



## School Handbook (October 20, 2011 Version)

### **Mission Statement**

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

### **Belief Statements:**

We believe that:

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

### **Admissions & Enrollment Policies**

1. *General Information:* Our School admits Christian students of any race, color, national or ethnic origin. The School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program. The School endeavors to accommodate students with special needs, as our resources and capabilities reasonably permit. The School reserves the right to decline admission for a just reason (as determined by the Pastor, Principal and Archdiocese of Philadelphia Office of Catholic Education).
2. *Registration Guidelines:* Registration takes place throughout the calendar year by contacting our School Office. Children may only be registered in our School by a parent, legal guardian or person who provides legal documentation entrusting the child to his/her care. The Principal makes the determination pertaining to class size. The School follows the Philadelphia School District age requirements for admission. In the case of children coming

from different public schools districts, the Principal determines the admission date. As a rule, by September 1<sup>st</sup> a student must be 4 for Pre-K (and toilet trained), 5 for Kindergarten, and 6 for Grade One. The parent or guardian who is registering the child must provide a Birth Certificate and Certificate of Immunization. Children enrolled in our school are required to re-register annually beginning in February. There is a mandatory Registration Free required to reserve a space for your child; this Registration Free is non-refundable.

3. *Legal Custody Issues:* Parents/guardians are asked to inform the Principal when legal custody of the child/ren resides with one parent. It is important for the School to have a copy of the custody decree. This will help the School to make effective decisions when the need arises. Custodial parents/guardians are likewise asked to supply the school with copies of restraining orders if the need arises. Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. A child will never be released to a parent/guardian who does not have legal custody of the child/ren without the written consent of the custodial parent.
4. *Medical Records:* The following Medical Records are required by the State of Pennsylvania:
  - a. Children entering Pre-K, Kindergarten, and 1<sup>st</sup> Grade must present documented proof that the following immunizations have been received: Diphtheria & Tetanus (4 doses, at least one after the 4<sup>th</sup> birthday), Pertussis (4 doses, at least one after the 4<sup>th</sup> birthday), Polio (3 doses), Measles (2 doses, both after the 1<sup>st</sup> birthday), Rubella (2 doses, both after the 1<sup>st</sup> birthday), Mumps (2 doses, both after the 1<sup>st</sup> birthday), Hepatitis B (3 doses of vaccine) and Varicella (2 doses, both after the 1<sup>st</sup> birthday)
  - b. Children entering 6<sup>th</sup> grade must present documented proof that the following immunizations have been received: Diphtheria & Tetanus (4 doses, at least one after the 10<sup>th</sup> birthday), Pertussis (1 dose, at least one after the 10<sup>th</sup> birthday), Polio (3 doses), Measles (2 doses, both after the 1<sup>st</sup> birthday), Rubella (1 dose, after the 1<sup>st</sup> birthday), Mumps (1 dose, after the 1<sup>st</sup> birthday), Hepatitis B (3 doses of vaccine), Varicella (2 doses, both after the 1<sup>st</sup> birthday) and Meningococcal (1 dose). Please inform the school nurse, in writing, when boosters are given.

Regarding Medication, it is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, the student will take the medication in the presence of the office staff should take it. Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician (Medication Form) to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or the week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily. No medications should be placed in lunch boxes or school bags for students to self-administer. All medications must be taken in the main office (including inhalers).

5. *School Supplies:* Students are expected to have all of the supplies necessary for their participation in their class. The list of necessary supplies is made available in June for the following academic year.
6. *Parental Involvement:* Parents and guardians are seen as essential partners in the educational process at Saint Raymond School. When choosing Saint Raymond School, please be aware of the expectations we have for the role of parents (see Parent Involvement Policy elsewhere in this Handbook)
7. *Technology:* Given the ever evolving nature of the education process, it is necessary that our students and their parents/guardians have access to the internet in order to complete

assignments, maintain an awareness of a student's progress and to remain informed about what is happening in the life of our School.

8. *Transfer of Students:* Students enrolling at Saint Raymond School who have attended another school are expected to provide a copy of the most recent report card. Following the registration of the child in our School, our School Office will request an official transcript for our files. Students leaving Saint Raymond School will be provided with their official transcript upon the request of the child's new school. Saint Raymond School will not provide this transcript if there is an outstanding tuition balance or another matter that requires resolution.
9. *Admittance of Non-Catholic Students:* Saint Raymond School educates children spiritually, academically, emotionally, physically, and socially. However, the primary purpose of our school is spiritual. We exist for the purpose of evangelization and catechesis, which means the proclamation of the Gospel of Jesus Christ and the formation of the entire school community as Disciples of Christ. Saint Raymond Church sponsors our school to provide a complete Catholic Religious Education experience and makes every effort to develop the Christian Faith in all students. Non-Catholic Christian students may be admitted to our school under the following conditions: the parents/guardians understands that their child/ren will be attending Religion classes which teaches the Catholic Faith, students will actively participate in prayer throughout the school day and attend Catholic Liturgies (including the Mass) that are offered as part of the school program on a regular basis. Saint Raymond School respects the tradition of non-Catholic Christian Churches and will never force conversion. However, the Pastor is always willing to meet with the families of students to discuss the Catholic Faith, answer questions and explore an individual's journey with God.

### **Academic Policies**

1. *Curriculum:* Saint Raymond School follows what is known as the "Core Curriculum" which is followed by schools in 47 different states. The "core" includes English Language Arts, Math, Science, Social Studies and Religion. Outlines of the Core Curriculum by grade level are available at <http://www.catholicschools-phl.org/parent-resources/elementary-curriculum>. In addition, our students are exposed to the Fine Arts and Movement through our Integrated Arts Curriculum.
2. *Class Preparation and Participation:* Students are expected to be prepared for class, remain attentive in class, be respectful to the teacher at all times, collaborate with students as assigned, show respect and concern for other students through a willingness to share and actively participate in class. Each teacher has the right to determine the value of class preparation and class participation when determining a student's grade.
3. *Homework:* Homework refers to an assignment given by a teacher that will positively reinforce a concept presented in class. Homework may include reading, a written assignment as well as study assignments. The student should do homework assignments independently (while this does not preclude parental help or interest, the assignments should not require undue parental assistance). The following time per night is suggested for homework; this includes both written and study assignments: Grades 1 and 2 (30 minutes), Grades 3 and 4 (60 minutes), Grades 5 thru 8 (60-90 minutes). The School realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time. In the event of absence or suspension, all homework and missed assignments are to be made up. Students may need to stay after school to complete homework assignments, quizzes, or tests (subject to the decision of the teacher). If a student is absent or suspended, parents/guardians may call the School Office for homework

assignments before 11:00A.M. The student's work may be picked up in the main office at 2:45P.M.

4. *Standardized Testing:* Kindergarten through Grade 8 are given the Terra Nova Standardized Test in the Spring. These tests are used to guide the curriculum in the classroom as well placement for high school. Students are not exempt from these tests. If tests are missed, they must be made up in coordination with the teacher in a timely manner.
5. *Support Services:* Saint Raymond School is blessed to have the services of outside agencies to support our student's education and emotional needs. The Philadelphia County Intermediate Unit, Non-Public School Services Division administers our largest state-funded program, Act 89, through the Elwyn Institute. This program, through an Instructional Support Team, provides remedial reading, remedial math, guidance and counseling services, speech, and psychological services to a non-public school student in Philadelphia County. The *Improvement of Reading Program* (IOR) is a Title I Non-Public School Service. A full-time Reading Specialist is assigned to St. Raymond School during the school year. This IOR program will supplement the regular reading instruction that takes place in the classroom. In addition, Act 90/195, is available for the purchase of our textbooks and workbooks.
6. *Honors:* Our curriculum and educational philosophy seeks to challenge students to reach their greatest potential. Saint Raymond School appreciates the value of recognizing students who have achieved Academic Honors. The Criteria for Honors is as follows:
  - a. First Honors:
    - i. Grades 1 thru 3 require Os or VGs in each academic area and 3s or 4s in Personal Growth and Development, Fine Arts & Movement.
    - ii. Grades 4 thru 8 require a General Average of 90, no grade lower than an 85 in each academic area and 3s or 4s in Personal Growth and Development, Fine Arts & Movement.
  - b. Second Honors:
    - i. Grades 1 thru 3 required Os, VGs or Gs in each academic area and 3s or 4s in Personal Growth and Development, Fine Arts & Movement.
    - ii. Grades 4 thru 8 requires a General Average of 85, with no grade lower than an 80 in each academic area and 3s or 4s in Personal Growth and Development, Fine Arts & Movement..
7. *Progress Reports:* Progress reports are sent home six weeks prior to the closing of the trimester and need to be signed and returned.
8. *Engrade:* Effective January 2012 the grades of students will be accessible online. Parents will be provided with a means to access their child's grades as well as other information about class work, assignments, homework and scheduled assessments.
9. *Academic Probation:* Saint Raymond School encourages all students to reach their fullest potential through our academic program. Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability. A student who does not fulfill his/her academic responsibilities in an academic trimester could be placed on academic probation for the next trimester. Academic probation is a designated time period of twelve weeks, during which the Principal, Teacher and Parent/Guardian closely monitor and evaluate the student's progress. A student can be placed on academic probation if: the student shows no effort to improve; if a student is new to Saint Raymond School and his/her past progress is determined to be unsatisfactory by our Principal; or if he/she has received less than a 70 in one or more subjects. Conditions and Consequences of Academic Probation include:

- a. The Principal will meet with the parent/guardian, the student and the teacher. The teacher will share the student's proposed program for improvement. It will be necessary to gain the agreement of the student and his/her parent with the proposed program.
  - b. The teacher will inform the parent/guardian of the student's progress on a weekly basis. If the parent does not receive information on the student's progress they should be in contact with the teacher.
  - c. If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
  - d. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment at Saint Raymond School.
10. *Promotion or Retention*: Student progress is monitored throughout the school year. While students expect to complete a grade level in one academic year, this is not always possible due to a variety of academic, social and emotional issues. It may be necessary for a student to "repeat" a grade level in order to assure their overall academic success. At the end of the first trimester, the parent/guardian is informed of a student's academic, social and emotional progress via a conference with the teacher. At the end of the second trimester, the teacher will contact the parent/guardian of a student who is experiencing difficulty, to discuss the possibility of "repeating" the grade level as well as receiving support services. By the end of May, the teacher will schedule a follow-up meeting with the parent/guardian. If repeating the grade level is deemed necessary, the parent/guardian will receive an official notification that must be signed and returned to the Principal. Promotion or retention is at the discretion of the Pastor and Principal in consultation with the teacher, the support services and the parent/guardian.
11. *Report Cards*: Report cards are issued three times a year to students in Pre-Kindergarten thru 8<sup>th</sup> Grade. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements: major testing, quizzes, oral and written reports, independent classroom work, class/individual projects, completion of homework, active participation in classroom lessons and activities. The report is signed by the parent/guardian and returned to the teacher.
12. *Standardized Testing*: The Terra Nova Test is administered each year to students in Kindergarten thru 8<sup>th</sup> Grade. The results are communicated to parents and are utilized by the school for curriculum planning. This testing is mandatory; the outcome does not impact a student's report grades in any way.
13. *Summer School*: While Saint Raymond School does not provide a Summer School Program, if a student receives a U or an F in Math or English Language Arts for their Final Grade, it will be necessary to attend a "Summer School" if a parent/guardian plans to enroll the student at Saint Raymond School for the following year. There must be a "plan of action" developed with the Principal to satisfy the U or the F. Possible "plan of action" items include: attendance at a Title One Summer Program offered throughout the City of Philadelphia, participation in a tutoring program at a private facility, or independent study with approved supervision. The parent/guardian must remain in contact with the Principal regarding the action plan and its satisfactory conclusion. Satisfying the action plan does not remove the U or the F from the School Record of Grades.
14. *Moving Up & Graduation Ceremonies*: At the conclusion of the academic year, students in Pre-Kindergarten and Kindergarten are invited to participate in a combined "Moving Up Ceremony" that celebrates their accomplishments. Students who successfully complete the

requirements of Eighth Grade and maintained a suitable discipline record are also eligible for participation in graduation exercises. Participation in closing exercises is a privilege, not a right. The Pastor or Principal has the right to deny any student from participating in closing exercises due to a student's academic or disciplinary record. In addition, all financial obligations must have been met before a student participates in Moving Up or Graduation Ceremonies

### **Christian Behavior Policies**

Saint Raymond School believes that good behavior and self-control are fundamental to the common good of the school. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and the larger community. This belief demands that a child learns to accept rules and regulations presented by lawful authority and deals with the consequences of violating these standards. Christ demands a great deal from His followers, thus our School calls our students to this higher standard as well.

1. *Love One Another as I Have Loved You:* The standard for the behavior expected of our students is given by Christ in the Gospels and through the two thousand year tradition of the Catholic Church. We invite our students to be more than Christians in name alone. We invite our students to be “doers of the Word” and not just “hearers of the Word” as we live the Christian Ideal each day in our classrooms, hallways, cafeteria and schoolyard.
2. *The Demands of Christian Behavior Toward Oneself*
  - a. *Honesty:* a student's work should be their own (a student does not forge a signature, lie, cheat on tests or homework)
  - b. *Integrity:* students should always be where they are supposed to be (never out of the class without permission, staying for an assigned detention), students avoid all contact with alcohol, tobacco and drugs in recognition of their being a potential harm
  - c. *Maturity:* students should behave at an age appropriate level as they grow (students should be prepared for class, return paper/tests/notes signed when requested, avoid profanity and abusive language)
3. *The Demands of Christian Behavior Towards Another*
  - a. *Respect for the Other:* students recognize the presence of God in the other by the way they speak and act toward teachers, school staff, volunteers as well as other students; gossip and calumny violate the rights of another and can not be tolerated in our school community; physical aggression through hitting, biting, pinching, pushing or intimidating another is never tolerated (and may lead to suspension or expulsion), stealing from another (adult or child) or the destruction of another's property is sinful and will not be tolerated;
  - b. *Civility:* students help create a healthy environment thru their behavior; students do not create disturbances at any point; students respect the privacy and private property of others; students do not use cell phones without the permission of a teacher during the school day (each teacher develops his/her own policy on the possession of cell phones) nor do students use electronic games or listen to music via headphones during the school day (our school is not responsible for any electronic gadgets that are lost during the school day, students are encouraged not to bring them to school).
4. *The Demands of Christian Behavior Towards the Common Good*
  - a. *Respect for School Policy:* students have an appropriate respect for the policies of our school by following the dress code, homework and technology policy, refraining

- from eating outside designated areas or chewing gum at any time, avoid all contact with knives or guns (including pellet guns)
- b. *Respect for Authority*: students should have an appreciation for the rules of the school and requests from teachers and other adults in positions of authority, even if they do not agree with the rules or requests (no loitering after dismissal, disorder during a fire drill, no deliberate disobedience)
  - c. *Respect for Property*: students are expected to care for books, furniture, equipment, the school building and grounds that we are blessed with at Saint Raymond School, thus vandalism or destruction of property is never tolerated
5. *Demerits*: The Teacher or Principal may issue a student a demerit for a violation of any of the norms of Christian Behavior mentioned above. In addition, any behavior, which warrants attention, not specified above which is deemed un-Christian by the Teacher or Principal, may also warrant a demerit.
- a. The Teacher or Principal will issue a Demerit Slip that will detail the violation of our Christian Behavior Policy. The student will bring the Demerit Slip home and the parent/guardian is asked to discuss the unchristian behavior with the child, sign the Demerit Slip and return the Demerit Slip to the Teacher.
  - b. When a student accumulates five demerits he/she will be required to serve a detention with their teacher. Each Teacher will assign a given day and time for detention (either during recess or after school), informing the student at least 3 days prior to the assigned detention. Missing a detention will warrant an additional demerit.
  - c. Demerits may influence the Social Growth & Conduct Grade on the Report Card; each Teacher makes the decision on this policy in their own classroom.
6. *Intervention*
- a. Once a student has served three detentions there will be an Intervention Meeting that will include the student, the parent/guardian, the teacher and may include the Principal and/or Pastor. The purpose of the Intervention is to discuss the ongoing behavior challenges being presented by the student and collectively discover solutions for the good of the student, the other students and the common good of the school community.
  - b. The Intervention Meeting will conclude with a written agreement between the student, parent and school. The Intervention may include the requirement that the student receive counseling or other assistance to deal with emotional or behavioral needs.
  - c. If a parent/guardian refuses to attend an Intervention Meeting (or consistently cancels the Intervention Meeting), the student may be suspended until such time as the Intervention Meeting can take place.
7. *Suspension*
- a. If following an Intervention, a student continues to receive demerits that lead to three additional detentions that student will be suspended for two days. The suspension is an out of school suspension and will require a meeting with the student, parent/guardian, Teacher, Principal and/or the Pastor before the student returns to school.
  - b. In addition, a student may be suspended immediately for any unchristian behavior that is deemed so grave that the Principal decides a suspension is necessary. Such behaviors include, but are not limited to fighting, possession of contraband, harassment/bullying and truancy.

- c. The parent/guardian will be informed of the suspension in writing as well as the days of suspension that are being assigned.
8. *Expulsion*
- a. Following two suspensions a student may be expelled from Saint Raymond School. This decision is made in recognition that our School may not be equipped to handle the particular needs of the student and that the student's behavior is impacting the Common Good of the Saint Raymond School Community.
  - b. In addition, a student may be expelled immediately for any unchristian behavior that is deemed so grave that the Principal and Pastor decide that expulsion is necessary for the common good of the Saint Raymond School Community.
9. *The Appeal Process:* Saint Raymond Church sponsors Saint Raymond School. While the School is under the supervision of the Archdiocese of Philadelphia Office of Catholic Education, it remains an independent entity. Therefore, while parents are welcome to contact the Archdiocese of Philadelphia in an attempt to appeal decisions regarding suspension and expulsion, the final decision rests with the Pastor of Saint Raymond Church. Any appeals should be made directly to him.

### **Attendance Policy**

Regular school attendance impacts positively on the child's academic development. The Commonwealth of Pennsylvania prescribes the total amount of days that school is in session (currently 180 days).

1. *Absences:* The policies regarding this area are as follows:
  - a. A student, who has been absent from school, even for one day, is required to present a written absentee card to his/her homeroom teacher.
  - b. A doctor's certificate may be required for absence of an extended nature (3 days).
  - c. In the case of illness during the school day, a school official will contact the parents/guardian or adult whose name has been submitted to the School Office with an emergency phone number.
  - d. If a parent/guardian chooses to include a student in "Take a Child to Work Day" the day missed will be marked as an unexcused absence. The parent/guardian is asked to inform the School in writing of this decision prior to the occurrence.
2. *Arrival at School:* All of the students come directly to the schoolyard between 8:00 A.M. and 8:15 A.M. Pre-K through 4<sup>th</sup> grades form lines on South Side of the School (Forrest Ave.) and 5<sup>th</sup> through 8<sup>th</sup> grades line up on the East Side of the School (Phil-Ellena Ave.). For the sake of order and appropriate supervision of our students, if the parent/guardian wish to wait until the students enter the building, they are asked to remain on the sidewalk (not standing with students in the line). If a parent/guardian wishes to speak to a teacher before 8:00 A.M. and the teacher is in the yard, the teacher will walk to the pavement to speak with the parent. Parents are asked not to engage the teacher on yard duty in conversation, so that he/she can supervise the children effectively. In the case of inclement weather, the students go directly into the school using the Forrest Ave doors and report to their classrooms. The parent/guardian is asked not to leave a child at school before 8:00 A.M.

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| 3. <i>Daily Schedule:</i> | Pre-K thru 3 <sup>rd</sup> grades & 8 <sup>th</sup> | 4 <sup>th</sup> thru 7 <sup>th</sup> grades |
| Morning Session           | 8:15 A.M. – 12:15 P.M.                              | 8:15 A.M. – 11:30 P.M.                      |
| Lunch                     | 12:15 P.M. – 1:00 P.M.                              | 11:30 P.M. – 12:30 P.M.                     |
| Afternoon Session         | 1:00 P.M. – 2:45 P.M.                               | 12:30 P.M. – 2:45 P.M.                      |
4. *Daily Routine:* Each morning, as well as throughout the day, student join in Christian Prayer. In addition, the students join in making the Pledge of Allegiance to the Flag of the United States of America every day. Each child is required to participate in daily prayer and the recitation of the Pledge of Allegiance.
  5. *Regular Dismissal:* Our students are dismissed at 2:45 P.M. Parents are asked to remain outside until the students are dismissed. Dismissal lines use the Forrest Avenue doors.
  6. *Dismissal from Tutoring/Detention:* Students who remain after regular dismissal will be walked by the teacher to the Williams Avenue exit at the scheduled time. Parents are asked to wait in the parking lot until their child is dismissed.
  7. *Early Dismissal - Individual Students:* No child will be excused early except in cases of emergency. To request an early dismissal, a parent/guardian is asked to please send a note to the homeroom teacher who will forward it to the School Office. The student will be dismissed from the School Office. The parent/guardian must report to the School Office and sign the “Attendance Log Book” in order to have your child released from school.
  8. *Early Dismissal – Entire School:* Throughout the School Year Early Dismissals occur when there is a Faculty meeting or occasionally before vacation breaks. Dismissal is at 12:00 P.M. CARES will be provided on the days when there is an Early Dismissal (unless parents are informed otherwise) but no hot lunches will be served. Students who are staying for CARES will need to bring a lunch on these days.
  9. *Emergency Closings:* In case of emergency weather-related situations (snow, ice, excessive heat, flooding), please listen to KYW 1060. “Philadelphia Parochial Schools” or “Archdiocesan Schools” includes Saint Raymond Catholic School. Emergency Closing may also include school being cancelled, a one or two hours delay or an early dismissal. Information will also be posted on our website ([www.saintraymond.net](http://www.saintraymond.net), School Section)
  10. *Emergency Contact Card:* Saint Raymond School requires the parent/guardian of each student complete an Emergency Contact Card provided by the School. It is important that the information on this card is accurate and updated so that the School can contact the parent/guardian in the event of an emergency (sickness or another matter).
  11. *Lateness:* Students arriving on time and ready to begin the school day in an important part of their formation and growth in maturity. Being on time is also an act of charity towards the teacher and other students since late arrivals are an interruption in the classroom. A student is considered “late” if they arrive after the class line has entered the building (on days with inclement weather, once the teacher has called the class to order).
    - a. A student who arrives late for school must report to the School Office.
    - b. The School Office Staff will record the lateness and send a “Tardy Admission Slip” to the student’s Homeroom by the end of the school day. The teacher will record the lateness and the “Tardy Admission Slip” will be given to the student. The “Tardy Admission Slip” must be taken home, signed by the parent, and returned to the homeroom teacher the next day.
    - c. Consistent unexcused lateness will be considered parental neglect, which will be reported to the local school district for further investigation. Lateness, of course, impacts on a perfect attendance record and may impact the student’s Social Growth & Conduct grade on the Report Card.

12. *Vacation Policy:* The planning of family vacations is strongly discouraged during the school year. Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year. The repeated taking of vacations during school time may be grounds for dismissal. In the event that a child does go away, all work must be made up when the child returns to school.

### **Stewardship Policies**

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

1. *Stewardship of Property:* As part of our School's commitment to the Christian Ideal, students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property.
  - a. Every student must carry his/her books to and from school in a suitable book bag. All books must be covered (book socks not permitted), with the exception of copybooks (teachers may require copybooks to be covered). All covers must be neat and clean, free from pictures and inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number. The student and parent/guardian must pay for all lost or damaged books in full. A charge will be made at the rate at which the School purchased the books.
  - b. *Stationery:* At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. Students are expected to maintain their supplies in proper order.
  - c. Students, as individuals and as a class, may be assigned "chores" to assist in the maintenance and upkeep of their School.
  - d. Any malicious damage will necessitate compensation by the parent/guardian of a student who has caused damage to property/equipment/supplies. Damage to neighborhood property on the way to and from school reflects on both school and home training and is considered unchristian behavior.
2. *Lost and Found:* Parents/guardians are welcome to visit the lost and found located in the School Office to claim items that a student lost at School.
3. *Library:* The school library is staffed by a librarian and is available to the students during the school day. Books may be signed out. A fine will be levied on overdue books. Damage or loss of books will result in the parent/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.
4. *Involvement of Parents/Guardians:* Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society. Active cooperation of parents and guardians is expected and required as follows:
  - a. Sending your child to school physically fit, clean, properly dressed and fed.
  - b. Assisting your child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics and discipline.
  - c. Discovering your child's special interests and talents so that they may be developed to the fullest.

- d. Returning all forms that request a signature (report cards, demerits, lateness slips, etc.) as well as reviewing test folders that are sent home weekly.
  - e. Setting a good example through your own commitment to the Christian Ideal. Christianity is not “taught” as much as it is “caught” by young people experiencing a Christian Community, at school and at home.
  - f. The failure of a parent/guardian to take seriously his/her responsibilities in this area is grounds for action by the School, including dismissal of the student.
5. *Financial Stewardship*: Saint Raymond Church sponsors our School as part of its mission of spreading the Gospel message and for the common good of our City as we educate another generation of young people. The parish makes a generous contribution to the budget of the School each year. The remaining income is raised through development efforts and through tuition. Saint Raymond School is aware of the great sacrifice parents/guardians make to enroll their children in our School. Our School takes serious our commitment to being good stewards of your resources, both your child and your financial obligation. Thus, we maintain financial integrity in the way we collect money and in the way we allocate money.
- a. The Parish Finance Council determines tuition in February for the following school year. Tuition is the same for all students, Catholic and non-Catholic. All families are expected to choose a payment plan for tuition and honor their choice. Payments are made in the School Office during Office Hours or electronically (please see the School Office for information on setting up this service).
  - b. There are several fundraisers throughout the year to assist in raising funds for the operation of the School. While participation is not mandatory, it is expected as part of your commitment to being a good steward.
  - c. The School also may impose fees for other items, such as extracurricular activities, field trips, books, and necessary supplies. The Principal or Teacher communicates this information to parents/guardians through the weekly communication folder.
  - d. For the sake of the common good, and in justice to all of our School Families, parents/guardians are expected to keep tuition payments up to date. In cases where parents share custody of a child, both parents are jointly responsible for tuition and other fees charged by the School (unless legal documentation proves otherwise). If a family is experiencing a financial difficulty, they are expected to be in contact with the Pastor to discuss an amended payment plan.
  - e. All money sent to the School Office or Teacher must be in an envelope with the name of the student, the amount and purpose of the payment.
  - f. Our School rejoices in the opportunity to provide a variety of Scholarships to assist families with the cost of tuition. Parents must submit all requested paperwork in a timely manner to be considered for a scholarship. The qualifications for scholarship vary greatly. Parents who receive money from the Children’s Scholarship Fund must pay the Registration Fee and tuition for the months of August, September, and October – depending on the amount of the child’s scholarship, the parent/guardian may be responsible for additional tuition payments as well.
  - g. If a family fails to maintain their tuition balance, the student may be suspended until such time as the balance is made current. In addition, the School will hold the Report Card, Transcripts and the participation in Graduation or Moving Up Ceremonies until outstanding tuition and fees are paid.
  - h. If a check is given for school fees or tuition, which is returned by the bank for insufficient funds, the cost of the returned check as well as the original balance must be paid in cash. In addition, families whose checks are returned must always pay in cash in the future.

- i. If a parent withdraws a student during the course of the Academic Year the tuition will be prorated.
6. *Volunteers*: The assistance of volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our parents, guardians, grandparents, other relatives, neighbors and members of Saint Raymond Church, which helps in building a strong learning community. Volunteers assist in some of the following ways: Library Aides, Classroom Aides, Lunchroom Aide, Computer Lab Aides, Homeroom Mothers/Fathers, Extracurricular Activities/School Club Aide, Yard Supervision. Parents/guardians are urged to take an active part in their child's education by volunteering whenever and wherever possible. Please contact your child's teacher or the School Office if you wish to volunteer. All volunteers must receive Police Clearance, Child Abuse Clearance, Safe Environment training, and Mandated Reporter training before working with our young people.

### **CARES Program Policies**

In recognition of the need for a parent/guardian to have work schedules that will not always allow them to be present with a child at the beginning or end of the school day, Saint Raymond School offers CARES (Children Are Receiving Extended Services) as a service to our school families.

1. *CARES Morning Services*: A parent/guardian is welcome to bring his/her child to CARES for supervision 7:00A.M. until 8:15A.M. at which time they will join other students arriving for school. There is no breakfast available; parents are welcome to send a student with a healthy breakfast to be eaten at CARES. Students enter CARES through the Academy Entrance (at the corner of Vernon Road and Williams Avenue).
2. *CARES Evening Services*: A student may receive services from 2:45P.M. until 6:00 P.M. A parent/guardian must enter the building to pick up a child (sign out is required by law). No child will be released to someone who is not the parent/guardian unless permission has been given in writing. If a parent/guardian is late in picking up a child, there is a \$1 per minute late fee.
3. *Fee for Services*: A fee per child per hour is charged. All fees must be paid to the School Office and submitted in an envelope with the student's name and days on which they will receive services at CARES.
4. *General*: All students must have an emergency card on file with up-to-date information at all times to remain in the CARES Program. Since CARES is an extension of the School day, all of the policies in this handbook remain in effect including the issuance of demerits for behavior. A student may be expelled from CARES for consistently unchristian behavior or due to lack of parental commitment in picking up a child at the end of the CARES services.

### **Communication Policies**

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

1. *Daily Communication*: Each student has a planner that he/she will use for recording homework assignments and scheduled tests. In addition, each Teacher may develop a means of communicating information about a student's behavior with the Parent/Guardian. Parents/Guardians are welcome to contact the Principal, School Staff or any of our Teachers using email (email addresses are available on the website, [www.saintraymond.net](http://www.saintraymond.net)). In the case of an emergency, you may contact a Teacher by calling the School Office. Teachers may not be interrupted during the school day: lunches, messages, forgotten books, etc. should be left at the School Office with the child's name and room number. No one is ever permitted into a classroom without a Visitor's Pass.

2. *Conferences:* Parent/Guardian Conferences with a Teacher are scheduled at the conclusion of the first trimester report period for Grades Pre-K to 8. Arrangements for Parent/Guardian-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, Parents/Guardians should feel free to discuss it with the proper school authority - the Teacher, the Principal, or the Pastor. The better the communication, the easier it is to direct your child in his/her educational endeavors.
3. *Family Communication Folder:* Effective communication is the single most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep Parents/Guardians informed of policies, activities, upcoming events, and student progress. Regular forms of communications include this handbook, the School's calendar of events (sent to student's home in July and always available on the School Website), the weekly newsletter and regular communication updates available at [www.saintraymond.net](http://www.saintraymond.net)
4. *Student Records:* Unless a court or custody agreement specifies otherwise, each Parent/Guardian with legal custody is entitled to access all school records of their child/ren. In the event of a court case, school records of a child may be disclosed only upon written consent of the parent/guardian with legal custody or through a subpoena or court order. If a student transfers to another school, the receiving school will request school records (which can only be issued if all obligations are satisfied at Saint Raymond School).
5. *Release of a Child:* A child will not be released to a Parent/Guardian that does not have physical custody, without the written consent of the Custodial Parent/Guardian. To determine the Custodial Parent/Guardian, all separated or divorced parents of children enrolled at Saint Raymond School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. The Court Order/Custodial Agreement is placed in a confidential file.

### **Technology Policies**

Technology is a valuable educational vehicle. Saint Raymond School is committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including, but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

1. *Goal of Technology Use at Saint Raymond School:* The school's goal is to prepare its students for life in an electronic, global community. To this end, the school will: provide a variety of technology based tools, teach technology skills, integrate technology with curriculum, encourage critical thinking and problem solving skills, facilitate evaluation and synthesis of information, and encourage ethical practices in the use of technology.
2. *Responsibilities of User:* Saint Raymond School will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.
3. *Educational Purpose/Appropriate Use:* All technology use and Internet access at Saint Raymond School by faculty, staff and students is provided solely for educational purposes.

Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access entertainment sites (social networking sites or gaming sites, except for educational purposes under teacher supervision). Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained a Teacher or member of the Staff.

4. *Copyright/Intellectual Property*: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from Saint Raymond School without expressed permission of the owner is a violation of Federal Law.
5. *Examples of Unacceptable Uses*: Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual; users must not display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Do not use obscene, profane, lewd, vulgar, rude or threatening language; users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives; users are not to plagiarize content and may not present the work of another as their own without properly citing that work; users must not violate license agreements, copy disks, CD-ROMs, or other protected media; users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
6. *Oversight*:
  - a. Reporting: Users must report immediately any damage or change to the school's hardware/software that is noticed by a user.
  - b. Administrative Rights: The school administration at any time may add additional rules and restrictions. The school has the right to monitor both student and employee use of school computers.
7. *Consequences of Violations*: Violation of these rules may result in any or all of the following: loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system; issuance of a demerit; disciplinary actions including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

## **School Uniform Policies**

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

### *1. Formal School Uniform*

- a. Boys Pre-K through 8: gray twill trousers (no "jeans" or "Dickies"), black belt maroon knit shirt with School Logo (long sleeve or short sleeve), maroon School Sweater or School hoodie, black soft sole shoes (no sneakers, no black sneaker-like shoes, no black boots, no black "Timberlands")
- b. Girls Pre-K through 5<sup>th</sup>: maroon plaid jumper (drop waist), blue blouse (round collar, long sleeve or short sleeve), maroon sweater or School hoodie, maroon socks in summer (cable knee high) or maroon tights in winter, maroon or maroon/white saddle shoes
- c. Girls 6<sup>th</sup> through 8<sup>th</sup>: maroon plaid skirt (box pleated) or plaid jumper (drop waist), white banded knit shirt (long sleeve or short sleeve) with St. Raymond Logo to wear

with skirt, maroon long sleeve V-Neck sweater or School hoodie, maroon socks in summer (knee-high) and maroon tights in winter, maroon or maroon/white saddle shoes. During Inclement weather, girls may wear slacks to school, but NO JEANS. Slacks are removed when they report to school. If girls carry a purse to school these must remain in their school bags.

- d. No EXTRA CLOTHING is to be worn under or on top of the school uniform, such as T-shirts, shorts, long underwear, or gym sweat shirts/hoodies unless permission is given as part of a “school spirit” initiative (i.e.-in support of a sports team). The one exception is the hoodie with the Saint Raymond School logo.

## 2. *Informal School Uniform*

- a. *Boys and Girls, Kindergarten through 8<sup>th</sup> Grade (optional for Pre-K):* maroon sweatshirt with Saint Raymond Logo (crew neck or School hoodie); maroon sweatpants with logo (winter), gray T-shirt with Saint Raymond Logo, maroon gym shorts with logo (summer), white socks and sneakers. Sweatpants and shorts are worn at the waste.
- b. No EXTRA CLOTHING is to be worn under the gym uniform, such as T-shirts, shorts, or jeans.
- c. *Please note:* Students may wear gym shorts under the maroon sweatpants and then remove the sweatpants when they go to Movement class. Sweatpants are to be worn at the waist. Informal uniforms are to be worn only on assigned days (i.e. - Movement Class, certain Field Trips, other days as noted by the Principal or Teacher). If the informal uniforms cannot be worn for any reason, daily school uniforms must be worn.
- d. *School Year 2011 – 2012:* Since this school year is the first school year for the informal uniform, the previous gym wear will also be accepted: Gray sweatshirt with St. Raymond Logo (plain gray is unacceptable), gray sweatpants (must be loose fitting with elastic at ankles and no outside pockets on the legs, gold T-shirt with St. Raymond Logo (plain gold T-shirt is unacceptable), maroon Gym Shorts

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

- a. *Girls:* Student’s hair is to be neat, clean and groomed conservatively with no extreme styles or coloring. Hair bands must be less than 1 inch wide. The Hair bands can be the material of the uniform, light blue, or maroon. No other color is allowed. Hair bands with jewels or scarves attached are not allowed. Headscarves are not to be worn (unless permission is given by the Principal under certain circumstances). Only one hair band may be worn.
- b. *Boys:* Boys may not have words carved into their haircut. Boys are to be clean shaven as appropriate (unless given permission by the Principal)

## 4. *Jewelry/Make-Up*

- a. Although jewelry is not a part of the school uniform, post earrings of a small and conservative style may be worn by the girls (one earring only in each ear, no bigger than a dime). Boys are NOT permitted to wear earrings.
- b. Bracelets (ankle or wrist), pins and buttons are not part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted. One small ring may be worn. Perfume/cologne may not be worn as it may cause difficulties for other students in the class.
- c. No make-up of any kind is to be worn in school. This includes lip-gloss and nail polish. This policy is also in effect when the student is wearing the informal uniform.

- d. Students are not permitted to wear “Temporary” Tattoos that are visible while wearing the school uniform (Formal or Informal). If there are some extenuating circumstances, the Principal will make a decision.
5. If at any time during the year an exception in uniform is necessary (including shoe related issues due to foot problems), a note of explanation must be sent to the child’s teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete. Any student who repeatedly is not in compliance with the dress code will receive a demerit. Personal appearance that constitutes a distraction or violation of the common good are not permitted. Final approval of the Uniform Policies is at the discretion of the Principal, Teacher and Staff.

### **Field Trip/Class Trip Policies**

The purpose of every Field Trip is to broaden the intellectual, cultural, and social experiences of each child. Field Trips normally take course during the hours of the school day but may require a student to arrive before 8:15A.M. and may not return until after the regular dismissal. There will be no overnight field trips or activities.

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

### **Health & Well Being Policies**

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

1. *Nursing Services:* A registered nurse is provided by the Philadelphia School District according to the school’s enrollment, on days selected by the public school district. The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referrals to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse, or School Office will arrange to have the student transported to the hospital.
2. *Health Screening:* All students are screened yearly under the State-Mandated Program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.
3. *Medical Issues:* If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student.

- Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.
4. *Accident/Illness at School:* Accidents or unusual illness occurring at school are reported immediately to the School Office. When a student becomes ill or meets with an accident, the parent/guardian is contacted. If the Parent/Guardian cannot be reached, the emergency contact will be called. No medicine of any kind, including aspirin, may be given to the student. Only basic first aid may be administered. Each child is required to have a Tuberculin Tine test within a three-month period prior to entering school.
  5. *Sleep:* The Parent/Guardian of a student is expected to maintain a schedule at home that allows the child to get the amount of sleep necessary for their health and well being.
  6. *Lunch:* All students stay for lunch during the school year. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom Teacher and forwarded to the office. The child must have an adult with him/her when leaving for and returning from lunch. The Parent/Guardian must sign the Attendance Log in the Main Office.
    - a. Please include in your child's lunch box a paper placemat or paper towel to place under his/her lunch. Also include at least two napkins in the lunch box. This is most appreciated as a means of helping with the clean up at the end of each lunch period. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash and recycling containers, and walk to the playground area when dismissed.
    - b. Hot lunch is served during the school year. Arrangements for hot lunch must be made with the School Office. There may be a fee for hot lunch.
    - c. Respect and courtesy are to be shown to the staff that supervise and assist during this time.
  7. *Healthy Lunches* – Students are expected to bring healthy lunches. We encourage all students to eat healthy lunches; therefore, soda and candy are not permitted in the lunchroom. Nor does Saint Raymond School permit Parents to deliver “fast food” lunches to the students in the lunchroom.
  8. *Birthday Celebrations:* In the event that it is your child's birthday, please do not bring lunch, cake, etc., to the lunchroom for your child or for their classmates. This is disruptive to the lunch routine of the remaining classes. Celebrating a birthday is welcome; please make arrangements in a conversation with the child's Teacher.
  9. *Morning Snack:* During a morning break, students may have a snack. There are soft pretzels available for purchase. The students may only bring healthy snacks to be eaten at snack time. Please include a napkin with your child's snack. This will ensure a clean work area for your child after snack is completed. The students are not allowed to drink anything at snack time (they may get water from the water fountain).
  10. *Safe Environment Training:* The Charter for the Protection of Children and Young People calls for all dioceses to establish Safe Environment Programs at all grade levels. This ongoing education is presented to the students in Saint Raymond School two times during the school year. The lessons are available for parents to review by visiting [www.Catholicschools-phl.org](http://www.Catholicschools-phl.org) and clicking on Safe Environment. Parents/Guardians are notified when the instruction will take place and have the option of signing a paper requesting their child does not attend the training.

### **School Yard Policies**

Saint Raymond School is blessed with access to vast open space in our School Yard. The School Yard is generally supervised during school hours. The parent/guardian of a student is responsible

for insuring that they and their children are not on the premises during other times without reason. The School has no responsibility for students or parent/guardian on the premises during unsupervised times.

1. *Arrival:* Students report to their line before 8:15A.M.
2. *Departure:* Students are dismissed at 2:45 P.M. and need to leave the school premises. If students, who are normally picked up by a parent/guardian, have not been picked up by 3:00 P.M., the student will be sent to CARES. The parent/guardian is responsible for any CARES payment that may be incurred.

### **Safety Policies**

The safety of our students throughout the day is a priority for Saint Raymond School. Our staff are committed to providing a safe environment for our young people to learn and experience the joys of life. All external doors to our school are kept locked. Visitors to the school gain access through the Main Entrance off of Williams Avenue (where access is maintained through an Audio/Visual Access Intercom). In addition:

1. *Visitors:* Visitors are most welcome by appointment. To arrange for a visit, visitors must contact the school office. Parents/Guardians coming to school to bring forgotten articles or to relay messages should come to the School Office. Classes may not be disturbed for these reasons. Parents/Guardians may not confer with a teacher or visit a classroom between the hours of 8:00A.M. and 2:45 P.M., unless the Principal gives permission for such a visit. All visitors must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.
2. *External Lock Down Mode:* Employed when a crisis or situation occurs and requires all external doors to be remain closed for protection. Examples could include: suspicious person wandering in immediate area, critical accident in immediate area, out of control animals in immediate area. No one leaves the building until the "all clear" is given. The "all clear signal" will be given by the Principal.
3. *Internal Lock Down Mode:* Employed whenever a crisis or situation occurs that requires all classroom doors to be locked for protection. Examples could include: an unwanted person in the building, an animal in the building, a weather-related problem. No one leaves the classroom until all clear is given. The "all clear signal" will be given by the Principal.
4. *Fire Safety:* In the event of a fire, a loud siren will ring continuously throughout building. All in the building will evacuate building via identified and posted route, remain 100 feet from building, roll will be taken by the Teacher, all will remain in designated place until further directives are given.
5. *Evacuation Plan:* Situation may arise that causes the need to evacuate students to an alternative location or safe area (i.e. – a bomb scare). In this event, students will be taken to The Philadelphia Military Academy at Leeds (Mt. Pleasant & Woolston Avenues) and Parents/Guardians will be contacted for pickup from this location.
6. *Shelter In Place:* This plan goes into action if there is a release of a chemical into the air, opening doors or windows would cause serious harm to one's health. All doors and windows are locked and ducts secured as directed by the local police and civil defense officials. Ventilation devices are turned off. No one is permitted in or out of the building until "all clear" is given from police or fire department. If the School is notified by police and/or fire department: immediate lock down goes into motion, all in building remain there, no one is permitted to open the door for ANYONE, drinks and snacks are made available to the students and staff.

## **Transportation Policies**

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

1. *Car Drop-off and Pick-up:* Parents/guardians may drop off their children in the morning by entering the school parking lot off of Forrest Avenue as directed (allowing the students to exit the car safely). No car is ever permitted into the school yard under other circumstances at arrival or dismissal. At dismissal, Parents/Guardians are asked to use Forrest Avenue as a pick up location, remaining conscious of the movement of children throughout the area. Parents/Guardians who pick up students must park their cars and meet the students at the school dismissal area. Running is prohibited. If this safety measure is violated, we will report this violation to the Police Department.
2. *Walking:* Students are allowed to walk home after school. The Philadelphia School District provides crossing guards. They are not employees of Saint Raymond School or under the direction of our School. The School is not responsible for the conduct of crossing guards or for insuring that crossing guards are posted as scheduled. Students are expected to cooperate with the crossing guards whose interest is the safety of children and the common good.
3. *Bussing:* Students may be eligible for bussing to and from Saint Raymond School. Eligibility is made by the School District of Philadelphia. Please consult with our School Office for details.

## **School Policy Handbook Updates**

These policies will be amended as needed by the Pastor, Principal, Faculty and Staff of Saint Raymond School. If the Parents/Guardians of our students have suggestions for policy or feel the need for further clarity in this handbook, they should share these ideas with the Principal. The handbook will be updated at least annually, but may be updated during the school year as well.