



151 Gropp Avenue Hamilton, NJ 08610

Phone: 609-585-7733

[www.srsnj.org](http://www.srsnj.org)

**Inspired by Faith**

**Empowered by Knowledge**

**United by Community**

# **2021-2022 Parent / Student Handbook**

*Accredited by*



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## **I. INTRODUCTION**

### **Mission Statement**

We, the faith-filled community of Saint Raphael School, are inspired to celebrate and share our God-given talents, be passionate lifelong learners who strive for academic excellence, and foster a spirit of respect, reverence, and responsibility as we journey together empowered by the Gospel message to serve the Lord.

### **Belief**

#### **“We believe”**

- Our Catholic identity, values, and ethics must be integrated into the daily life of our school.
- We are all called to be the face of God to one another.
- All children have a right to a safe and nurturing environment.
- In striving for academic excellence where each child is challenged to meet their full potential.
- Lifelong learning is essential for success in a changing society.
- Parents are the primary educators of their children and therefore parent communication is important to the success of the child.
- Parents and teachers are role models for the students.
- As a Catholic school community we have a responsibility to serve our parish, our community, our country, and the world.

### **Philosophy**

**Saint Raphael School exists to further the mission of Jesus Christ: to love God and one another.** The religious purpose of Saint Raphael School is to inspire our students to continue our mission. Through the teaching of Catholic doctrines, experiences of worship, and opportunities to serve in the community, our students grow spiritually and morally. **God’s love becomes visible through examples of each member of our faith community.**

Through learning about the mission of Jesus, students develop positive self-awareness, responsibility, and self-expression, which lead them to become well-rounded individuals.

Through a combination of spiritual, intellectual, social, and physical programs, each child will have a broadened perspective for the challenges ahead. Along with cooperative efforts of the pastoral staff, the school staff and families, the students are given every opportunity to grow to their full potential.

## School History

Saint Raphael School dates back to the fall of 1921, when then Bishop Thomas Walsh established Holy Angels Parish. At the same time, he also gave Father John F. Walsh, the first pastor of Holy Angels, the responsibility for Saint Raphael's Mission. After twenty-two years (1921-1943) of co-existing with Holy Angels, Saint Raphael Parish was canonically established. On March 4, 2005, the Most Reverend John M. Smith, Bishop of Trenton announced the restructuring of the Roman Catholic parishes in the Trenton area. This announcement was preceded by a year-long study and analysis of the demographic trends, availability of priest personnel and resources to effectively serve the spiritual needs of the parishioners.

As a result of this study, Saint Raphael Church and the Church of the Holy Angels merged on July 1, 2005 to create the new parish of [The Church of Saint Raphael-Holy Angels](#).



The pastor of Saint Raphael-Holy Angel's parish is the chief administrator for Saint Raphael School. The school was founded in 1951 and shortly thereafter the school building was built on Gropp Avenue in Hamilton, New Jersey. Saint Raphael School has provided thousands of students with a quality education and Catholic principles for well over 50 years. Throughout its history the school building has undergone several renovations in order to improve and pro-actively maintain the facilities. In 1976, the school completed its largest construction project since the original school was built ... the Saint Raphael Parish Center.

The Parish Center includes a gymnasium/auditorium and a cafeteria, both of which are utilized on a daily basis by the school. In 2008, in order to support the expanded preschool program, the school designed and constructed its new Little Angels Preschool. In 2009, Saint Raphael School developed a Science Lab for Grades 5-8 and a laptop

computer lab. The campus was further enhanced by the addition of a new Little Angels playground as well as a new softball field and a soccer field.

In 2010 Saint Raphael School was reaccredited by the Middle States Association of Colleges and School Commission on Elementary and Secondary Schools. With the school's continuing commitment to integrating technology into the curriculum, an enterprise level wireless network was installed in the Spring of 2012. With the continued growth of the school, a second Kindergarten classroom was opened in 2011 followed by a second Grade 1 classroom in 2012 and a second Grade 2 classroom in 2013.

In the summer of 2013, the Computer Lab was outfitted with 38 Dell OptiPlex 9010 All-In-One Touch Screen Computers with Web Cameras and new computer tables.

In 2016 Saint Raphael School was reaccredited by AdvancED after an on-site evaluation. Saint Raphael School continues to grow its mission to provide a Catholic elementary education second to none.

## **II. ADMINISTRATION/FACULTY/STAFF**

Fr. Gene Daguplo, Pastor  
Fr. Steven Schuler, Parochial Vicar  
Mrs. Ann M. Cwirko, Principal  
Mrs. Jennifer Peoples, Office Manager  
Mrs. Beth Chiariello, Little Angels Preschool  
Ms. Chelsea Sandmeyer, Little Angels Preschool  
Mrs. Nancy Duffy, Preschool Aide  
Mrs. Adelaide Torpila, Preschool Aide  
Ms. Gabriella Hollendonner, Kindergarten  
Ms. Julianne Clark, Gr. 1.  
Ms. Kelly Walsh, Gr. 2  
Mrs. Dana McCormick, Gr. 3  
Mrs. Cecilia Chludzinski, Gr. 4  
Ms. Deborah Tams, Gr. 5, Middle School Mathematics and 4th Social Studies  
Ms. Alyssa Belfiglio, Gr. 6, Middle School Language Arts  
Mr. Jerry DeLena, Middle School Religion  
Ms. Jessie Stafford, Gr. 7, Middle School Science & Math  
Mrs. Stefanie Hickman, Gr. 8, Middle School Language Arts & Social Studies  
Mrs. Kimberly Smith, Systems Administrator, Computer Sciences & Design Thinking  
Mrs. Joyce McCarthy, Art  
Mrs. Brigid Smircich, Music  
Mr. James Fuccello, Physical Education  
Mr. Remi Cruz, Chief Technology Officer & World Language  
Ms. Kristin McCarthy, Aide  
Mrs. Elizabeth Shen, Counselor  
Mrs. Catherine Gore, Nurse  
Mr. Dan Compton, Maintenance

### **III. SCHOOL GUIDELINES AND PROCEDURES**

#### **Academic Goals**

*Jesus said: “Let the children come to me and do not hinder them; For the kingdom of God belongs to such as these”. (Mark 10:14)*

**Saint Raphael School commits to the following expectations:**

#### **That all students:**

- Develop the ability to think critically, logically, analytically and ethically.
- Apply their learning to real world experiences through debate, references to current events, visits to museums, historical sites, etc.
- Incorporate problem solving skills into class discussions, course assessments and project-based learning experiences.
- Engage in multi-sensory, hands-on, experiential learning.
- Use technology.
- Grow into lifelong learners.

#### **That all teachers:**

- Integrate Catholic values and beliefs into all courses.
- Integrate technology and hands-on learning into their daily lessons.
- Use a variety of formal and informal assessments.
- Collaborate with the Saint Raphael School Grade Level Learning Communities to ensure both vertical and horizontal curriculum planning.
- Follow the curriculum guidelines of the Diocese of Trenton and the New Jersey Common Core State Standards.
- Maintain regular communication with parents/guardians through telephone calls, emails, Parent-Portal, teacher webpages, mid-trimester progress reports, trimester report cards and conferences.
- Participate in a Professional Improvement Plan as required by the Diocese of Trenton and the State of New Jersey.

#### **Learning Communities**

##### **Little Angels Preschool**    *Nurturing*

- Teachers that are either state certified and/or have specialized training in early childhood.

- Schedules to accommodate your family needs. Flexible full and part-time classes for three and four year old children, with early drop-off (7:30 am) and after-school care.
- A safe environment, inside and out.
- Curriculum is phonics based and covers Trenton Diocesan Curriculum and the NJ State Core Standards.
- Religion curriculum is Gospel based and age appropriate.
- Children attend all special school functions and weekly Mass with 8<sup>th</sup> grade “buddies”.
- Classroom has internet access and developmentally appropriate software for children’s use.
- Children attend weekly special classes (Art, Music, and Physical Education).
- Children participate in the school Christmas Program.
- Trips and “in house” learning experiences to help your child learn and grow academically, spiritually, and socially.

### **Early Childhood K-Grade 2**    *Growing*

- **Spiritual:** Opportunities for religious development are integrated into daily classroom life, religion classes, weekly Mass, Para-liturgical services on Ash Wednesday, Saint Blaise’s Feast Day/the Blessing of Throats, the Stations of the Cross, May Crowning and reception of the Sacraments of Reconciliation and First Holy Communion (Grade 2).
- **Educational:** Emphasis is placed on the teaching of the core values and curriculum through hands-on interdisciplinary instructional strategies. The use of the technology lab and electronic white boards enhance learning for these students.
- **Special Events:** Students enjoy such activities as trips to the pumpkin patch, apple orchard, Franklin Museum. They celebrate a Thanksgiving Feast as well as enjoy project-based learning experiences such as a ‘ride’ on the Polar Express, presenting an Authors’ Tea, celebrating North American Day, participating in the Summer Reading Parade and learning how to do the ‘Math Dance’. Children in K-Grade 4 participate in the Christmas Play.

### **Elementary Grades 3-5**    *Developing*

- **Spiritual:** Students continue their faith development by planning and participating in the weekly Masses, receiving the sacraments and participating in the Para-liturgical services. Third Grade students and above are invited to be altar servers. Students in this learning community visit the Perpetual Adoration Chapel.
- **Academics:** The focus continues to be on mastering the skills of reading comprehension, the writing process and teamwork in addition to mathematics and language arts. Students enjoy demonstrating their knowledge by hosting parent presentations such as the Poets’ Coffee House, Getting to Know the States, and the Poetry Parade.



- **Special Events:** As these students grow, opportunities for extra-curricular activities begin. Students have a voice in the Student Council, electing a grade level representative. Students in grade 5 participate in the annual Spring Musical and may participate in the Annual Talent Show.

### **Middle School Grades 6-8** *Achieving*

- **Spiritual:** These young men and women continue to grow with the opportunity to prepare and receive the Sacrament of Confirmation in grade 8. The grade 8 class presents the Living Stations on Palm Sunday. Middle School Students participate in service projects that benefit the Parish Food Pantry. Students in this learning community also visit the Perpetual Adoration Chapel.
- **Academics:** The theme of ‘Hands on...Minds on’ is integrated into this learning community through an interdisciplinary research paper, skill based math courses, a lab based science curriculum, studio art classes and on campus site visits.
- **Special Events:** Leadership opportunities increase through serving as Student Officers, planning Middle School activities such as service projects and dances. Site visits provide another means for ‘Hands on....Minds on’ learning. Students may replicate on campus such sites as Ellis Island and the Holocaust Museum. Students in grade 6-8 participate in the annual Spring Musical and the Annual Talent Show. The Grade 8 class trip to a Broadway Play is an enjoyable experience for both students and their parents.

### **Enrichment Courses Preschool-Grade 8** *Enriching*

- These classes are offered to students on a weekly basis.
- Art
- Music
- Physical Education
- Technology
- World Language

### **Standardized Testing**

The (Renaissance) STAR Assessment is given three times per year in both reading and math, with each test taking an average of 20 minutes. As a result, the student experience is an average of 40 minutes of testing three times each year (Fall, winter, and spring). Instead of a “testing week” in March, there is an average of 120 minutes of standardized testing for the school year, divided into three times per year.

## Academic Honesty

**All students are expected to adhere to the highest moral standard with regards to academic honesty.** Cheating of any type including but not limited to copying homework assignments, being perceived as looking at another student's test or quiz, plagiarism, etc., is considered to be very serious. Plagiarism is defined as the copying of text from a print or electronic source and attempting to pass the copied text as if it were the student's own words.

**Consequences of cheating include but are not limited to the following: loss of credit for the assignment, re-doing the assignment/assessment (to determine comprehension, not earn a grade), parent communication, Saturday detention(s), loss of school privileges, etc.**

Parents are encouraged to discuss these policies with their children to ensure that the policies are clearly understood.

## Accreditation

Saint Raphael School is accredited by **AdvancED**.

## Admissions

Saint Raphael School is a parochial elementary school that serves students from Preschool through Grade 8. Registration is on-going throughout the year. Parents are notified in advance of fees and parental responsibilities. Each previously registered family will receive a registration packet in January containing the new school year contract and also tuition rates. Registration packets should be returned and will be processed as soon as all paperwork is received. Each student must have updated immunization records, yearly physical documentation and remit a non-refundable \$150.00 application fee.

Students must be three, four, or five years old on or before September 30<sup>th</sup> of the year in which they are enrolling. All preschool students must be completely toilet trained.

Upper level students who are transferring from other schools should arrange to provide copies of their academic records to assist their proper placement in class. **Students entering grades 6 – 8 will be given a 30-day probationary period.**

**Tuition:** please go to the school website at [www.srsnj.org](http://www.srsnj.org) and click on Admissions.

### **Non-Discrimination Policy**

Saint Raphael School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational and admissions policies.

### **After School Care Program (ASC)**

The After School Care Program (ASC) is open to all students who attend Saint Raphael School. **The hours of the After-School Care Program are from 3:00 to 6:00 p.m. on regular school days and 12:30 to 6:00 pm on half-days.** On early dismissal days, children need to bring their lunches. **Parents may reach the ASC staff at (609)-271-7261.**

Students are supervised by school staff members. As no snack is provided, students may wish to bring healthy snacks for ASC.

After attendance is taken, students may choose to do their homework, play boards games, etc. Weather permitting, ASC often uses the play area on the side of the school campus.

**The registration/emergency information forms must be returned with the registration fee to the ASC supervisor before the child(ren) attends ASC. Should a parent need to use ASC during the year, the completed forms would be required at that time.**

Parents may elect to register their child / children in ASC so that their child / children may report to ASC after attending an extracurricular activity or an after school tutor session with a teacher.

A parent or another adult (**designated on the registration form**) is required to sign out a child / children prior to leaving ASC. The parent or other adult will be asked to show the ASC supervisor a driver's license as identification.

### **Fees:**

- **Registration Fee** - \$10.00 per family
- **Before School Care** (7:15-7:45 am) – No Charge
- **After/School Care** - \$5.00 for the first hour and \$2.00 for each additional half-hour. **After 6:00PM there is an additional fee of \$5.00 per 5 minutes.** Please be considerate of the staff and pick up your child/children on time.
- **Please note: On half days, students need to bring their lunches/drink and snack.**

**There is NO After School Care on the half day before a major holiday vacation, on early dismissal days due to inclement weather or other emergencies, and the last day of school. Please refer to the school calendar for specific dates.**

After School Care is a service provided by the school. **A student may be suspended from attending ASC due to non-compliance of the rules and requests of the ASC staff.**

## **Animals/Pets**

Per the Office of Catholic Education of the Diocese of Trenton:

- Animals/Pets are not to be kept in the classroom without permission from the principal.
- **No animals/pets are allowed on school grounds at arrival or dismissal times.**

## **Arrival/Dismissal/Tardiness**

### **Please Note:**

ANY change in arrival or dismissal times **MUST** be communicated to the Main Office in advance. Please contact Jennifer Peoples at 609-585-7733 or [jennifer.peoples@srsnj.org](mailto:jennifer.peoples@srsnj.org).

Morning Arrival and Afternoon Dismissal procedures are designed to ensure the **SAFETY** of all members of the Saint Raphael School community.

### **Arrival**

ALL students are to arrive at school wearing a **MASK**.

### **Morning Arrival Procedures for Students in Grades K-8 :**

Prompt arrival at school is expected of all students. It is imperative that all students arrive at school **ON TIME** (by 7:45 am) every day.

Students can be dropped off at the **PARISH CENTER** starting at 7:15 am. Teachers and students will move to their respective homerooms at 7:45 am.

All cars will proceed to the designated Drop Off site located at the Parish Center, following the path that will be clearly marked with signage and orange cones. Each car will pull up in **FRONT** of the Parish Center, facing South Broad Street. The students will exit the car and move into the Parish Center.

- Students in grades K-4 will report to the GYM
- Students in grades 5-8 will report to the CAFETERIA

Morning Prayer and Announcements begin promptly at 7:55 am. Any student arriving after 8:00 am is considered tardy and is required to report to the School Office to receive a late slip. Students who arrive later than 8:15 am **WITHOUT** communication to the Main Office may be denied physical admission to the school at the discretion of Mrs. Cwirko.

### **Morning Arrival Procedures for Students in PreK 3 and PreK 4:**

Students can be dropped off beginning at 7:30 am. Our goal is to have the students in their respective classrooms by 8:00 am. Students who arrive later than 8:45 am **WITHOUT** communication to the Main Office may be denied physical admission to the school at the discretion of Mrs. Cwirko.

All PreK cars will proceed to the SAFETY ZONE. Parents will park their cars in the Safety Zone. Parents, wearing a MASK, will then remove their child from his/her car seat and walk them to the door at the side entrance where they will be greeted by a member of the Preschool Staff. A member of the Preschool Staff will then escort the child to his/her classroom. Parents may NOT enter the building.

### **Dismissal**

#### **Afternoon Dismissal Procedures for Students in Grades K-8:**

PM dismissal will begin as of 3:00 pm and end at 3:15 pm. All students in grades K-8 will be dismissed from the **PARISH CENTER**.

All cars will proceed to the designated Pick Up site at the Parish Center following the path that will be clearly marked with signage and orange cones. To help facilitate the dismissal process, all parents/guardians who will be picking up a student/students are asked to have a name placard clearly displayed on the inside of the windshield. Once a vehicle has been identified, the child/children will be dismissed to the vehicle. Once the child/children are safely in the vehicle, the vehicle is to exit the parking lot using the **South Broad Street** exit.

#### **Afternoon Dismissal Procedures for Students in PreK 3 and PreK 4:**

Dismissal will begin promptly at 2:45 pm and end at 3:00 pm, or 12:00 pm for half day students and half day dismissal days. Students in PreK 3 and PreK 4 will be dismissed from the **FRONT** of the School Building.

Parents will park their cars in the front of the school building parking lot. Parents, wearing a MASK, will then walk to the front door area where they will be greeted by a member of the Preschool Staff. A member of the Preschool Staff will then release the child to his/her parent/guardian. Parents/guardians will then place the child in his/her car seat safely and carefully. Once the child is safely in the vehicle, the vehicle is to exit the parking lot using the **Gropp Avenue** exit.

**Please Note:**

- Students not picked up by 3:15 pm will be taken to After School Care in the Parish Center where their parents/guardians will sign them out.
- Should a parent/guardian observe unsafe driving practices during arrival/dismissal, please email the Principal with any pertinent information.
- Please share the above information with anyone who is designated to pick up your child / children at dismissal.

## **Asbestos Management Plan**

Please be informed that the School Asbestos Management Plan is located on site and may be reviewed during normal school hours.

## **Assemblies and School Programs**

The PTA and community organizations provide a number of assembly programs throughout the year. Parents are invited to attend school programs and assemblies. Information regarding these programs will be sent out via SchoolMessenger emails and posted on the school website. All students are expected to give polite and respectful attention at all times. Attending assembly programs is a privilege and not a right.

## **Attendance**

Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for the student and is considered a serious matter.

### **Arrival**

- Students should arrive at school between 7:15-7:45 am. Supervision is not available prior to that time. No student is to be dropped off without a member of school staff or faculty present.

### **Lateness**

- **Every student who arrives after 8:00 am is considered tardy.** The student must report to the office for an admission slip before going to the classroom.

### **Daily Attendance**

- Students are expected to be in regular attendance throughout the school year. In the case of absence, the parent must call the Nurse's Office at **585-7733 (Press #3)** to report the child's absence by 8:30 am **every day** the child is absent. **Upon return, the child must bring a note signed by the parent to the homeroom teacher the day he/she returns explaining the reason for the absence.** If the child is absent 3 days or more, he/she must bring a written note from the doctor. **Both a phone call and a note are required.**

**Students are held responsible for any missed work during absences.** Should parents wish to pick up missed assignments at dismissal, they are requested to call the School Office no later than 10:00 am. The assignments will be in the School Office at dismissal.

### **Excessive Absences/Tardiness/Early Dismissals:**

180 days of school are required to be held each year.

There are excused/legal absences (personal illness, death in the family, suspension and certain emergencies). All other absences are unexcused/illegal. Both types of absences are counted against the required 180 school days.

Students are to meet attendance requirements before a passing grade for any course will be given. **Only those students in attendance for at least seventy-five (75) percent of each trimester will qualify for a grade.** All absences will be included except those for school sponsored activities and long-term illnesses qualifying for home instruction.

Possible exceptions to the attendance requirement, due to extenuating circumstances, will be reviewed by the administration.

An incomplete grade (I) is used when a student has missed twenty-five (25) percent or more of classes in a given trimester. **The student will have two (2) weeks after the end of the trimester to submit all missed work to his/her teacher(s).** Students assigned to home instruction are to be considered as in full-time attendance.

**When a student has been absent from school and/or classes for twenty (20) days or more in a given trimester, a letter of notification will be mailed to the parents. A conference regarding the student's absences from school and/or classes will be scheduled.**

## Cafeteria

Students must bring their lunches from home.

## Calendar

Please refer to the school websites for at [www.srsnj.org](http://www.srsnj.org).

## Cell Phones

**Students who bring cell phones to school are required to keep them in their backpacks, turned off.** Any student, who is found to be using a cell phone to call, take photos, text message or receive aforementioned, will have it taken by the teacher, staff member or parent volunteer (at recess duty, etc.) who observes the violation of policy. The cell phone will be brought to the Principal who will then contact the parent.

**Parents who may need to get a message to their child are asked to call the School Office with the message.**

## Change of Home Address, Email Address and Telephone Numbers

**For communication purposes, Family Information Sheets must be thoroughly completed and returned to school every school year.** It is extremely important that the school office has a current address and telephone number for every student.

Should a parent not have an email address, please note that on the Family Information Form and other provisions will be made.

**Please notify the school immediately of any changes made during the school year.** It is extremely important that the school office has current/updated information for every student.

## Child Abuse Reports

**All school employees are required to report suspected abuse/neglect.** As soon as an employee has reason to believe that a child has been abused, neglected, or otherwise needs protection, he/she must make a report through the Principal to the Division of Youth and Family Services (DYFS). **The obligation of the Principal to report is not discretionary.**



Anyone who reports suspected child abuse in good faith is immune from prosecution, liability or criminal penalty. **Failure to report under New Jersey law carries a penalty of up to a \$500 fine and/or six months in jail.**

## **Drugs/Alcohol/Weapons**

The possession, use, or distribution of tobacco, drugs, alcohol, or weapons by a student on school property or at school-related functions will merit immediate intervention by school officials. Parents will be contacted. After consultation with the pastor and the Office of Catholic Education for the Diocese of Trenton, a course of appropriate action will be determined. Options include but are not limited to suspension, withdrawal from Saint Raphael School and/or contacting appropriate agencies.

All property of the school, including students' desks, lockers and/or coat closets as well as their contents may be searched or inspected at any time without notice. Two school staff members have the right with probable cause to search these structures. Students may also be required to empty containers, book bags/backpacks, purses and/or packets in front of two school staff members. Parents will be contacted after this process is completed.

## **Field Trips/Site Visits**

Field Trip/Site Visits are educational in nature and expand the learning process. **These trips are a privilege and not a right. Thus, they may be denied to any student who fails to meet attendance and/or behavioral requirements.**

Prior to the scheduled trip, a permission slip will be distributed to the students. The permission slip is to be returned prior to the field trip. **Telephone calls, emails or faxes will not be accepted in lieu of the signed permission slip.**

Parents with students in Preschool to Grade 3 may be asked to chaperone such off campus learning experiences. Their duties will include but are not limited to:

- Provide supervision for the students in their charge. Supervision is both physical and mental in nature.
- Remain with their student group at all times. Should there be an emergency, a chaperone should alert another adult on the trip to supervise his/her student group until further notice.
- Chaperone duties begin as students board the bus in the AM and conclude upon returning to school in the PM.
- Follow the requests/guidelines of the teacher(s) regarding expected behavior, the trip's timetable, and agenda of what venues to visit.

- Report any concerns, student injury and/or inappropriate conduct to a teacher either during or upon returning to school.
- Refrain from bringing other children on the field trip.
- Assume other duties as requested by the teacher and/or administration.

## Fire and Safety Drills

School-wide fire drills occur regularly. Detailed routes are posted inside the door of each classroom and reviewed with the students by the teacher. Students are reminded to leave rooms quickly and quietly in an orderly manner. When outside the school building, each class should remain together under a teacher's supervision. Please note that fire drills may be scheduled for both the school building and Parish Center and may be conducted during classes, lunch/recess time, after school care, etc.

Students are informed of the procedures for a safety drill in class. Saint Raphael School has an approved emergency and safety procedure manual.

## Health Office

### General Health:

If your child has any medical conditions, health related diagnosis or receives any medication at home, please advise the Health Office. Also, if your child has any allergies to food, medication or anything else, please list them along with the prescribed treatment of said allergy.

During the school year, please inform us immediately if there are any changes in home or work addresses or phone numbers. **The school cannot be held responsible for delays in medical care if the information is incomplete or inaccurate.**

Over the course of the year, the following tests are conducted in the office of the school nurse: height and weight, vision and hearing screening, and scoliosis screening for children ages 10 and older. Physical examinations by your private physician are required upon entering Kindergarten and students entering the school.

## Illness Policy

**If your child is visibly ill, has a fever, a communicable illness, or other serious health concerns, your child should be kept home.** We adhere to the following rules: a child must be fever free for 24 hours; if your child is being treated for an infection, your child should be on antibiotics for 24 hours before returning to school; a child should not have vomited or had diarrhea for 24 hours before returning to school.

**This illness policy is strictly followed for the health and well-being of all children. If you send your child into school with a fever or with vomiting or diarrhea, you will be required to pick your child up from school immediately.**

All children are expected to be picked up within a reasonable time from when you receive the call from the school nurse unless circumstances or distance prevents you from doing so. **Children sent home from school must be kept home the following day. Any child ill or absent from school is NOT permitted to attend an after-school or evening school function.**

Should a student be absent from school, the following procedures need to be followed:

- By 8:00 am on the day that the student is absent, parents/guardians will call the School Office (609) 585-7733 (Press #3 for the Nurse) and leave a message. **Please identify yourself, give the name/grade of the student and state the reason for the absence.**
- When the student returns to school, send a note to his/her homeroom teacher which explains the student's absence and indicates the dates of the absence.
- **For illness of 3 consecutive days, a doctor's note is required.**
- Students are held responsible for any missed work during absences. Should parents wish to pick up missed assignments at dismissal, they are requested to call the School Office no later than 10:00 am. The assignments will be in the School Office at dismissal.

## **Immunization Requirements and Physical Examinations**

Health records will be readily available to public authorities on request. **The school is required to adhere to New Jersey State laws that pertain to students' immunizations. The Diocese of Trenton does not offer religious exemptions to the immunization process.** It is necessary that the school administrator consult with the Superintendent's office if parents/guardians request a medical exemption.

The Principal must submit, in writing, a request from the parents/guardians along with written information from the student's physician, for a medical exemption from immunizations(s). Appropriate medical data must be included with the written request to the Superintendent of Catholic Schools.

The school nurse must examine and record weight and height, and evaluate teeth, eyes and hearing during the school year.

**A STUDENT WHOSE IMMUNIZATION RECORDS ARE INCOMPLETE WILL NOT BE ADMITTED INTO THE SCHOOL.**

**State law requires evidence of the following immunizations to enter**

**school:**

1. DTap
2. IPV
3. MMR
4. Hepatitis B
5. Varicella (chicken pox)
6. HIB
7. Prevnar (Pneumonia)

For students entering 6th Grade:

1. Tdap
2. Menactra (Meningitis)

For students less than 60 months of age:

1. Influenza

## **Medication Policy**

You are asked to follow the procedures listed regarding medications:

- The administration of medication in the school should be avoided whenever possible.
- If medication must be given during school hours, there must be written permission from the parent AND a medication form completed by the doctor **for all medications**, even over-the-counter medications.
- **Children are NOT permitted to carry ANY medication in school.**
- All medication must be kept in a locked facility in the nurse's office and the school nurse will administer it provided there are written directions from the parent and doctor.
  - All medication (even over-the-counter medication) must be kept in the original container and labeled with the child's name and proper dosage.
  - Medications must be administered by the school nurse or by the parent. **Children are NOT permitted to take medication themselves.**
  - Medications will not be administered unless these procedures are followed.

**Physical examinations by your private physician are required upon entering the school.** These examination reports from the doctor and all immunization records must be submitted to the school nurse on or before **Wednesday, September 29, 2021**. Students with incomplete health records will not be permitted to attend school after this date until the necessary forms are received.

## **Homework**

**Homework is an essential component to every course taught at Saint Raphael School.** Teachers should assign homework that is purposeful, aligned with lesson plans and focused on assisting students to comprehend course subject matter and develop a range of critical academic skills. Ordinarily, homework should be assigned on a daily basis as noted in the Office of Catholic Education Policy Book:

- Grades 1 and 2                      30 minutes
- Grades 3 and 4                      60 minutes
- Grades 5 and 6                      90 minutes
- Grades 7 and 8                      120 minutes

**If parents observe that daily homework is taking their child longer to complete than the allotted time, the parents are encouraged to contact the teacher(s).**

In the case of long-range assignments and/or announced tests/quizzes, reasonable attention should be given to insure that the work is being progressively done over the time period given and not left until the last day or two before it is due. Otherwise, the student will need to spend more time on his/her studies on a given evening.

Homework assignments in all curriculum areas will not total more than 10% of a marking period's grade.

Teachers will refrain from assigning homework over holiday periods such as Thanksgiving, Christmas and Easter Vacations.

Teachers are expected to post all homework assignments (written and unwritten work), projects and tests/quizzes through their websites, on the boards in the classrooms and for Grade 6-8, on the calendars posted on the second floor hallways.

- **Note: Students should have no more than two tests and/or quizzes per day.**

## **Lost and Found**

A **Lost and Found** area for most items is located in a storage box in the school office. Eyeglasses will be kept separately in the office. Money or valuables that have been lost or found will be dealt with through the office.

## Non-custodial Parent

The school abides by the provisions of the Buckley Amendment. **Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.**

**If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

## Parent Communication

Saint Raphael School deeply values the development of positive, cordial relations with its parents. Teachers are asked to establish good working relationships with parents and to be proactive in informing parents when students are experiencing difficulties. Parent/guardian telephone numbers are available in the Student Directory. The School Office is compiling a Parent Email Directory for 2021-2022 school year.

**It is imperative that parents notify the School Office ([jennifer.peoples@srsnj.org](mailto:jennifer.peoples@srsnj.org)) if there are changes in your home/work addresses, cell phone numbers and/or e-mail addresses.**

## Academic Progress Reports

- **Kindergarten to Gr. 8:** Dates for distribution of these reports are noted on the school calendar.
- **Genesis Parent Portal:** Grades for students in Gr. 3-8 are posted on Genesis Parent Portal. Parents needing information on logging on this site are asked to contact the Director of Technology at [remi.cruz@srsnj.org](mailto:remi.cruz@srsnj.org).

## Daily/Weekly Correspondence

It is crucial for effective communication that emails, telephone calls and/or notes be answered in a timely manner. If a parent is unreachable during a school day, teachers and staff will make every effort to reach the parent/guardian at home that night. **No parent/guardian should have to wait more than 24 hours to receive an e-mail response and/or 48 hours for a response from a telephone call or written note.** If a teacher or staff member cannot make contact with a parent within the allotted time frame, he/she should notify the Principal in writing (email is preferred) and continue to attempt

to do so while at school or home. Teachers and staff are to keep a record of their contact with parents so that the effectiveness of home-school communications can be tracked.

## **Family Directory**

A Family Directory is compiled and distributed to all school families by the school office with addresses and phone numbers. Parents are requested to notify the office if they do not want to be listed in the Family Directory. The Family Directory will be distributed after Back to School Night..

## **Wednesday Communication**

Important communications from the office, information about upcoming events, etc., are sent home on Wednesdays via email. It is important that parents read over the information in order to be an informed parent.

## **Parent – Teacher Conferences**

In order to create and nurture a positive learning community that fosters a love of learning and ensures student achievement and success, Parent – Teacher Conferences will be held **THREE** times during the 2021-2022 school year.

## **Parent-Teacher Meetings**

Parents and teachers are encouraged to initiate contact when a student is not performing to his/her potential and/or behaving properly.

**When appointments are made for face-to-face meetings, both the parent/guardian and the teacher/staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.** Agenda and minutes from the meetings should include the specifics of the teacher(s) concern(s). An action plan is to be written that includes the strategies that will be implemented by the student, parent(s) and teachers. The plan for follow-up communication is required to be shown in the minutes.

The Principal should be advised of any parent conferences prior to them being held.

Parents and teachers may schedule a meeting via email or telephone call to the school office.

## PTA Newsletter

This newsletter is sent to parents 3 times per year (Fall/Winter/Spring) via SchoolMessenger emails.

## Safety First

**Please note: Parents are not permitted to go into classrooms, be in the hallways, or locker areas during AM arrival and prior to PM dismissal. The teachers' obligation at those times is student supervision. Supervision is both a physical and mental act.**

- Should a parent need to speak with an administrator and/or teacher at those times, a parent is requested to speak with the Office Manager. Every effort will be made to arrange a meeting with the Principal and/or teacher. Such a meeting will be held in one of the school's offices.
- Should a package/project being delivered to a classroom require adult assistance, parents are asked to leave the item in the school office with the child's name and grade printed on it. The package will be brought to the child's classroom in a timely manner.

## School Facebook Page

Go to [www.facebook.com/SRSNJ](http://www.facebook.com/SRSNJ)

## School Messenger

**School Messenger** is an automated phone system used to contact school families in the event of bad weather or an emergency situation. **School Messenger** is also used to remind school families of special events.

## School Website

The expectation is that parents utilize the SRS website at [www.srsnj.org](http://www.srsnj.org) for current updates.



## **Parties/In-School or Out of School**

**In-school celebrations** occur periodically throughout the school year. It is a privilege for a student to attend these celebrations and may be denied to any student if he/she fails to meet academic or behavioral requirements. **Before sending treats in for the class, please check with the teacher in order that the needs of students with allergies may be addressed.**

**Invitations for out-of-school parties MAY NOT be distributed in school or on school grounds unless ALL students are invited.**

## **Privacy Directives from Parents**

Parents may, from time to time, instruct the school that they do not wish their child's name and other identifying information/images to be included in School print publications and websites developed by the school or its teachers. The school and teachers cooperate with such instructions from parents and the principal will inform teachers regarding which parents have communicated such an instruction.

## **Publication of Student Photographs**

Through the course of the year, there will be opportunities to record events at Saint Raphael School through photographs. These photographs may be used for marketing as well as posted on the Saint Raphael School website. A signed release form should be on file in the school office.

## **School Closings / Delayed Openings Due to Weather or Other Emergency Conditions**

In the event of an emergency, each student is required to have the following information on file in the school office:

1. Parents'/Guardians' names
2. Complete and up-to-date address
3. Updated parent/guardian email addresses
4. Home phone, parents'/guardians' work phone numbers and cell phone numbers.
5. Emergency phone number of friend or relative.
6. Physician's name and phone number.
7. Medical alert information.

**If Hamilton Township Schools are closed or delayed, Saint Raphael School will follow the same decision.** You will be notified via **School Messenger**, the automated phone system, using the phone numbers you provided on the Emergency Contact Form. Please also check the school website at [www.srsnj.org](http://www.srsnj.org).

For a 90 minute delay, children may come to school after 9:15 am. Classes begin at 9:30 am. Early drop off begins at 9:00 am unless otherwise noted in the School Messenger Call and Email.

In the unusual circumstance where school must be cancelled during the school day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

## **Student Activities**

Students have opportunities to develop their technical, creative, social, political, and career interests with like-minded peers. They will meet new friends and share interests and talents.

At Saint Raphael School, students have many choices:

**Choir** (Mrs. Smircich): Students in grades 4-8 may join the school choir. Practices will be scheduled during recess periods on Thursdays. The choir will sing at the weekly Friday Mass as well as other school and parish events.

**Legion of Mary Junior Presidium** (Mrs. McSorley): Students in grades 3-8 are invited to meet each Wednesday afternoon with one of the Parish priests and a parent moderator of this prayer group.

**Safety Patrol** (Ms. Belfiglio): Students in grades 5-8 may join the Saint Raphael Safety Patrol. These students are responsible for assisting teachers at recess and lunchtime with supervision of younger students. They also assist the teachers in Kindergarten to grade 3 during school dismissal.

**Science Club** (Ms. Stafford): Students in 5th grade are given the opportunity to meet after school to explore real world issues. This includes construction, research, and critical thinking projects

**Student Council** (Mrs. Cwirko, Ms. Stafford): In September, nominations are announced and elections are held. Students are given the chance to campaign and make speeches to

their peers. Student Council Officers (President, Vice President, Secretary and Treasurer) are 8th grade students. Grades 3-7 elect representatives to serve on the council. A grade 8 student will be appointed by the moderators to serve as the representative for the students in Preschool to grade 2. Activities include sponsoring car washes, service projects, food collection drive, assemblies and middle school dances.

**Tech Team** (Mr. Cruz): Students in grades 5-8 may join this club. The students assist Director of Technology in preparing for school functions, performing basic maintenance on tech equipment and providing staff assistance as requested. The club meets after school as well as during recess periods.

**Yearbook** (Faculty): Students in grades 6-8 may join the yearbook staff in designing and composing the school's annual yearbook.

**Participation in the above activities is a privilege and not a right.**

## **Athletics Overview**

At Saint Raphael School, athletics are considered an important component in the spiritual, physical and social development of our students, and are viewed as a complement to the academic education students receive. The children are provided with positive instruction and training to build sportsmanship, basic motor skills, competitiveness and an understanding of the rules of the game. Joining a parish team also helps promote school spirit. GO SAINTS!

## **Parish Sports Program**

### **Late Fall / Winter:**

- CYO Boys & Girls Basketball (grades 3-8)
- CYO Cheerleading (grades K-8)

### **Spring:**

- CYO Boys & Girls Cross Country (grades 4-8)
- CYO Boys & Girls Soccer (grades 2-8)
- CYO Boys & Girls Track (grades 2-8)

## **Student Uniform Code**

**Saint Raphael School's mission calls us to be counter-cultural in many areas of life; appropriate dress being one of those areas.**

**The Principal reserves the right to amend the Uniform Code at any time.**

**The Administration in consultation with the teachers reserves the right to determine what appropriate dress for a Catholic school is. Should it be determined that a student is not properly attired for the school day and/or a field trip, school social function, etc. (on or off campus), the student may be required to call a parent to bring him/her proper clothing.**

**Summary of General Dress Code Requirements:**

- Nail polish should be a French manicure or a light pastel color. Gel and/or acrylic artificial nails are not permitted.
- **NO make-up.**
- Tattoos are not permitted for students.
- A minimal amount of appropriate jewelry may be worn to school
  - **one** ring
  - **one** watch
  - **one** earring in each ear (girls only)
  - **one** necklace
  - **one** bracelet
- **NO** earrings are permitted for the boys
- Fad haircuts or dyed hair are unacceptable. Boys' hair may NOT touch the collar. The Principal reserves the right to make determinations on any of the above.
- Jumpers and skirts are to be hemmed **NO higher than three inches** from the top of the knee.
- All pants are to be worn at the waist with a belt. (\*the exception banded polo shirts with banded waists)
- Blouses and shirts are to be tucked in (\*the exception banded polo shirts with banded waists)
- Head coverings of any kind are not to be worn in campus buildings and should be worn appropriately while outside. Failure to comply might result in the confiscation of the head covering.

**Boys-Grade K-5:**

- Navy blue twill pants with a belt at the waist
- Summer-navy twill walking shorts with a belt at the waist
- **Pants or shorts are worn with:**
  - Short/long sleeve white knit shirt with the Saint Raphael School logo
  - Plain white, navy, or black socks no logos/markings
- **School shoes for BOYS:** sturdy **BLACK** or **BROWN** shoes or **PLAIN BLACK** sneakers to be worn with the school uniform.
- **Optional:** Navy blue V-neck sweater with the SRS logo

- **Optional:** Navy blue Fleece ¼ zip pullover with the SRS logo

#### **Boys-Grade 6-8:**

- Khaki twill pants with a belt at the waist
- Summer-khaki twill shorts with a belt at the waist
- **Pants or shorts are worn with:**
  - Short/long sleeve navy knit shirt with the SRS logo
  - Plain white, navy, or black socks no logos/markings
- **School Shoes for BOYS:** sturdy **BLACK** or **BROWN** Shoes or **PLAIN BLACK** sneakers to be worn with the school uniform.
- **Optional:** Navy blue V-neck sweater with the SRS logo
- **Optional:** Navy blue Fleece ¼ zip pullover with the SRS logo

#### **Girls-Grade K-5:**

- Plaid belted tunic jumper worn with white short/long sleeve peter pan collar blouse or white turtleneck with SRS logo
- Navy blue knee socks or tights (not stockings)
- **School Shoes for GIRLS:** Sturdy **BLACK, BLUE** or **BROWN FLAT** shoes or **PLAIN BLACK** sneakers to be worn with school uniform.
- **No Light-up or Glitter sneakers are permitted.**
- Navy blue twill walking shorts worn with white knit shirt with the SRS logo.
- A belt is required unless the banded shirt is worn.
- **WHITE** sneakers with crew socks no logos/markings.
- **Optional:** Navy blue cardigan sweater with the SRS logo
- **Optional:** Navy blue Fleece ¼ zip pullover with the SRS logo

#### **Girls-Grade 6-8:**

- Plaid uniform skirt worn with short/long sleeve navy knit shirt with the SRS logo or navy turtleneck with the SRS logo, shirt is to be tucked in unless the banded shirt is being worn
- Navy blue knee socks or tights (no stockings)
- **School shoes for GIRLS:** sturdy **BLACK, BLUE** or **BROWN FLAT** shoes or **PLAIN BLACK** Sneakers to be worn with the school uniform.
- **Optional:** Navy blue cardigan sweater with the SRS logo
- **Optional:** Navy blue Fleece ¼ zip pullover with the SRS logo
- Summer: khaki twill walking shorts worn with navy knit shirt with the SRS logo.
- A belt is required unless the banded shirt is worn.
- **ALL WHITE** sneakers with white crew socks no logos/markings

#### **Girls-Grade K-8:**

- Navy blue twill pants worn with short/long sleeve white knit shirt with the SRS logo or white turtleneck with the SRS logo; shirt is to be tucked in.
- A belt is required unless a banded shirt is worn.
- **Optional:** Navy blue cardigan sweater with the SRS logo

- **Optional:** Navy blue Fleece ¼ zip pullover with the SRS logo

### **Gym Uniform Boys & Girls-Grade K-8:**

- All students may wear any combination of the following:
  - Navy blue fleece sweat suit with the SRS logo
  - Navy blue cotton shorts with the SRS logo (summer)
  - Light blue cotton tee shirt with the SRS logo
- Sweat suit or shorts worn with:
  - Plain WHITE socks
  - WHITE, NAVY or BLACK sneakers

**NO team shirts from other sports may be worn during gym class.** Students will **NOT** participate in gym class if they are not in the proper uniform.

### **Dress Down Days**

Students must always be properly and modestly attired on dress down days. Parents/Guardians are asked to be attentive to the selection of clothing students make. During a Dress Down day in the spring/summer, **the only shorts allowed are SRS uniform shorts.** Anything below the knee (capris, jeans, etc.) is acceptable. Items not permitted are:

- Tank tops, short tops, and revealing tops
- Skirts that are more than 3 inches above the knee
- Tight skirts, slacks, sweat pants
- T-shirts with suggestive sayings
- Flip-flops and other shoes that can be hazardous
- Any other item of clothing not in keeping with moral decency and a Christian code of conduct

### **School Dances**

Students must always be properly and modestly attired when attending school dances. Parents/Guardians are asked to be attentive to the selection of clothing students make. Dress/Shirt straps must be 3 fingers in width. Length of skirts/dresses must not be more than 3 inches above the knee.

**All Saint Raphael School uniforms are to be purchased from Flynn & O'Hara in Philadelphia, PA, 105 Dalton Road (1-800-441-4122).**

## Textbooks/Library Books

- Each student is responsible for the school textbooks entrusted to him/her. Students are required to write their names and grades at the designated place in the inside front cover of each textbook.
- Lost or damaged books shall be paid for by the students prior to mailing the final report card and, if requested, student records.
- Should a student damage the textbook of another student or one from a classroom set, that student will be required to pay for the damaged book(s). It is the obligation of the student whose textbook(s) is/are damaged to report this incident to his/her homeroom teacher in a timely manner.

## Transfers

- Upper level students who are transferring from other schools should arrange to provide copies of their academic records to assist with their proper placement in class.
- **Students entering 6–8 grades will be given a 30-day probationary period.**
- Parents/Guardians wishing to transfer students from Saint Raphael School must notify the Principal/Office Manager as soon as possible and must sign a Release of Records form.
- Prior to student records being sent to another school, the following responsibilities need to be addressed:
  - All grade level academic requirements completed
  - All financial obligations must be met
  - Textbooks/library books returned

## Transportation/Bus Conduct

Bus transportation is provided by several districts. Contact the school office to determine if your district provides busing. Those districts not providing busing give “aid in lieu of” if the district’s criteria are met. Parents/Guardians must complete a transportation form to qualify for either busing or aid in lieu of. While the buses are out of the actual jurisdiction of the school, Saint Raphael School reserves the right to subject any student who endangers his/her safety/well-being or that of another to severe disciplinary action, including, but not limited to, suspension of the use of the bus or the permanent removal of said student from the bus.

## Visitors

**No visitors will be permitted in the school buildings at this time.**

**Students are NEVER permitted to open the school doors to anyone even if they know the visitor. Visitors may only be admitted into the school building by the Office Manager or her designee using the intercom/monitor system in the School Office.**

## **Website**

Additional information may be found on the school's website [www.srsnj.org](http://www.srsnj.org). Please check the school's website for school activities and closings.

## **School/Principal Right to Amend**

The Principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

## **IV. STUDENT CODE OF CONDUCT**

### **Discipline**

The purpose of discipline in a Catholic school is to bring about the self-discipline/governance of each individual and of the school community as a whole. A sound policy of correction must be based on a clear understanding of motivation as well as a clear understanding of the nature of the child. Order is essential to the effective management of any school. It is important that students understand that acceptable standards of behavior will be expected at all times.

Classroom/school rules will be outlined for students during the first week of school and reinforced during the school year. Emphasis will be placed on reinforcing positive behavior and discipline plans will be developed with students, administration, and/or parents as needed. Students are reminded that any teacher/staff member has the right to correct students for discipline or dress code issues.



## **Student Code of Conduct**

**Both students and parents need to understand that enrollment at Saint Raphael School is a privilege and not a right. Failure to comply with the policies and procedures renders the student(s) subject to consequences including, but not limited to, the following actions: parent communication/conference, teacher-assigned recess and/or after-school detention, ‘Saturday School’ with the Principal, community service, suspension from school field trips and/or extra-curricular activities, in or out of school suspension and, as needed, consultation with the Diocese of Trenton regarding continued enrollment or re-enrollment. These actions do not constitute progressive steps.**

At Saint Raphael School, students abide by ‘**Raphael’s Rules’ of Respect, Reverence and Responsibility** in their thoughts, words and deeds.

### **Respect:**

- Themselves and their many God-given gifts and talents.
- Adults in authority.
- Fellow students, their persons, reputations and possessions.
- All school and parish property.

### **Reverence:**

- At liturgies, prayer and at solemn occasions.
- In one’s appearance.
- By being polite.
- Through kindness extended to others.

### **Responsibility:**

- Fulfill commitments to the best of one’s ability.
- Act with integrity.
- Be honest.
- Accept the consequences of one’s inappropriate actions, accidental or intentional.

**All students are expected to know and obey the school regulations and rules including, but not limited to, the following:**

- Classroom behavior.
- School uniform requirements.
- Proper conduct at lunch and recess.
- Behavior and language befitting a Christian.
- Appropriate use of technology.

**‘Raphael’s Rules’ ensure the existence of an educational environment that is safe, positive, exciting and Christ-like. At Saint Raphael School:**

- Students have the right to be taught.
- Teachers have the right to teach.

**Any action or comment that are viewed as scandalous or detrimental to the school, its students, the operation of the school, or the reputation of the school in the community is subject to the school’s disciplinary code, whether or not such actions or comments occur on school grounds, the internet, or during the school day.**

## **Harassment/Intimidation/Bullying Policies/Procedures**

**Saint Raphael School works to maintain an atmosphere free of violence, personal abuse, or any other form of harassment.** A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization. Harassment, which includes all forms of demeaning behavior, may be student-to student, student-to-teacher, teacher-to-teacher, employee-to-student, student-to-employee, or employee-to-employee, threats of violence and other abusive expressions, physical harassment, corporal punishment, use of inappropriate sexual words, actions, or innuendoes, and comments regarding sexual identity are all inappropriate and will not be tolerated. Violations of this no-harassment policy will be treated as significant disciplinary matters.

**Expression of any such harassment in any form (including electronic forms such as blogs, chat rooms, instant messaging, e-mails, etc.), whether or not such expression takes place at Saint Raphael School or with the use of our technology, is a matter of great concern and will be cause for strong disciplinary action.**

**Should harassment in any form take place, the following steps need to be followed:**

### **Complaint Procedures:**

The student should discuss his/her concern with the principal, school counselor or teacher. At that time, the student will be asked to provide specific information about the incident and may be requested to write and sign a statement. While a written statement is preferred, verbal complaints will also be taken seriously and investigated.

Parents/guardians of students who may have been harassed will be notified without delay.

Likewise, parents/guardians of students who report being harassed to them need to contact the Principal without delay. Prompt reporting of an incident has proven to be most effective in conducting a thorough investigation.

### **Investigation Procedure:**

A school administrator will conduct an investigation to determine if harassment, hazing or discrimination has occurred. An investigation may include interviews with any other individuals who may have witnessed or been involved in the reported incident. Efforts will be made to keep all information confidential. However, because the primary objective of the investigation is to discover what occurred, people may be identified on an “as needed” basis.

### **Consequences:**

Any student found in violation of this policy following an investigation may be subject to remedial action which may include, but is not limited to: referral to counseling, denial of school privileges and/or attendance at school activities, serving detention, and/or convening a disciplinary review board. When required the school will also report such matters to the Department of Catholic Education and the proper legal authorities.

### **Rights of Principal**

The principal reserves the right to determine the seriousness of student behavior. In such instances, parents will be notified as to the seriousness of the behavior and the consequences of such behavior.

The Principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

The Catholic Church and Saint Raphael 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. This is a very serious decision that is not made lightly.

## **V. TECHNOLOGY ACCEPTABLE USE POLICY**

### **FOR THE DIOCESE OF TRENTON ELEMENTARY AND SECONDARY SCHOOLS**

#### **INTRODUCTION**

“Technology must be at the service of the human person...in conformity with the plan and the will of God... This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all.” (Catechism of the Catholic Church, #2293, #2294)

**We believe that technology including the World Wide Web is a tool that needs to be respected and used for the enrichment of learning.** It is important that we understand that schools are founded for faith development and that all tools are used in the education process.

The parent, student and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the following policy, the individual agrees to appreciate **the resource** advantage of all technology and not use it in any manner that violates these values and ideals.

Principals must follow the directives for the use of technology in Policy 2070.28, Responsibilities and Duties: Elementary and Secondary Principals. Administrators, teachers and students are to follow all directions outlined in Policy 2070.28, Technology/Acceptable Use Policy and Appendix 2070.28, Technology Acceptable Use Agreements.

***Definition: In this policy the term technology refers to all electronic devices including but not limited to digital media, software, network systems ( between users and internet), electronic communications such as cell phones, texting and e-mail.***

#### **PURPOSE**

The purpose of school-provided technology, including World Wide Web access and electronic mail, network resources and software applications is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the school’s philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered and obtained from the Internet and all other technology resources in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Parent permission is required for posting students' pictures and information on the school website.

### **ADMINISTRATORS'/TEACHERS' RESPONSIBILITY**

Administrators, teachers, support personnel and students access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff. Consequently, whenever possible, links to Internet sites will be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

If the school develops a policy that allows the teachers and students to bring in their own electronic devices (BYOD) it is the administrators' and teachers' responsibility to ensure that this Acceptable Use Policy contents are adhered to and by all administrators, teachers, support staff and students in the school. If the school has a local policy then that policy must be aligned with the diocesan school policy.

### **STUDENT SUPERVISION**

In order for a student to gain access to school-provided technology, hardware, software and network, he/she must obtain the written permission of the parent/guardian, who will have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students will sign the Technology Acceptable Use Policy. Students utilizing technology resources are responsible for their behavior in accordance with the school's disciplinary policy. Users will not be permitted to use any technology in school while access privileges are suspended or revoked in school.

- Insofar as school administrators and faculty may review files and monitor all student computers, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly. The privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.
- The school will not be responsible for the accuracy, nature, or quality of information stored on any electronic media. Further, the school will not be

responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the school Internet through the school or personal device they have brought into school. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet service provider.

- Administrators, teachers, support personnel and students will not use any school technology including but not limited to: computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy. Students will not use personal technology to send inappropriate messages, flyers or pictures through the school server.
- Administrators, teachers, support personnel and students will not post any photographs of the students without written permission of the parents. Students' photos that are posted on the internet should not have any identifying information connected to the photos without parent/guardian permission; such as but not limited to name, address, phone number, school, grade, hobbies and e-mail addresses.
- Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system or any other technology, including any information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send and receive electronic mail.
- Teachers, support personnel and students will not remove technology hardware or software from the school without permission of the administrator(s).
- Administrators, teachers, students and support personnel will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in this policy.
- Administrators, teachers, students and support personnel will not post anonymous messages or any material authorized or created by another person without his/her consent.
- Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.

- Students will not use the school technology in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- Teachers, support personnel and students will not subscribe or use fee based on-line services in school without the prior written approval of the school administrator(s).
- Administrators, teachers, support personnel and students will not use electronic media for any illegal activity, including but not limited to violation of copyright laws. Students will not forge any digital media.
- Administrators, teachers, support personnel and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his / her parents or guardians.
- Administrators, teachers, support personnel and students will not respond to unsolicited electronic media messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
- Administrators may request that certain Internet sites are blocked or unblocked if they are deemed necessary for educational purposes.
- All students will be informed about policy 5050.9, Student Participation on Social Networking Sites.

### **STAFF RESPONSIBILITY**

**All school staff members are responsible for supervising students using technology and are obligated to read, understand and adhere to the procedures and enforce the rules concerning acceptable use of school technology.** Whenever a staff member in the course of his/her duties becomes aware of violations of the Technology Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with this procedure and the school's disciplinary code.

- All administrators must follow policy 2070.29, Administration Participation on Social Networking Sites
- All staff, including teachers and support staff, must be informed of and agree to adhere to Policy 4260.1, Participating on Social Networking Sites

### **PARENTAL RESPONSIBILITY**

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

## **GUIDELINES**

The educational value of the school's use of technology is the responsibility of the teachers as well as the students and their parents/guardians. Students are expected to use technology resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Teachers, support personnel and students will not make unusable or inaccessible any individual's computer data files and/or programs.
- Teachers, students and support personnel will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the data of any other person.
- Teachers, support personnel and students will not use or attempt to obtain another user's credentials.
- Teachers, support personnel and students will not use school technology for reasons of personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Teachers, students and support personnel will not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.