, signed by parents, and returned. **Student will receive two days of one hour detention and have a week's supervised lunch detention and a parent/teacher conference.**
3. **Level 3:** The third time the student's name is on the board 5 or more times in one week: a pink slip is sent home, signed by parents, and returned. **An assistant principal/parent conference will take place. Student will receive three days of one hour detention and a two week supervised lunch detention will be served.**
4. **Level 4:** The **fourth time** a student's name is on the board 5 or more times in one week: a pink slip is sent home, signed by parents and returned.
 - a. A parent/student/principal conference will take place.
 - b. The student will receive one day of Special Session.
 - c. Special Session means the student is not in his/her own classroom for that day, does not participate in any class activities.
 - d. He/she will not eat with classmates for two weeks.
 - e. Extra-curricular activities may no longer be participated in (sports, speech, dances, pep rallies, talent show, and graduation).
5. **Level 5:** The **fifth time** a student's name is on the board 5 or more times in one week: a pink slip is sent home, signed by parents and returned.
 - a. The student will be in Special Session for two days and will not participate in any class activities.
 - b. He/she will not eat with classmates for two weeks.
 - c. A conference will be scheduled with the Pastor.
 - d. The student will be placed on disciplinary probation and not be allowed to register for the coming year until the student's behavior is reevaluated in May.
6. **Level 6:** The **sixth time** a student's name is on the board 5 or more times in one week: a pink slip is sent home, signed by parents and returned.
 - a. The student will be placed in Special Session for three days and will **not participate in any** class activities, will receive "0" for class work for those days.
 - b. He/she will not eat with classmates for three weeks.

- c. The parents will receive a letter stating that the student will not be allowed to register/return to St. Raphael School the following year (6th and 7th graders).
 - d. **Eighth graders will have other consequences pertaining to special eighth grade activities.**
7. If a student has accumulated a total of 40 names on the board
- by the pre-registration date, he or she will not be allowed to pre-register.
 - has more than 40 names on the board, these students will not be allowed to participate in any end of the year extra-curricular activities, parties, dances, etc.
 - Reevaluation of behavior will be done at the end of May, to determine if there has been any improvement, and if the student will be allowed to return the following year.

8. Any serious misbehavior will result in very serious consequences at the discretion of Administration

Any student who, for any disciplinary reason, has to meet with the Pastor will no longer be under the Upper Hall Discipline Plan but under the determination of the Pastor.

Any student who may not participate in a class function because of their discipline must leave the school campus and the parent/guardian will need to sign them out of school.

***Eighth Grade Students**

Our eighth graders are expected to be role models for the entire school, and follow all school rules in regard to academics and behavior. If any student receives 40 or more disciplinary marks that student will have a conference with the Pastor and the consequences will be decided by the Pastor. A determination also will be made, as to whether they will graduate, may continue to participate in sports, and in any other extra-curricular or graduation activities.

H. Temporary Removal from Class (Suspension and/or Expulsion)

Temporary removal from class, suspension and expulsion shall be considered an extreme disciplinary measure and shall be employed rarely and judiciously. Temporary removal from a particular class may be invoked if a student is persistently disobedient or seriously disrupts the class. When a temporary removal from class is invoked, the assistant principal will inform the parents or guardians in person or by telephone

Reasons for Suspension or Expulsion

1. Habitual misconduct which is disruptive of the learning process or seriously detrimental to the safety of all in school or to the moral well-being of the school.
2. Refusal to obey reasonable directives, orders, rules or regulations which are promulgated for the well-being of the school by the school board or the principal.
3. Possession and/or usage of alcohol, drugs, or such harmful substances on school premises.
4. Violation of any Penal Law or ordinance, or adjudication by a Court as a delinquent child.
5. Engagement or participation in any activity or conduct which is in serious violation of the Roman Catholic ethic or which attempts to promote teachings contrary to those of the Roman Catholic Church.
6. Possession of a weapon.
7. Making terrorist threats.
8. Incendiary – any student having a lighter/matches, causing a lighter or any incendiary, flammable material to be lit. Also, no laser pens are permitted.
9. Depending on the type or degree of sexual harassment, such as “sexting” this behavior could result in suspension or expulsion.

Procedure for Suspension and Exclusion

When suspension is invoked, the principal will:

1. Notify the parents or guardians in person or by telephone of
 - a. The reason for the suspension
 - b. The duration of the suspension
 - c. The requirements for reinstatement
2. Notify the Chairperson of the Board of Directors/Pastor

In expulsion proceedings, the principal will:

1. Confer with the student, the teacher(s), the parents or guardians and the Chairperson of the Board of Directors/Pastor regarding the problem.
2. Advise parents of the decision made and of their right of appeal under these policies.
3. Inform the Chairperson of the Board of Directors/Pastor, in writing, of the expulsion, the date thereof, together with a description of the problem and a summary of the case.

The final decision for expulsion is the responsibility of the Chairperson of the Board/Pastor of Directors.

Appeal

- **Appeal of the expulsion or termination of enrollment is to be made in writing by the parents or guardians of the child to the school, within five (5) days after notification of the decision.**
- **The parents or guardians shall file written statements of their position in the matter with the principal's office, for the consideration by the Chairperson of the Board of Directors/Pastor.**
- **The Chairperson of the Board of Directors/Pastor is to review the case based upon the written statements filed by the parents or guardians, and the written report filed by the principal.**
- **Parents may be requested or required to obtain professional counseling for their children in certain cases.**

The principal, in conjunction with the Chairperson of the Board of Directors/Pastor is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. A student and his/her parents/guardians shall be liable for any damages caused by the student to equipment and school property.

V. DRESS CODE

A. Expectations for 5K-8th

The following items must be purchased only through the Dennis Uniform Store:

- Girls' plaid jumper 5K-5th grades
- Girls' plaid skirt 6th – 8th grades
- Girls' headbands
- boys' and girls' gray P.E. sweatshirt
- gray P.E. shirt, navy blue P.E. shorts
 - navy v-necked sweater
 - navy sweater vest
 - white and/or blue cotton knit polo shirt with the St. Raphael Catholic School logo
 - school headbands (plaid)

Students are expected to wear full uniform every day.

If a child comes to school without the proper uniform, a call will be made to the parent to bring the correct uniform.

1. Girls' uniform consists of:

- Douglas Plaid jumper for grades 5K –5th
- Douglas Plaid skirt for grades 6th-8th
- White Peter Pan collar blouse (not polo)
 - a white tank top or camisole may be worn under the blouse
 - navy pullover or navy blue sweater vest with embroidered logo
- plain white bobbie socks **with WHITE TENNIS SHOES ONLY**
- plain white or blue headbands are acceptable
- **ONLY 5K students do not have to wear a belt.**
- **During the months of August, September, October, April and May -**
 - Walking shorts are to be worn with the white or navy blue knit cotton polo shirts with St. Raphael screen printing
(NOT worn for Mass on Fridays and Holy Days).
 - Shorts are to reach the top of the knee. White tights may be worn under the uniform jumper or navy uniform slacks with the uniform blouse may be worn during the cold weather.

2. Middle school (grades 6-8) girl uniforms consists-

- Douglas Plaid skirt (skirts must reach the knee) white Peter Pan collar blouse (short or long sleeved)
 - a white tank top or camisole may be worn under the blouse
 - a navy pullover sweater or navy blue sweater vest with the white St. Raphael logo
 - plain white knee high socks with **WHITE TENNIS SHOES.**
 - White tights or navy uniform slacks with the uniform blouse may be worn during the cold weather.
 - During the months of August, September, October, April and May
 - Walking shorts are to be worn with the white or blue knit polo shirts with the St. Raphael logo and a brown or black belt may be worn
(NOT appropriate for Mass at any time)
- For Mass and Special Occasions**
- 7th and 8th grade girls must wear the navy crossover snap tie from Dennis Uniform with their uniform for Mass.
 - 7th and 8th grade girls must wear the navy blue cardigan sweater and black penny loafers or Mary Jane shoes with white knee high socks.

3. Boys' uniform consists of –

- Navy cotton twill slacks, (not casual pants) dress slacks must be worn with light blue button down shirt.
 - NO extra pockets,
 - seams,
 - zippers,
 - brand names on the outside of the slacks
 - Oversized slacks
- Belts must be worn at the waist (shorts or slacks)
 - Plain black or brown leather belt with a plain buckle.
 - The end of the belt **must not** hang down.
- Shirts are short or long sleeved light blue button down
- Navy pullover sweaters or sweater vests with the white St. Raphael logo,
- **WHITE TENNIS SHOES ONLY** with white, crew length socks.
 - During the months of August, September, October, April and May-

- Walking shorts are to be worn with the white or blue knit cotton polo shirt with St. Raphael logo, **(NOT worn for Mass on Fridays and Holy Days)**.
 - Shorts are to reach the top of the knee.
 - 7th and 8th grade boys must wear a solid navy tie with their uniform for Mass.
 - St. Raphael School navy pullover sweaters (the vest is optional) are a mandatory part of the uniform.
 - No other sweatshirts, sweaters or jackets will be allowed to be worn inside the classrooms.
 - White or blue cotton knit polo shirts are **NOT** to be worn with the blue slacks. (**ONLY** with the uniform shorts and **ONLY short sleeved** white T-shirt may be worn under the uniform shirt)
- Middle School Boys' (7th and 8th Grade) for Mass and Special Occasions**
Navy blue tie with navy blue blazer. Black penny loafer shoes

REMINDER:

- **Boys' hair must not touch the collar and be above the ear**
- **Boys' & girls' hair must not cover the face (eyes)**
- **Hair must at all times be of natural color**
- **Jewelry must be of religious nature.**
- **Nails must be cut appropriate length and only clear nail polish**

The school reserves the right to counsel students regarding dress, cosmetics, jewelry, hair, etc.

B. Free Dress

Free Dress days (**Best Dressed, NO Jeans**), will be on the following early dismissal days:

- Thanksgiving
- Christmas
- Easter
- End of the year Fun Day (Jeans are acceptable)
- Last day of school

Free dress must be modest and appropriate for a Catholic school

VI. EXTRA-CURRICULAR ACTIVITIES

All extra-curricular activities will have an agreement form for the parent(s) and the student to sign before they may participate in the activity. The agreement form will include the expectations, stipulations and requirements for continued participation in the activity.

Criteria

- All students must have a 75% grade or above and S (satisfactory) grade in conduct to participate in any extra-curricular activities- sports, cheerleaders, speech, etc.
- This 75% must be maintained to remain a participant.
- National Junior Honor Society members, they **must** maintain a 90% cumulative grade average

Any action that precipitates an **immediate "U"** means the student is immediately removed from the activity, instead of waiting for the midpoint progress report or the 9 week report card.

A. National Junior Honor Society

The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

The base criteria needed **BEFORE** a student may even be considered for membership in this honorable society is:

1. **Academics** – 90% cumulative grade average from the 6 core subjects – religion, science, math, reading, language and social studies.
2. **Conduct** – no more than 15 conduct marks received through the third 9 week grading period. The student is not eligible for consideration if the student has received a “U”.
3. **A Christian attitude** of respect, cooperation, and helpfulness to staff and students.

Guidelines for selecting members are:

- Scholarship
- Leadership
- Service
- Character
- Citizenship

Leadership – shown leadership in various clubs and organizations in school and during class activities.

Service – Boy Scouts, Girl Scout, altar servers, Make a Difference Day, etc.

The applicants must demonstrate a strong moral Catholic attitude in all school situations, be role models for other students and demonstrate leadership with their teachers and fellow students. They must be seen as being responsible citizens within their school and community and actively assisting their fellow students and teachers whenever the need is there.

As a Catholic school, major consideration is taken of:

- **CHRISTIAN ATTITUDE**
- **COOPERATION**
- **HELPFULNESS**

Students’ displayed these virtues toward all students and staff.

Guidelines:

Members will receive a warning for any infraction, if:

- An academic subject goes below an 85%, F’s or N’s
- Or pink slips in conduct
- Members will have until the next grading period to improve grades or conduct.
- Two academic and/ or behavioral warnings and/or a “U” in conduct, the third infraction during the school year will result in dismissal from the organization.
- Any member receives an **immediate “U”** in conduct he/she will be dismissed from the organization immediately.

(For flagrant violations of civil law or school rules, no warning is necessary for immediate dismissal.)

Monitoring:

Members must maintain the standards by which they were selected and meet their obligations as determined by their sponsor.

- Monthly evaluations by the sponsor will determine if each member is fulfilling the requirements.
- If active participation is not seen, then a probationary warning will be given.
- If improvement is not noted, than a meeting of the faculty council will take place to determine what action should be taken.
- A variety of disciplinary measures can be taken by the faculty council and advisor.

Any student removed for disciplinary reasons will not be reinstated.

B. Sports

Boys and girls in grades 3rd –8th may participate in team sports after school.

Grades 5th and 6th may participate in volleyball and basketball.
Grades 7th and 8th may participate in flag football, basketball, volleyball and cheerleading.
Grades 3rd and 4th may participate in soccer (if offered). The school pays the league fees for the school's participation, provides equipment, coaches, and in some cases the uniforms.

All students participating in St. Raphael School athletics must read and sign the St. Raphael School Athletic Handbook

1. Participation is affected by academic performance and conduct.

- Students must maintain a "C" average in all subjects and an "S" (satisfactory) grade in conduct.
- In the 6th, 7th, and 8th grades there is also a school conduct grade for which an "S" (satisfactory) grade must be maintained.

This criteria is reviewed at the midpoint for 4 ½ weeks when a progress report is sent home and again at the end of the 9 weeks grading period.

If any student does not maintain a passing grade or an "S" in conduct they may not participate for 4 ½ weeks.

If any student has an **immediate "U"** or goes to **Special Session**

(See Discipline Plan for Middle Grades #4) that student will not participate in sports for a total of 9 weeks from that date. **This includes practice and games.**

2. Physical exams are required every year for all students participating in sports.

3. Purpose

The purpose on non-participation is not a punishment but in recognition of the fact that academics and good conduct come first and the student may need this time to learn to manage their studies and extra-curricular activities. Conduct is the development of self discipline and can be learned.

4. Transportation

The parent/guardian is responsible for the transportation of his/her child to games/practices at other schools.

Football practice is usually held at Reese McCord Park (Trawood & Yarbrough),

- Parents will need to pick up players at the park right after practice is finished.
- IF an athlete is not picked up at the time practice is done and if time permits, student will be sent to Afterschool Care.
- IF Afterschool is not available, then the student/athlete will be suspended from participating in the next game.
- **All students may not wait for practice unsupervised; they must be in a club, tutoring or Afterschool Care.**

St. Raphael staff is not allowed to drive any student to or from a sports or school related activity.

C. Student Council

The purpose of this organization is to promote the ideals of good citizenship, positive relationships among students, school morale, orderly direction of school activities/assemblies and the general welfare of the school. As such, members should be looked to as responsible young adults.

Each member should do their best in the classroom and set a good example of Christian conduct. They must demonstrate a good attitude, be respectful to staff and fellow students, have self-control, and not be in detention or in any rule breaking situation.

1. Members

The student council shall consist of 5 elected officers:

- President (entering 8th grade)

- Vice President
- Secretary
- Treasurer (entering 7th or 8th grades)
- Historian

Elections of officers were held in the spring of each year preceding their terms.

There will be two representatives from each grade 4th –8th, who will be elected in the fall of each school year.

A member of the faculty will act as moderator.

2. Requirements:

- Officers for Student Council must maintain a “B” average in all subjects, a “G” in conduct to be eligible.
- They will receive a warning for any infraction, including “F’s”, “N’s” and pink slips.
- Officers will have until the next 4 1/2 week grading period to improve grades or discipline.
- If they become ineligible for a quarter they will be removed from office.

Grades are assessed at the time of progress reports and at the end of each quarter. If any officer or representative receives an **immediate “U”** they will be removed immediately.

(flagrant violations of civil law or school rules)

Representatives may not have an **“N” or “U” in conduct**, and will then no longer be a class representative. There will not be a replacement.

Any student removed for disciplinary reasons will not be reinstated.

More stringent rules apply to the Student Council because they are to be role models for their peers.

Other Clubs

From time to time, St. Raphael School will offer additional opportunities to students based upon interest and availability of sponsors. The same rules of participation govern these activities as well.

VII. FIELD TRIPS

Field trips are privileges afforded to students; no student has a right to a field trip. Participation may be denied if the student fails to meet academic or behavioral requirements.

One field trip within our city or to nearby points of interest is scheduled by various classroom teachers throughout the school year. These trips are educational in purpose, supplement different aspects of the curriculum, and introduce students to the resources of the community.

Students must wear full uniform for all field trips.

Parents will receive notes of field trips well in advance of the scheduled trip date.

A. Permission

The “Parental Release and Authorization for Transport of Student and Participation in Extracurricular Activities” form must be signed by the parents.

- No child will be allowed to go on a field trip if this form is not signed.
 - **Note:** a fax or email does not take the place of an original signature, and a **telephone call will not** be accepted in lieu of the proper field trip permission slip. For each individual trip a parent request must be signed.

1. All payments for field trips will be deducted from parents’ FACTS accounts.
2. **Cell phones are not allowed** on field trips
3. School uniforms are to be worn on field trips unless otherwise designated.

Careful arrangements are always made to provide for the safety of the students and all involved. To prevent any liability to our parents, buses are rented and you will be advised of the cost. Parents who chaperone a field trip may not bring pre-school or school age siblings on the field trip.

B. Unauthorized Trips

Class trips are not authorized and shall not be conducted by any class attending St. Raphael School without the express written consent of the Pastor or, in his absence, the school Principal. No fundraising activities shall be conducted on behalf of St. Raphael Parish School for any purpose without the express written consent of the Pastor.

St. Raphael Parish/ Parish School, their officers, agents, and/or employees shall not be liable or responsible for any injuries and/or damages occurring during trips or any other activities conducted by any students, parents or teachers in violation of this policy.

VIII. FUNDRAISING/SELLING ACTIVITIES

1. Mandatory Participation in Fund Raising

There are 2 fundraisers – St. Raphael Feast Day Celebration Raffle and the Diocesan Raffle.

2. **St. Raphael Feast Day Celebration** – all parents must sell or purchase 50 raffle tickets worth \$250. Prizes will be awarded to students selling more than the minimum amount of tickets.
3. **Diocesan Raffle** – Each family must sell or purchase 50 tickets worth \$50. Prizes will be awarded to students selling more than the minimum amount of tickets.

All monies for mandatory fundraisers will be withdrawn automatically from FACTS one week prior to the date of the event.

If a family does not wish to participate in these 2 fundraisers they will be assessed a \$300 fee to fulfill the obligation as agreed upon in the contract.

Families who would like financial assistance are expected to sell all of their raffle tickets and volunteer regularly at the school.

No school group, parents, students, or teachers may sell any item or solicit any money from anyone without the express written consent of the Pastor.

IX. GENERAL INFORMATION

A. Academic and Behavioral Policies are as follows:

1. A passing grade in each 9 weeks grading period must be maintained.
2. A failure in any subject (a grade below 70%) or an N or U in conduct must be improved on the next grading period
3. If in two successive grading periods a student has a failing grade in academics (below 70%) or an N or U in conduct that can be cause for termination at that time or at the end of the school year.

B. Birthday Parties

- Parents may bring treats to the office for child's birthdays with the permission of the classroom teacher.
- The teacher will pass out treats at the end of the school day.
- Birthday parties are not allowed in the school, however invitations to birthday parties may be given to classmates as long as everyone in the classroom is included.
- Balloon and flower deliveries will be accepted but will remain in the school office until the end of the day.

C. Cafeteria

Lunch is served daily.

Students who are unable to drink milk for medical reasons must have a signed statement from a doctor on file with the school nurse. The statement must include alternative food(s) or drink(s) recommended.

*Milk is sold in the cafeteria for those students bringing lunch.

Parents & Students-

There shall be no food or drink consumed outside of the cafeteria except in special circumstances as approved by the principal.

1. Delivery of Lunch

- Lunches should be sent in with your child in the morning
- If bringing in lunch, please do so BEFORE your child's lunchtime
- It is the child's, not the office staff's responsibility to then pick up the lunch.
- All lunches must be placed in a lunchbox or a plain paper sack (NO outside food vendor's bag or container), marked with the student's name on it.

2. Expectations on behavior

- Students are expected to:
- Clean their area when they are done eating
- Take their lunch tray & utensils to the cafeteria window
- No loud talking
- No running
- Demonstrate courtesy, cooperation and respect towards others at all times.

3. Payment

At the present time the cost is \$3.50 per lunch which includes milk.

- **Meals may not be purchased with cash in the cafeteria.**
- **All meals must be purchased through FACTS.**
- **Any lunches not used will be carried over to the next year.**

Occasionally a child may charge their lunch when their lunch tickets have run out.

After 3 lunch charges the child will call home and the student will be given a cheese sandwich and milk.

If you are not sure if there are any lunches left, please contact the accounting office to verify.

Meal charges will not be allowed after May 1st.

Children who do not have paid meals will be given a cheese sandwich and milk and parents will be notified.

D. Care of School Property

1. School property is expensive.
 - i. All materials are to be used carefully and respectfully.
 - ii. The parent of a child who carelessly destroys or damages any furniture, equipment, building or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

2. Textbooks must be covered at all times.
3. Deliberate vandalism to school property can result in serious consequences - suspension.

Any type of tampering with school computers is considered vandalism - may result in suspension and a “U” in conduct, parents will be obligated to pay for any necessary repairs or replacements.

E. Cell Phones / Electronic Devices

The use of cell phones and other electronics are not permitted with the exception of the school approved tablet.

- The first offense – item will be returned to the parent after a fee of \$25.00 is paid.
- Second offense - the electronic device will not be returned to the student until the end of May.
There will be a fee of \$25.00 for every phone or electronic device confiscated.

No radios, cameras, cell phones, I-Pods, MP3 players, USB flash drives, video recorders, laser pointers or any electronic devices, are allowed at school.

It is not the responsibility of St. Raphael School if any student chooses to bring an electronic device to school and it is lost or damaged.

F. Computer/internet Usage

Students have access to computers, tablets and the internet. Parents are asked to review the rules for usage and sign off with their child on the school's internet/computer policy. The student may lose their right to use the computers and/or internet privileges for violation of this policy.

G. Conferences

Parent/Teacher Conferences

- A parent may contact a teacher through a note or by leaving a message with the office staff and the teacher will call to arrange the conference time.
- The conference can be before school (7:30 a.m.) or during a teacher's planning period. If a parent chooses, it may be a telephone conference.
- There are scheduled conferences held twice a year, after the first and third nine weeks, the student must be in attendance during these conferences.
- Teachers will not hold impromptu conferences in hallways, on the playground or any other inappropriate area.
- From time to time a teacher may request a conference with the parents.
- The teacher may do so through a note or phone call to the parent.

H. Contests and Competitions

All participants in any school contest or competition must have a 75% or above in all subjects and an “S” (satisfactory) in conduct. Selection will be based on the last grading report.

I. Drug and Alcohol Free Campus

This school is designated as a tobacco, alcohol and drug free campus. Students may not use or possess tobacco products (including vapor or electronic cigarettes) and drugs or alcohol on the school campus or at school sponsored events.

J. First Holy Eucharist

The sacrament of First Holy Eucharist is usually made the end of second grade, but older students who have not made First Holy Eucharist will be accommodated. Students must have received the sacrament

of Baptism before receiving First Holy Eucharist. **There will be a fee of \$80 to cover the cost of supplies.**

K. Handbills

No advertisements of a commercial or political nature may be sent or given out on the school premises to students, parents, or staff for the purpose of selling or influencing a person's choice of candidate.

L. Inclement Weather

- Inclement weather (rain or snow) or when the temperature is below 39 degrees all students will be in the cafeteria.
- Please check the playground area when you drop your child off, if it is after 7:30 a.m., and there are no children in the playground or blacktop areas, then the children will be inside.
- If the school must be closed for an emergency such as flooding, strong winds, or snow, please listen to the local radio stations for an emergency announcement, St. Raphael School follows the YISD school changes and closings.
- Students will be picked up in their classrooms during inclement weather.

M. Meetings

Procedure:

- Please arrange the time with the office staff.
- You do need to come into the office and sign in.
- Meetings for any school sponsored activity during the day may be held in the library (if no class is present) or the school hall/cafeateria.
- Meetings are not to be held in the Staff Lounge without prior approval.
- There will be no meetings allowed in the classrooms after school to allow the classrooms to be cleaned for the following day. All parents, volunteers and visitors must sign in at the front office.

N. Official Records

Official records are kept in the school office for each student.

The official record consists of a permanent record card, standardized test scores, and record. Parents have the right to review the child's record.

O. Parent Accountability

Our Chairperson of the Board/Pastor has requested the following be placed in our handbook so that our parents are knowledgeable in regard to what behavior is appropriate for them.

1. Corporation policy dictates that when reference is made to seek legal counsel, then your legal counsel must communicate with the St. Raphael Parish legal counsel.
2. Lying, whether from parents or students, will not be tolerated.
3. Arrogance, whether from parents or students, will not be an acceptable norm of behavior.
4. Verbal abuse or outbursts toward the administration, staff and teachers will be subject to a request for the removal of the student from our school; once a decision has been made, there will be no reversal.

If you have problems, as parents and guardians with our discipline and academic expectations, then relocating into another school might be recommended.

P. Parent/ Teacher /Child Conferences

Parent/Teacher/Child conferences are scheduled for the first and third report cards.

1. Teachers are usually available for a conference during their preparation time, and before or after class.
2. The teachers have been instructed that an appointment is necessary for a conference. **Do not call a teacher at home.**
3. Teachers may not have unscheduled conferences.
4. Parents must come into the office first and sign in prior to any conference.
5. Phone calls may take the place of a face to face conference, except for scheduled conferences.

Q. Participation in Religious Exercises

Students are required to participate in the religious exercises of the school. Regardless of his/her personal religious beliefs.

R. Reception of Sacraments

Second grade students, and older students who have not yet received the sacrament, will receive the Sacrament of the Holy Eucharist at the 10:00 a.m. Mass on the first Saturday in May. All second grade students and older students, who have not yet received the sacrament of the Holy Eucharist, will receive the Sacrament of Reconciliation before their First Holy Communion.

A retreat for parents whose children will receive the Holy Eucharist and Reconciliation will be conducted at the school. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic Church.

There is a \$80 fee to cover the additional costs associated with preparing for First Holy Eucharist. This must be paid by the end of April.

Parents are required to be active partners in the preparation of their children for these sacraments.

S. Student Harassment by Parents:

Our students have the right not to be harassed or interrogated by any parent during school. If this behavior occurs at St. Raphael Catholic School and/or the parent interferes with scheduled school events, the child/children of the offending parent may be suspended or dismissed from the school.

T. Telephone Procedures

- Permission to use the phone must be obtained from the secretary.
- Students must submit a note from their teacher.
- Students are not permitted to use any other phone other than the office phone.
- The office phone is a business phone and students will be permitted to use it only in case of an emergency.
- **Forgotten homework, and athletic equipment, etc. do not constitute an emergency.**
- Arrangements for after school visits with friends should be made at home.
- Children are not to be called during school hours.
- **The secretary will not call a child out of class except in case of an emergency. Messages will be relayed to them before the close of the school day.**

U. VOLUNTEERS

All individuals who wish to volunteer in the school must:

Complete the Virtus Training. This training is mandated training on sexual misconduct/ safe environment

- Must get a background check. (Volunteers may not work with students until the background check have been successful completed.)
- All volunteers are expected to dress appropriately. Clothing should be modest and neat.
- The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, or to assist with class parties.**

V. Withdrawal of Students

- Students may be withdrawn by a parent/guardian during the course of the year.
- The school should be given 5 days written notice of withdrawal.
- All books must be returned and financial obligations met before a transfer slip can be issued. Official records are sent directly to the new school.

The Catholic Church and St. Raphael Catholic School recognize parents as the primary educators of their children.

The education of students at our school is a partnership between parents and the school.

If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child/children.

This is a very serious decision that is not made lightly.

IX. PARENTAL ROLE IN EDUCATION

We, at St. Raphael Catholic 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---, spiritually physically, mentally, emotionally, and psychologically. Your choice of St. Raphael Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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

Once you have chosen to enter into a partnership with us at St. Raphael Catholic School, we trust you will be loyal to this commitment. During these formative years (4K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story 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.

A. Goals and Objectives

1. St. Raphael School promotes Spiritual Development in all the members of its community;
 - Through daily prayer, daily religious instruction, weekly Mass and acts of service for the church, community and one another.
2. St. Raphael School will help to develop the Intellectual Development of our students;
 - By providing an environment conducive to critical thinking and problem solving.
 - Through the use of an approved national standard curriculum.
 - Student's academics will be measured by quarterly report cards
3. St. Raphael School will assist in the Personal Development of each student.
 - Working with parents to help each child recognize the special gifts that God has given each one.
 - Teacher communication with parents on a regular basis to keep them apprised of their child's personal development.
4. St. Raphael School encourages the Social Development of each student:
Through classroom rules that are based on a Christ-like respect toward both students and staff.
 - Christian educators will provide good role models for the students, the parents and each other.
5. St. Raphael School supports the Physical Development of each student:
 - Through a comprehensive program of health and physical education.
 - Students will be able to participate in on-campus and extra-curricular sports, which encourages Christian sportsmanship.
 - The Physical Education curriculum will give every student the opportunity to increase their fitness through a wide variety of physical activities.

B. Parents as Partners

As partners in the educational process at St. Raphael Catholic 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
 - Has school lunch or nutritional sack lunch every day.
1. To actively participate in school activities such as Parent-Teacher Conferences;
 2. 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;
 3. To notify the school with a written note when the student has been absent or tardy;
 4. To notify the school office of any changes of address or important phone numbers;
 5. To meet all financial obligations to the school;
 6. To inform the school of any special situation regarding the student's well-being, safety, and health;

7. To complete and return to school any requested information promptly;
8. To read school notes and newsletters and to show interest in the student's total education;
9. To support the religious and educational goals of the school;
10. To attend Mass and teach the Catholic faith by word and example;
11. To support and cooperate with the discipline policy of the school;
12. To comply with the safe environment regulations of the school;
13. To treat the staff with respect and courtesy in discussing student problems.

B. Parent Organizations:

Home and School Association oversees school volunteers and works closely with the school administration the pastor to facilitate and promote fund raising activities, and various school events. We invite and encourage all our parents to actively participate in the Home and School Association. At the beginning of the school year all parents are invited to fill out a volunteer form stating in which areas they would like to volunteer.

We welcome parental involvement.

X. SAFETY

A. Crisis Plan

St. Raphael Catholic 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, you will be contacted through our "**One Call Now**" system. **Please be sure your home phone and cell phone numbers are updated with the office.**

B. Custody

Any change in a child's custody status requires that a copy of the court order be given to St. Raphael Catholic School for school files.

- **Non-Custodial Parents:** This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, then it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If a non-custodial parent wishes to see his/her child it must be with the permission of the custodial parent unless the divorce decree states otherwise. It is up to the custodial parent to present to the school a copy of that portion of the decree stating visitation rights.

D. Parents/Visitors/Volunteers

Please help us to provide a safe environment for your children by following our school rules:

1. All visitors to the school (parents included) must check into the office first.
2. Receive a visitor's pass if they do not have a volunteer badge.
 - a. Parents who will be helping in the classroom should have made arrangements with the teacher before their arrival.
3. The only entrance to be used by parent/visitors/volunteers is the main entrance on Woodside
 - a. Do not use the side doors as an entrance at any time for any reason.
 - b. You must come into the front office upon entering the building.
 - c. If you have a message for a teacher, come directly into the front office and the staff will assist you.
 - d. **All adults must sign in at the front desk**

- e. Parents are **NOT** to go into the school halls with their children.
- f. Parents are **NOT** to wait outside their child's classroom for dismissal.
This is disruptive to the teacher and to the general management of the school.

- 4. We will be happy to take care of your problems, questions, and concerns in the office.
- 5. All teachers are instructed not to allow visitors in their classrooms without proper clearance from the office.

E. Procedure for Filing Police Reports

Section 37.015 of the Texas Education Code requires the Principal of each elementary and secondary school to report certain activities to the El Paso Police Department, if such activities are determined to have occurred on school grounds or at a school sponsored event. The activities listed in the statute include, but are not limited to:

- 1. terrorist threats; and
- 2. the use, sale or possession of a controlled substance, drug paraphernalia or marijuana;
- 3. the possession of certain weapons or devices specified in Section 46.01 of the Texas Penal Code.

A terrorist threat most commonly occurs when a person threatens to commit any offense

- Including violence to any person or property with intent to place any person in fear of imminent serious bodily injury.
- For example, if a student corners another student and threatens to beat up the other student, a terrorist threat may have occurred if the student making the threat is capable of carrying out the threat and the student against whom the threat was made was actually placed in fear of serious bodily injury.

The Texas Penal Code lists a variety of weapons and devices the possession of which will trigger a report.

Some of the most important are:

- a firearm,
- knife,
- chemical dispensing device

You should be aware of the fact that a knife is defined as any bladed instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument.

- This means that even Boy Scout knives, or virtually any kind of knife, cannot be brought on school grounds without triggering a report.
- You should also be aware of the fact that under the Gun Free Schools Act of 1994, if a student brings a firearm to school, the school is required to expel the student for a period of not less than one year.
- Any student who is expelled may appeal the expulsion to the Superintendent who may decide to impose a lesser form of punishment.

Once a report is made, the El Paso Police Department will investigate and determine whether to criminally charge the student who was reported. Even if the investigation does not result in a criminal charge, the school will suspend or expel, depending on the circumstances, any student who is determined to have committed an act which triggers a report.

F. Student Safety

1. Supervision

St. Raphael School does not have the personnel to supervise students who have not been picked up by their parents after dismissal.

- If parents are unable to pick up their children after school, they must make arrangements with the After School Care Program.
- If parents are late picking up their child and student is on campus after 3:15, there is an automatic enrollment in the After School Care Program. The parent will be billed for this service.
- Children waiting for siblings in extra-curricular activities, i.e. sports, clubs or detention, must be registered in the After School Care Program for their safety.
- If there is difficulty with the child going into daycare, or with the parent agreeing to this arrangement, an advisory letter will be sent home.
- The second occurrence where the child or parent does not agree to the daycare arrangement will necessitate a warning that you are placing your child at risk. We take the responsibility for the safety of your child very seriously and cannot be a party to this negligence.
- After the third occasion, the parent will be asked to withdraw the child. Do not allow your child to be at risk by allowing him/her to stay on school grounds after school.

G. Touching Safety Program

The job on ensuring children's safety and the prevention is child sexual abuse requires more than adult awareness, education and training about the nature and scope of the problem.

Take Steps to Assist

- We must also give our children the tools they need to overcome the advances of someone who intends to do them harm.
- The Teaching Touching Safety Program is a tool designed to assist parents and teachers in this very important task.
- The Touching Safety Program is a vehicle through which parents and teachers give children the tools they need to protect themselves from those who might harm them.
- Each year the program provides a theme that introduces and builds on the basic concepts of the Teaching Touching Safety Guide.
- The material is developmentally appropriate for each age group and includes content and activities that reinforce the message.

H. Traffic Safety

Morning

Drop Off Zone:

- Students must be dropped off in the designated safety zone.
- Please enter through Camwood, at 5 mph.
- Have your student ready to exit the vehicle and do not hold up the line.
- You may park in the church's main parking lot to walk your child to the playground.
 - **For the safety of your child, please only use the designated areas to cross to the sidewalk.**
- Pre-K students wait in the gazebo area with their parents to be picked up by the teacher when the bell rings.
- Kinder – 4th grade students wait in the playground until the bell rings.
- 5th through 8th grade students wait in the blacktop area until the bell rings.
- **STUDENTS MAY NOT ENTER THE FRONT DOOR OF THE SCHOOL, WITH OR WITHOUT THEIR PARENTS UNLESS THERE IS INCLEMENT WEATHER. ALL STUDENTS MUST LINE UP OUTSIDE WITH THEIR CLASSES.**

After School Pick Up:

- **THERE WILL BE NO PARKING, STANDING OR STOPPING IN THE ANNEX AREA ON ZANZIBAR.**
- All parents must park in the Church's main parking lot. **Please do not park or drive through the Staff/Teacher parking lot during drop off or dismissal for the safety of the children.**

- **Please do not park in the red zone in front of the school at any time.**
-
- PreK, Kinder and 1st grade students are dismissed from the Annex
- 2nd, 3rd and 4th grade students are dismissed on the white top area next to the Spanish room
- 5th and 8th grade students are dismissed in the front of the school
- 6th and 7th grade students are dismissed in the blacktop area
- **Students must be picked up by the parent, guardian or other adult designated by the parent (in writing). Please notify us, in writing, if there is anyone who cannot pick up your child and give it to your child's teacher and the front office.**
- **After you have picked up your children, please do not allow them to play in or around the PARISH grounds or the GROTTTO.**
- **Students not picked up by 3:15 will be escorted by the teacher to after school care.**

XI. Wellness and Nutrition

The Diocese of El Paso Catholic Schools has instituted a **“Wellness Curriculum on Physical Activity and Nutrition.”**

It states: children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive.

St. Raphael School is committed to:

- providing a school environment that promotes and protects children's health,
- well being and ability to learn by supporting healthy eating and physical activity.

Our policy is to engage students, parents, teachers, food service professionals, health professionals, and any interested community members in developing, implementing, monitoring and reviewing our nutrition and physical activity policies.

A. Emergency Card

At the beginning of each school year parents will be asked to complete an Emergency Card for each Student.

Parents, please notify the school of any phone or address changes during the school year.

B. Health Records

- A health record card is maintained on each student from the day of entrance until the day of withdrawal.
- Annual screening is done for vision, hearing, dental, scoliosis and acanthuses as well as height and weight.
- Parents are required to fill out a health questionnaire at the time of registration and present the necessary documentation regarding immunizations.

C. Illness

Any child who has a temperature at school of 100 or above must be sent home.

- Vomiting
- Diarrhea
- And unexplained rashes are also reasons for a student to be sent home.

Students should be fever free or symptom free for 24 hours before returning to school.

D. Immunization Requirements

All immunizations must be completed by the first day of school attendance. The law requires that students be fully vaccinated against specified diseases. A school nurse or administrator shall review the immunization status of enrolled students to ensure continued compliance in completing required

doses. If at the end of the 30 day period, the student has not received the additional dose, the student will not be in the classroom until the required dose is administered.

F. School Insurance

Each student is insured under the Student Insurance Plan.

- The parent's insurance coverage for the student is the primary carrier and the student insurance will pick up any out-of-pocket expenses.
- Should the parents not carry insurance on their child, then the student insurance becomes the primary carrier.
- Forms are available in the school office. Additional 24-hour coverage may be purchased for the student by the parent.

G. Student Accidents

Parents are notified of accidents involving injury to their children and arrangements must be made to pick them up. Should more immediate medical attention be required, then the school will follow the instructions on the Emergency Card.

H. Other Diseases & Illnesses:

1. AIDS Policy

- Students with AIDS will be allowed to continue in the school setting under ordinary circumstances.
- Decisions affecting students who have tested positive for human immunodeficiency virus (HIV) or
- who have been diagnosed with AIDS will be made on a case-by-case basis in cooperation with physicians, parents, and public health officials.
- Regulations regarding students who have HIV and AIDS are based upon current medical knowledge and law and will be subject to continual review.

Students with AIDS shall not be excluded from attending school for reason of the infection unless the following exceptional conditions are evident as determined by a medical advisor, the principal, the chairperson of the Board of Directors, the student's physician, and the student's parent(s) or legal guardian(s). The chairperson of the Board of Directors may appoint additional persons if he deems it appropriate and necessary.

1. The student is not toilet-trained or is incontinent or is unable to control drooling
2. The student is unusually physically aggressive, with a documented history of biting or harming others.

The principal will determine appropriate and feasible educational programs to be afforded a student with HIV or AIDS who is excluded from school.

Employees with AIDS will be allowed to continue in the school setting under ordinary circumstances. Decisions affecting employees who have tested positive for human immunodeficiency virus (HIV) or who have been diagnosed with AIDS Related Complex (ARC) and/or AIDS will be made on a case-by-case basis in cooperation with physicians and public health officials. Regulations regarding personnel who have HIV, ARC, and AIDS are based upon current knowledge and law and will be subjected to continual review.

Grievance Procedure for St. Raphael Catholic School

Policy Statement

St. Raphael School (hereafter "School") has determined that the best interests of Parent, Students, School Board Members, Administrators, Teachers and other Employees of the school will be served if a Grievance Procedure is created to provide an orderly and fair process for the resolution of complaints.

St. Raphael School wishes to provide an opportunity for individuals to be heard. The administration of this school has established and maintains procedures through which the parents of students may seek redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. In all cases student grievances will be presented by students and/or parents/guardian. If parents speak on behalf of their children then the student(s) must be present. The primary aim of this procedure is to set forth a guide to establish procedures for any grievance, that is, to provide fair notice and fair hearing of the matter. If necessary a translator will be provided.

Failure to Follow Procedure

A parent/guardian or student will forfeit their right to be heard if they fail to follow the grievance procedure as outlined in the policy.

Definitions

Administrator: This term shall mean any person who occupies the position of Principal or Assistant Principal of the school.

Employee: The term shall mean any person who is employed by the school and who is not an administrator.

Grievance: As used in this procedure a "grievance" shall mean a complaint regarding any action taken by a teacher or administrator toward a student in the enforcement of discipline, policies, and/or regulations.

Chairperson of the Board of Directors/Pastor: This term shall mean the Chairperson of the Board of Directors/Pastor of St. Raphael Parish. This term shall mean the priest appointed as pastor of St. Raphael Parish and School I all legal affairs.

Parent: This term shall mean any person who is the parent of a Student by reason of birth or adoption, or is the Managing Conservator of a Student, or is the duly appointed guardian of the person of a Student.

Principal: This term shall mean the person who is serving as a duly appointed principal of the school.

Student: This term shall mean any person who is a full time student at the school.

Superintendent: This term shall mean the person who is serving as the duly appointed Superintendent of Schools of the Diocese of El Paso.

Teacher: This term shall mean any person who is employed by the school as a full or part time instructor.

Non-Discrimination

No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the school against any person because of participation in the grievance procedure.

The school will provide a Student or Parent, with a Grievance form upon a request made on a school day during regular business hours.

Processing Grievances

Informal Resolution/Conciliation

It is intended as policy to resolve disputes at the lowest possible administrative level in a cooperative Christian atmosphere. The process is not intended to be adversarial in nature and neither party to the grievance shall be represented by legal counsel during any phase of the conciliation or grievance process. To that end, prior to using the steps set forth below, a parent or guardian shall meet with the person against whom the student has a grievance. If the matter is not then settled to the grievant satisfaction, the grievant shall present the grievance in accordance with the procedures outlined herein.

Formal Process

The following are steps in the formal grievance procedure:

1. A written statement of the complaint including a brief summary of the initial conference shall be submitted to the principal and to the person about whom it is being filed against within five (5) school days following the occurrence of the event on which the grievance is based. All Grievances shall be filed, shall be fully completed, signed and dated by the Parent/Guardian or Student filing the same. The filing of each Grievance shall be evidenced by the signature of the Principal. No Grievance shall be processed until the form has been completed in full. The school will provide a Parent/Guardian or Student with a Grievance form upon request made on a school day during regular business hours.

If the grievance is lodged against the principal, notification shall be made in writing to the Chairperson the Board of Directors/Pastor.

2. The principal will set a date for hearing the aggrieved party and provide a minimum of 48 hours notice. Student grievances shall be filed by their parents or guardians: at the hearing both student and parents or guardians will be present. The person filing the Grievance and the person against whom the Grievance is directed shall be informed that:
 - a. All parties have the right to appear in person and present their own cases.
 - b. All parties have the right to testify to facts and opinions which are relevant.
 - c. All parties have the right to present documentary evidence regarding facts and opinions which are relevant.
 - d. The person filing the grievance will be allowed no more than 1 hour to present the Grievance through personal testimony, and documentary evidence.
 - e. The person against whom the Grievance is directed will be allowed no more than 1 hour to rebut the Grievance through personal testimony, and documentary evidence.

The principal will provide a written response and decision to the complaint within three (3) school days after conclusion of the hearing.

3. If the aggrieved party is still not satisfied with the decision of the principal, an appeal may be made to the Diocesan Superintendent of Schools within three (3) school days of the decision of the principal. A form for notifying the Superintendent may be obtained from the school. The Superintendent will review all documentation of the grievance procedure. The Superintendent will either adopt the findings of the principal or will set a date for hearing the grievance within seven (7) working days of the Superintendent's receipt of such an appeal.

4. In the event of a hearing before the pastor, both parties will appear before him together and make an oral presentation of the written statements to the pastor. The aggrieved party will make the first presentation. At no time is there to be cross examination or direct discussion between parties to the grievance. The pastor will render his decision in writing within five (5) school days of the hearing.

The decision of the pastor is the final decision of the school.