



St. Raymond Elementary School

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Administration

Fr. James Cruz *Pastor, St. Raymond Church*

Mr. Eugene Scanlon *Principal*

Mr. Tarik Hyman *Assistant Principal, Middle School*

Ms. Yessenia Terón *Assistant Principal, Middle Grades*

Sr. Josefa Marie Curcio, CSJB..... *Assistant Principal, Primary Grades*

Mrs. Tara DiDomenico *School Nurse*

Ms. Clarisa González *Administrative Assistant, Principal*

Mrs. Carmen Hernandez *Data Manager, Administrative Team*

Mrs. Gigi Anazagasti *Administrative Assistant, UPK 3 and UPK 4*

Sr. Elaine Hadzima, PBVM *UPK 3 Receptionist*

Mrs. Phyllis Pisacano..... *Administrative Assistant, Finance*

Mrs. Pasqualina Mincin..... *Administrative Assistant, Finance*

Ms. Nelida Carrion *Receptionist*

Mrs. Marie Villalobos *Administrative Assistant, Elementary & Middle School*

St. Raymond Elementary School Philosophy

St. Raymond Elementary School is a Roman Catholic co-educational school in an urban setting. We strive to live up to the words inscribed above the stage in our auditorium, "Bonitatem et disciplinam et scientiam doce me" (Teach me goodness, discipline, and knowledge). We are a community of faith, good citizens, and a community of learners.

St. Raymond Elementary School is committed to keeping its staff current with innovative teaching techniques. In-service workshops are a part of every faculty meeting. Staff members are provided with many opportunities to attend workshops and are encouraged to continue their own education. We also adhere to the New York State Standards and Common Core. In this way, the staff of St. Raymond Elementary School is able to answer our students' question, "Why do we have to learn this?" The children are led to love learning for its own sake and to be prepared for the challenges that await them.

Our mission is to invite our students to develop spiritually, socially, physically, and intellectually; to grow in their Catholic faith; and to become responsible citizens and lifelong learners. They are guided on a journey to becoming compassionate individuals, sensitive to the needs of others, especially those less fortunate.

We begin and end each day as a community, gathered in prayer. Classes frequently hold their own prayer services, especially during the seasons of Lent and Advent. Every class is also responsible for preparing several of the school's weekly liturgies. In addition, students are provided with many opportunities for community service.

At St. Raymond Elementary School, we teach our students to live out Jesus' Great Commandment: "You shall love the Lord, your God with all your heart, with all your soul, and with all your mind and you shall love your neighbor as yourself." The staff is encouraged to make good choices; to be proactive; and to minimize the potential for conflict among students. Students are encouraged to make good choices and to seek peaceful methods of solving their problems. We take pride in our families' diverse backgrounds and strive to foster an environment of respect and understanding.

Parents/guardians are the children's first teachers and an indispensable resource for our school. Therefore, the administration, staff and community of St. Raymond Elementary School work together with the parents/guardians to help each child attain the skills and confidence necessary for his/her education. In addition, the administration employs and supports a teaching staff dedicated to these ideals.

At St. Raymond Elementary School, we are committed to providing a high-quality education to the children entrusted to our care. We continually seek ways to improve the educational process so that we can better prepare our students to take their place in the world.

Academic Policies

Academic Expectations

St. Raymond Elementary School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent/guardian to review and sign. The parent/guardian's signature indicates that the parent/guardian is aware of the student's progress.

Bridge Program

The Bridge Program is an academic intervention program designed to meet the academic needs of students in Grades 6-8 whose skills are approximately 1-2 years below grade level. It is a small classroom setting consisting of no more than 15-18 students. The students follow the same curriculum as their grade level but in a modified form. The goal of the Bridge Program is to strengthen a student's skills within 1-2 years, thus allowing the student to transition out of the program. Placement in the program is determined by the school and is not optional.

Graduation

At the discretion of the principal, St. Raymond has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of the educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

Homework

Homework is an essential part of the instructional program, reinforces learning and provides students with opportunities to practice what they have learned. This practice helps students establish good study habits, become independent learners, and strong readers, writers and mathematicians. All homework time includes 15 minutes of reading (or being read to).

The time allotments for homework (written and study) are as follows:

Kindergarten	may be given occasional short homework assignments related to the curriculum.
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

Students are required to complete all their homework.

Grades and Grading

Report cards are distributed four times a year for Grades 1-8. UPK 3, UPK 4 and Kindergarten report cards are distributed two times a year. The report card is an important part of the ongoing communication between the school and the home. Dates for progress reports and report cards are indicated on the school calendar.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark in each quarter is based upon the demonstration of mastery of material covered in class such as:
 - Classwork/participation
 - Homework
 - Quizzes

- Formative assessments
- Comprehensive examinations

There are no grades for Computer Science or Library as these two areas are to be supportive of, and integrated into, the total learning process.

Foreign Language will be given a letter grade if the class meets for less than 120 minutes per week. Foreign Language will be given a numerical grade only if the class meets for more than 120 minutes per week.

The Final Report Card Grade is the weighted average of the four previous quarter grades (with the mid-year and end-year tests in Religion for Grades 3-5 and in all core subjects, including Religion, for Grades 6-8). This Final Grade will be recorded on the student's permanent record.

- Numerical marks are recorded on report cards for Grades 1-8.
- The marks are an average of comprehensive examinations, quizzes, classwork, homework, and formative assessments.
- Passing is any mark 70% or above or any mark of D or higher.

The parent/guardian will be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

The parent/guardian is encouraged to monitor their child's progress by using the EDUCATE portal.

Character Development

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grade is used with progress codes indicating improvement needed in any sub-category.

Honors Program

The Honors Program is an academic enrichment program designed to meet the needs of students whose skills are above grade level when compared to their peers. Students are admitted to the program based on teacher input, as well as performance on classroom tests, interim exams and state assessments. Students in the Honors Program are expected to maintain an 85 or better average, be present and on time consistently, and model Catholic values. They are also expected to demonstrate a high level of maturity, participation, effort and achievement. The highly motivated student will be challenged with a greater depth of subject matter than that of a regular course, which culminates in Grade 8 with the Regents exams in Living Environment and Algebra I. Students meet twice a week in an 8th period enrichment class. This class is MANDATORY. Excessive absence or interruption in this 8th period may result in the student's removal from the Honors Program.

Honor Roll

The criteria for inclusion in the Honor Roll is as follows:

Grades 3-8	Principal's List	A in every subject or 95% average, no grade less than 95% and A in conduct
	First Honors	B in every subject or 90% average, no grade less than 90% and A or B in conduct
	Second Honors	B in every subject or 85% average with no grade less than 85% and A or B in conduct
	Merit/Effort	Awarded to 1 student per homeroom class who has demonstrated significant improvement.
Grades 1 & 2		Jan: Character Award by Homeroom / June: Awards by above academic criteria

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in conduct will not receive First or Second Honors, even though marks might warrant it. Students attendance and punctuality are also considered for Honors. A combination of 5 or more absences/lateness will result in forfeiting honors. Students with perfect attendance

and punctuality will be awarded a perfect attendance certificate at the end of the year. End of year honors will be based on their final averages.

Junior National Honor Society membership is open to Grade 7 and 8 students.

Report Card Distribution

Report cards are distributed in November, January, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Final report cards may not be given before the assigned date of June 14, 2024. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, parents/guardians may access the student’s report card on the last day of school via the EDUCATE website

Retention/Promotion

Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program’s objectives, the student progresses to the next level.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school’s complete course of study. The principal and school faculty develop for each of these students a special program, based on the school’s regular program, which follows the New York State Standards. A copy of the student’s modified program is retained in the student’s file. Conferences must be held with the parent/guardian periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent/guardian conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal.

Following are specific criteria that will assist teachers as they consider a recommendation for retention.

The student has failed to pass the major subjects on each grade level.

The following table indicates the specific failures by grade level that might result in retention at that grade level:

LEVEL	ACADEMIC PROGRESS
Kindergarten	Evidence that the child is not meeting academic expectations of the program
Grade 1	Evidence of insufficient developmental progress and a failure in English Language Arts (ELA)
Grade 2	Failure in ELA
Grade 3	Failures in ELA and Mathematics
Grades 4, 5, 6	Failures in ELA and Mathematics, or Failures in ELA or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies

Grades 7 & 8	Failures in ELA and Mathematics or Failure in ELA or Failures in ELA or Mathematics and failure in one of the following subjects: Religion, Science, Social Studies
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The student has not demonstrated acceptable progress toward mastery of standards. The following types of behavior might indicate unacceptable progress:

- failure to complete assignments
- failures on multiple summative assessments

Generally, a student would be retained only once in the elementary grades (1-5), and only once in the upper grades (6-8).

If a student completes all requirements for promotion or graduation, his/her family cannot self-select the student to be retained in his/her grade.

Assessments

In addition to class and school exams, every student will take part in the Archdiocesan testing program, which includes the Archdiocesan religion tests, interim assessments, and New York State Education Department assessments. All students enrolled at our school are expected to participate in all exams and assessments. No alternate assignments will be provided. If a parent/guardian refuses to allow their child to participate in the New York State Education Department assessment, their child will not be permitted to attend school on testing dates.

Archdiocesan Test

Will be used as the student’s end-year examinations for Grades 6-8

Religion Mid-Year and Final Exams	Grades 3-8	January and June
Core Subject* Mid-Year and Final Exams	Grades 6-8	January and June

*In June, the Archdiocesan Religion Exam will be used as the student’s End-Year Examination in Religion for Grades 6-8.

Interim Assessment

Interim Assessments – administered three times per year

Grades K-8	NWEA MAP Interim Assessments
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NY State Tests

New York State Exams

Grades	Test
3-8	English Language Arts and Mathematics

The faculty of the school reviews these assessments regularly for the purpose of fostering student growth and achievement.

Accidents

A student accident insurance fee is added to every child’s book bill. In the event of an accident at school, you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the parent/guardian’s own medical insurance coverage.

Admission Policies

Roman Catholic schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God’s love. Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this

Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the Archdiocese, the parishes of the Archdiocese, Catholic school regions, or religious communities within the Archdiocese.

The process for admission to the school is: The parents/guardians must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parents/guardians will be notified in writing about the status of the child.

While admission is on a first-come, first-served basis, St. Raymond Elementary School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parent/guardian are active members of the parish; third, to Catholic students whose parent/guardian are active in another Catholic parish; and fourth, to non-Catholic students.

After-Care Program

An after-care program is held on most days that school is in session. This includes most early dismissal days. Information and program applications are sent in the summer mailing, as well as the mailing at the beginning of the school year. As long as a student is engaged in school-sponsored programs and activities, the student is expected to follow school policy. Directors of the individual activities may also issue rules of behavior which recognize the special nature of non-classroom activities. In instances where students are picked up, parents/guardians are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent/guardian or a person specified IN WRITING by the parent/guardian. Program fees are expected to be paid in full upon being invoiced. Past due balances will result in your child not being allowed to participate in the program until the account is brought up to date.

Announcements

Informational announcements are handled through the school's P.A. system. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written and brought to the office and approved by the principal.

Attendance

In the State of New York, full-time education is compulsory from age six to age 16. Regular attendance is the responsibility of the child(ren)'s parent/guardian.

Good attendance and punctuality are vital for students to achieve their full academic potential. St. Raymond's is committed to helping our students foster these and other good habits. Poor attendance and punctuality at St. Raymond's is defined as having reached a combined total of 5 or more tardies/absences (excused or unexcused) in a quarter or 20 total tardies/absences year to date.

St. Raymond's believes in recognizing those students whose attendance and punctuality are excellent with an incentive program. Perfect attendance and punctuality will be reviewed quarterly and deserving students will be recognized.

St. Raymond Elementary School reserves the right to review/amend the policy. Mitigating circumstances will be taken under consideration by the school's administration.

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are unexcused.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. The parent/guardian will be consulted about chronic lateness, and the child may be required to make up missed work. A combination of 5 or more

absences/lateness will result in forfeiting honors.

When the child returns to school from an absence, a completed absence note must be given to the teacher. The note should contain the child's name, date of absence, class, reason for absence, and the signature of the parent/guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that this does not happen. If it is necessary for a child to be dismissed during the school day, the parent/guardian or designated adult chosen by the parent/guardian MUST come to the school for the child and sign out the child in accordance with the standard sign-out procedure. The school must be informed, in writing, ahead of time about such occurrences. The designated adult must be 18 years old or older.

Students in Kindergarten through Grade 8 who miss 20 or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Students with more than 20 absences may be in jeopardy of not successfully completing the school year. The principal will meet with the student's parent/guardian to determine appropriate next steps. Certification of an absence by a physician is an exception to the 20-day limit. However, satisfactory completion of required work is mandatory.

When a child is absent, parents/guardians are required to phone the school by 9:00 a.m. Absence notes are still required upon student's return to school, in addition to the phone call. Excessive absences and lateness may be considered educational neglect.

No child may participate in after-school activities such as, but not limited to, basketball games, dances, shows, etc. if he/she has been absent for the school day.

Birthday Parties

Birthday treats for UPK 3, UPK 4 and Kindergarten ONLY may be had in each homeroom with the teacher's permission. The parent/guardian should notify the teacher in writing. The parent/guardian may bring small individually wrapped items such as cupcakes, brownies, etc. or a birthday book donation in the name of the child. The parent/guardian may not bring in favors or "goodie" bags for the students. **Cakes may not be brought in.**

Books

All resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parent/guardian. If a book is lost or defaced, the school will bill the parent/guardian for the cost.

1. ASSIGNED TEXTBOOKS: When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
 - a. The pupil's name be placed in the space provided in each book.
 - b. The teacher make a record of the number of the book.
 - c. The teacher make a record of the condition of the book.
 - d. In September, each child will put a clean cover on each textbook received.
 - e. In June, all textbooks are collected; extra materials and covers are removed.
 - f. All workbooks are collected in June.

2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the child for any length of time, his/her name must appear in the book and the teacher should have a record of this.
3. **LIBRARY BOOKS:** Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a ten cents fine per day per book, payable by the child. All lost library books must be paid for so that the school can purchase a replacement copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

Buses

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides and manages this service.

Bus discipline. Students and parents/guardians should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- Students should obey the driver and monitors at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, St. Raymond Elementary School will work in consultation with the public school district and the NYC Department of Transportation about possible consequences.
- Students must wear seat belts.

Change of Address, Email and Phone Number

The office must be informed immediately if there is a change of home address, email address, telephone and/or cell phone number for the purposes of mailing and/or emergency notifications.

Charter for the Protection of Children and Young People

- All institutions and programs of the Archdiocese will comply with the Safe Environment Policies of the Archdiocese.
- The Department of Education has developed a curriculum for the children in our parishes and schools, entitled "Right, Safe, Good Relationships," which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- The parent/guardian reserves the right to remove their children from the classes. The school administration should take care to cause as little embarrassment to these students as possible.
- If the parent/guardian chooses not to have their child participate in the Safe Environment classes, the parent/guardian will be offered training materials and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parent/guardian declines to sign such a form, a notation of this will be made in a record maintained by the school.

Child Abuse Laws

Under NYS law, school personnel are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent, guardian or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

Child Custody

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent/guardian to provide the principal with a copy of the legal document from the parent/guardian for any student for which there is a legal custody agreement or for any student not residing with his/her parent/guardian.

School communication with the appropriate guardian is essential. Accordingly:

- The custodial parent/guardian must identify in writing other adults who may have access to information regarding their child.
- A non-custodial parent/guardian may receive information (when requested) regarding the child, unless specific documentation to the contrary is provided in the legal custody agreement.

A non-custodial parent/guardian may pick up a child only if written permission has been granted by the custodial parent/guardian.

Classroom Materials

All books must be covered. (See 2nd paragraph under Books.) All books must be carried in a school bag. School bags on wheels are dangerous and may NOT be used on school property or in the school building.

Students are encouraged to take pride in themselves, their classrooms and school by keeping the facilities clean and orderly. If any school property, furniture, or equipment is willfully damaged or destroyed, the student(s) responsible will be fined according to the extent of the damage. Parents/guardians will be liable for all damages to any equipment and property.

Communication

Since, as parents/guardians, you are the child's first teachers, you are our partners in education. Regular communication with you is an essential part of your child's school experience. Scheduled parent/guardian conferences allow teachers and parents/guardians to discuss student achievement, as well as to develop means to assist students in areas of difficulty.

A parent/guardian may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy; never in a hallway or on the street. A parent/guardian who is refused such a meeting should notify the principal.

Parent/guardian-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent/guardian-teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents/guardians throughout the school year in order to keep open the lines of communication in the best interest of the students.

Respectful communication fosters a positive home-school relationship. As such, disparaging the school, students, administration, faculty, and staff either verbally or on social media is unacceptable, will harm the relationship between your family and the school, and may jeopardize the continued enrollment of your child in the school.

Confidentiality

There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents/guardians or peers. Always the sense of confidentiality should prevail.

Contacts with the Media

Parents/guardians have the right to exclude their children from videotaping, audio recording, school pictures, other photography or participation involving printed materials or on the Internet. Parents/guardians should provide such documentation to the school office; otherwise, they must fill out our media authorization release form.

Crisis/Emergency Information

Should a crisis require evacuation from the St. Raymond Elementary School building, students will be brought to a safe place at St. Raymond Boys' High School or St. Raymond Academy for Girls. Further directives will be given from a central location on St. Raymond's campus as deemed appropriate. St. Raymond Administration will follow directives of local police and, if necessary, an alert will be sent via the homework website.

Catholic schools throughout the Archdiocese of New York utilize the Immediate Response Information System (IRIS Alert).

Daily Schedule

Grades 6-7-8:

7:45 a.m.	Enter School
8:00 a.m.	Classes Begin
11:10 a.m.	Lunch
2:50 p.m.	Dismissal

Grades Kindergarten – 5:

8:00 a.m.	Enter School
8:25 a.m.	School Begins
11:35 a.m.	2 nd Lunch – Grades 3-4-5
12:00 p.m.	3 rd Lunch – K-1-2
2:30 p.m.	Dismissal (Kindergarten)
2:40 p.m.	Dismissal (Grades 1-2)
2:45 p.m.	Dismissal (Grades 3-4-5)

Grades UPK 3 & UPK 4:

8:00 a.m.	School Begins
11:00 a.m.	Lunch
2:20 p.m.	Dismissal

Before 7:45 a.m. and after 3:00 p.m. St. Raymond Elementary School does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students should not arrive on the school grounds prior to 7:45 a.m. and parents/guardians must arrange pickup at dismissal times. IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 7:45 A.M., PARENTS/GUARDIANS MUST PROVIDE FOR THEIR PROTECTION AND SUPERVISION.

To avoid interruption during the school day, any messages, forgotten lunches, books, boots, etc., must be taken to the OFFICE and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

On some Fridays and other half days, classes will be dismissed earlier. Please consult the calendar. This will free teachers for faculty meetings. There will be no lunch served that day, except for UPK 3 and UPK 4, and those children who attend the After-School Program.

Discipline Code for Student Conduct

The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom

and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects oneself, other persons and those in authority.

While most parents/guardians find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must accept the consequences of his or her action. It is then that a parent/guardian may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents/guardians about our rules and regulations; nor can it be supportive of parents/guardians who are interfering with a child's growth in accepting personal responsibility for his or her actions.

By enrolling a child in this school, the parent/guardian agrees to be supportive of the rules and regulations that we deem critical to the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents/guardians are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents/guardians.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking (including vaping and e-cigarettes); vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items, such as lasers, or a weapon). The administration handles such matters in a variety of ways, depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. Repeated violation of these rules and regulations may result in suspension from school or the non-registration of the child for the next school year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, smoking, vandalism, harassment, improper use of technology and social media, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent/guardian must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent/guardian before the child can return to school.

In cases where a child engages in a fight that causes injury to another child or adult, the police may be summoned and, then, the parent/guardian will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to begin the expulsion process and to request an expulsion from the Superintendent of Schools for such an offense.

In cases in which a child brings a weapon to school, the police are summoned, and then the parent/guardian is called. The school reserves the right to begin the expulsion process and request expulsion by the Superintendent of Schools for any serious offense.

Individual-directed threats of violence or harm communicated directly or indirectly by any means, as well as building-directed threats of violence or harm communicated directly or indirectly by any means (e.g., shooting, bomb threats), or to harm students, employees, or visitors are taken seriously. Upon knowledge of the threats, the principal will notify the Regional Superintendent and call the parent/guardian. The Office of the Superintendent will also be notified and, along with

administration, will determine the course of action to be taken up to and including calling law enforcement, requiring a mental health referral and/or expulsion.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to, stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or improper use of technology and social media/Internet). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in the child's expulsion.

Dress Code

Your school uniform confirms your attendance at St. Raymond Elementary School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform. When wearing it inside and outside the classroom and the school, you are representing the school and your behavior should be a credit to yourself and to the school community.

Personal Appearance:

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Uniforms should be neat and clean.

Hair coloring is prohibited. Hair should be clean and well groomed. Boys' hair should not be below the shirt collar. Bangs should not be so long that they impede vision. Fad haircuts are not acceptable. When in doubt, consult the principal.

The parent/guardian will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parent/guardian and with the guidance office will be made by school officials.

Dress Code:

1. Earrings for girls: one pair small earrings located on lower lobes. Hoop earrings are not permitted."
2. Boys may not wear earrings to school and school-related activities. Jewelry is not permitted but a simple watch may be worn.
3. Tattoos are forbidden.
4. Colored beads, bandanas or clothing that arouse suspicion of gang affiliation are prohibited.
5. **Artificial nails and nail polish are NOT permitted.**
6. Dress Down Days: T-shirts with offensive or inappropriate pictures or wording, ripped jeans or jeans with holes, crop tops, tank tops and/or sleeveless shirts, ill-fitting clothing and/or sleepwear, and flip flops, are not allowed. Students must wear close-toed shoes. Spandex and leggings may only be worn under uniform length skirts or shorts. When in doubt, ask an adult staff member of the school. Students must exemplify modesty in clothing, accessories and presentation.

See page 26 for the Uniform Requirements chart.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, St. Raymond Elementary School will follow the policy as stated:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately.
- The principal will verify teacher observation and will notify the parent/guardian.
- If the student confirms suspicion or appears unstable, the student should be brought to the attention of the School Nurse (as per the Emergency Guidelines).
- If necessary, the principal will call 911 (as per the Emergency Guidelines).
- The police may be called if the student is in possession of an illegal substance (as per the Emergency Guidelines).
- The parent/guardian must pick up the child immediately should it be determined that the suspicion is founded. The parent/guardian will be expected to follow the recommendations of the school principal, if the child is to continue in the school.
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition, will be barred from attending or participating in that event. The parent/guardian will be notified and appropriate action will be taken, which may include suspension or expulsion from the school.

Electronic Devices

Electronic devices may be dynamic tools in the 21st century school environment, but only when used appropriately by faculty, administration, staff and students.

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school (i.e., cell phones, iPads, iPhones, Smart Watches and other personal electronic devices). Inappropriate use of any electronic device may result in serious consequences, as stated below.

In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with policy and the safety of the school.

Please carefully consider whether bringing a cell phone to school is necessary. These devices often cause disruption to the learning environment, can become discipline issues, and frequently are lost, damaged or stolen. In the event that your child brings a cell phone to school, the following policies must be adhered to.

Use of Electronic Devices at School

1. Cell phones and other electronic devices must be turned off and kept out of sight during school time, unless otherwise directed by the individual teachers in their classrooms. In Middle School, phones must be stored in lockers. In lower grades, they must be turned over to the teacher for secure lock up during the day. Parents/guardians are reminded that in cases of emergency, the main office is the appropriate point of contact to ensure that your child is reached quickly and assisted in an appropriate way.
2. Cell phones, cameras or other devices should not be used to photograph or film others without their consent.
3. Smart Watches of any kind are PROHIBITED in school.

Care for Electronic Devices

1. Students who bring cell phones or other electronic devices to school are **solely responsible** for the safety and security of those devices.
2. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school.

Process for Violation of This Policy

Students who violate the rules for the use of cell phones and other electronic devices, set forth above, will face corrective action as described below:

- **First violation** – warning by teacher; teacher may confiscate for the remainder of the school day.
- **Second violation** – cell phone/electronic device confiscated by teacher and turned in to administration/dean of students to be picked up at the end of the school day.
- **Third violation** – confiscation; item given to administration/dean of students to be picked up at end of the day or later by parent/guardian. Conference held with administration and parent/guardian. School discipline may be imposed.

Emergency Closings/Delayed Openings

The schools in the Archdiocese of New York follow the policy of local public schools when closing due to inclement weather, loss of power or other issues.

In addition to following the lead of New York City public schools, Catholic schools in the Bronx, Manhattan and Staten Island may need to close based on local situations. That said, all closure decisions must be approved by the Superintendent of Schools.

All families included in School Messenger and IRIS are notified of emergency delay/closings and important messages by pre-recorded telephone calls. Parents/guardians are reminded to submit valid, working phone numbers and emergency contacts to the office. The school will also post schedule changes on our website.

When a school in the Archdiocese is closed for the day due to inclement weather or other unforeseen situation, the following will apply:

- All school-related extracurricular activities, interscholastic contests, team practices and field trips will be cancelled.
- All After-School and/or extended day programs will be closed all day.

Expectations and Responsibilities for Students

Students attend St. Raymond Elementary School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- Do their best work at all times.
- Treat all members of the school community (i.e., teachers, staff, priests, parents/guardians and students) with respect. This includes respecting the work of others by not cheating.
- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, disruptive behavior, and improper use of technology and social media.
- Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- Speak in a well-modulated tone of voice.
- Observe the school dress code, including standards on non-uniform days.
- Help care for school property and keep the school free from damage and defacement.
- Report concerns to an adult, especially if they witness what they know to be a violation of school conduct policy, violent or criminal act or become aware of a potentially violent or criminal act in school or at a school function.

Extracurricular Activities

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in

the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior, both on and off school grounds, and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both the student and the parent/guardian. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal makes the final determination. Students may not participate in after-school activities, such as, but not limited to, sports, shows or dances, if they have been absent from the normal school day.

Faculty Meetings

Faculty meetings are scheduled on the first Friday of each month, unless parents/guardians are otherwise notified. All children will be dismissed at 12 Noon on these days, except UPK 3 and UPK 4, which have a full day (unless otherwise indicated). The dates and times for these early dismissal days are provided on the school calendar.

Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has an absolute right to a field trip.

It is the policy of the schools within the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary for each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.
- A written official permission slip, signed by the parent/guardian, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.
- Students participating in field trips must leave and return to school with their class. For insurance purposes, no private transportation will be permitted.

Financial Policies

We make every effort to keep tuition and fees as affordable as possible. We also understand the financial sacrifice that parents/guardians make to send their children to Catholic school. The majority of the school's funding is derived from tuition and fees. The school must operate in a financially sound manner in order to provide a top-quality Catholic education for each and every one of our students.

The school's policy at the time of registration is that all tuition and fees will be paid on time. Failure to do so serves to rupture the contract that we make with parents/guardians and could result in the suspension of a child for delinquent tuition or fees.

1. TUITION SCHEDULE: Grades K–8

Tuition is an annual fee paid in 10 monthly installments, August through May. (Late enrollment will shorten the payment periods available, increasing the monthly payment.) TUITION IS DUE MONTHLY and must be paid directly to Blackbaud Tuition Management by the designated due date.

	Parishioner	Non-Parishioner
UPK 3	FREE	FREE
UPK 4	FREE	FREE
Kindergarten-Grade 8		
1 Child	\$4,650	\$5,350
2 Children	\$6,860	\$7,770
3 Children	\$8,848	\$10,238
4 or more Children	\$10,130	\$11,530

Parishioner: In order to qualify for the parishioner's tuition rate, parents/guardians and children must be Catholic, registered members of St. Raymond Parish for one full year, attend Mass on Saturday evening or on Sunday at St. Raymond Church, and contribute to the support of the parish. **Students receiving scholarships may be ineligible for the discounted rate.**

Non-Parishioner: Other families.

2. WITHDRAWALS AND REFUNDS

Considerable effort and expense is expended throughout the registration period and continues during the summer months as we plan and prepare for your child's inclusion in our school community. We understand that plans and circumstances sometimes change. Should you decide to withdraw your child, the following policy applies:

- If written notice of withdrawal is received by the school on or before August 15, the entire tuition obligation will be waived, and any payments made will be refunded upon written request to the school.
- If written notice of withdrawal is received by the school after August 15 and the student does not attend, 90% of the tuition will be forgiven. The family is obligated to pay the remaining balance of 10% of the annual tuition as billed. If payments were made in excess of 10% of the annual tuition, a refund for that amount will be refunded upon written request to the school.
- If you, the family, choose to withdraw your child(ren) from the school once they begin attending, the family tuition obligation will be calculated as follows:

Withdrawal Date	Annual Tuition Obligation
September	80% of tuition forgiven; family obligation 20%
October	70% of tuition forgiven; family obligation 30%
November	60% of tuition forgiven; family obligation 40%
December	50% of tuition forgiven; family obligation 50%
January	40% of tuition forgiven; family obligation 60%
February	30% of tuition forgiven; family obligation 70%
March	20% of tuition forgiven; family obligation 80%
April	10% of tuition forgiven; family obligation 90%
May	No adjustment; family obligation 100%
June	No adjustment; family obligation 100%

- Calculations will be based on the last month in which the child(ren) attended one or more

days of school. If payment has been made in excess of the family obligation, a refund will be granted upon written request to the school.

- Student records can only be provided to the child's new school upon satisfaction of the tuition obligation.

3. DELINQUENCIES

Failure to keep current with your tuition obligation jeopardizes your child(ren)'s placement in school. **If tuition and fees cannot be paid on time, families must communicate with the school administration in writing to prevent enforcement of delinquent tuition procedures.**

- Families whose tuition payment is late will receive a letter from Blackbaud Tuition Management immediately following the due date.
- Families whose tuition payment is delinquent 60 days will receive a second letter; this letter will come from the principal. If a parent/guardian does not contact the principal within two weeks of receiving this letter, the child(ren) may not be permitted to attend classes.
- Failure to address the delinquent tuition payment(s) as agreed with the principal may result in the child(ren)'s suspension.
- Records and report cards cannot be transmitted for students with delinquent tuition payments, and financial aid/scholarships provided will be at risk and may be rescinded.
- Families with delinquent tuition payments may be ineligible to re-register or apply for financial aid for the following school year.
- Students with delinquent tuition payments may not participate in school activities and graduation ceremonies.
- Three or more failed payments within a month will result in a change of payment terms.

4. FEES

- All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be held until fees are paid.
- Families may be charged for other fees in addition to tuition (i.e., after-school programs, meal programs, graduation, technology or other general fees). These fees are not refundable.
- Additional fees are required for moving up and graduation ceremonies, as well as for those students participating in the sacramental programs offered at St. Raymond's. In Grades 2 and 7, there is also an extra Religion book fee for all students in those grades.
- Fees are not refundable. This includes the Registration Fee paid through the Parents/Guardians Payment Portal on the school's website.
- Families are charged an annual \$40 Blackbaud Tuition Management administrative fee upon activation of their account.
- Accounts with late payments will be assessed a late fee of \$20 for each late payment.
- Checks and electronic payments that fail (i.e., do not clear the bank) will result in a \$30 fee per occurrence.
- Families with accounts requiring collection action will be responsible for paying all associated collection fees, attorney's fees and costs.

5. FUNDRAISING ACTIVITIES

Each family must participate in the annual Fall and Spring fundraisers by selling a minimum of \$100 in the Fall and \$60 in the Spring. Fundraisers are mandatory as the profit is reflected in our annual school budget.

Fire & Emergency Drills/Lockdown Drills

Fire and emergency drills/lockdown drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students. For other emergency drills (e.g., lockdown drills), students are expected to remain quiet and follow teacher directions. Fire drills and emergency drills/lockdown drills may take place on any day and at any time, regardless of weather conditions.

Guidance

A guidance program is a resource available to St. Raymond Elementary School students. Service may include counseling, psychological intervention and support for families experiencing change.

Guidelines for the Education of Non-Catholics

Parents/guardians must be made aware of the intentional Catholic witness in our schools. St. Raymond Elementary School, as a Catholic school within the Archdiocese of New York, has as its primary mission the formation of children in the Catholic faith.

All children will participate in the total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church, and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching Church.

Harassment/Bullying Policies

All persons have a right to be treated with dignity, and in a Catholic school environment, all demeaning behavior is unacceptable. Students, parents/guardians who become aware of acts of bullying or harassment involving any student must report these incidents to the principal.

The school provides a safe environment for all and participates in the ADAPP anti-bullying curriculum annually. Verbal, Internet, telephone or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension or expulsion. The principal investigates all complaints of harassment and bullying. Students determined to have been involved in harassing and/or bullying behavior are subject to detention, suspension or expulsion and, where appropriate, will be referred for counseling services and/or reported to the local authorities.

Harassment, intimidation or bullying includes, but is not limited to, written, verbal or physical acts, which physically harm a student or damages the student's property or has the effect of substantially interfering with a student's education or is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or has the effect of substantially disrupting the orderly operation of the school. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, pranks, gestures, exclusion or other forms of relational aggression, or physical attacks, actions or threats. Actions may take any form including written, oral, physical or electronic.

These behaviors, which are contrary to the teachings of the Catholic Church, are prohibited in all Catholic schools in the Archdiocese of New York and will not be tolerated regardless of time or place.

No student shall be subjected to bullying and harassment on the basis of actual or perceived traits or characteristics, i.e., age, color, creed, national origin, race, religion, gender, physical attributes, physical or mental ability, ancestry, political beliefs, socioeconomic status or familial status.

HIV/AIDS Curriculum

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on HIV and AIDS to all students in Grades K-12. Schools within the Archdiocese use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident, as determined by the student's physician and parent/guardian together with the school administrator and pastor:

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

Illness

If a child has an illness or chronic medical condition, it is the parent's/guardian's responsibility to notify the school and to provide necessary documentation and medication. The school reserves the right to call 911 in any case of medical emergency. In the event that a child exhibits symptoms related to infectious disease or communicable diseases, the parent/guardian is obligated to notify the school and to keep the child home until properly tested and cleared by a physician or appropriate licensed medical professional.

Immunizations

Students are required to have all inoculations as required by the Department of Health before admission to and for continued attendance at the school. Students will not be permitted to enter school unless all appropriate inoculations are documented on or before the first day. See NYC & NYS Immunization Information under the Parents/Guardians tab on the school's website (www.straymondelementary.org) for the most current information published by the NYC and NYS Departments of Health. It is the responsibility of the parent/guardian and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

Lateness

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the Main Office. Repeated lateness affects your child's ability to be on the honor roll, may lead to disciplinary action and could impede your child's re-registration for the coming year. Excessive absences and lateness may be considered educational neglect.

Liturgy/Religious Education

All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion.

Students in Grades 3 through 8 are required to take a Mid-Term Religion Examination and the Archdiocesan Final Religion Examination.

Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious functions, and religion classes for credit.

Parents/guardians of non-Catholic students must be willing to accept the standards, values, and regulations of the school. They must understand and agree to the religious education program of the school at the time of enrollment.

Lunchroom

St. Raymond Elementary School provides a hot lunch through the Board of Education. In order to participate in a free or reduced lunch program, parents/guardians must complete the online form. If the form is not completed, you will automatically be billed for the full lunch price. Criteria for eligibility are noted on the form. If your child is not eligible for a free or reduced lunch program, and you wish your child to participate in the hot lunch program, you must send lunch money to the school on a monthly basis, in an envelope marked with your child's name, class and the amount of money. The envelope must clearly state LUNCH MONEY. If you opt to have your child bring his/her own lunch every day, please fill out the appropriate form.

PLEASE NOTE:

- Each child is assigned a seat in the lunchroom and is expected to remain in it until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- In good weather, the children go directly from lunchroom to the yard.
- During inclement weather, students will report to the auditorium/classroom with the lunch supervisor.

1st Lunch 11:10 a.m. – 11:50 a.m.

2nd Lunch 11:35 a.m. – 12:15 p.m.

3rd Lunch 12:00 p.m. – 12:40 p.m.

Maternity/Paternity Policies

As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers and fathers. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parent/guardian, and in consideration of the best interests of the student, the unborn child and the school's educational expectations.

Student Abortion Policies

Rationale:

The Catholic Church teaches definitively and without question that life begins at conception. Pope John Paul declared that the Church's teaching on abortion is "unchanged and unchangeable... since it is the deliberate killing of an innocent human being."

Policies:

1. If a student decides to obtain an abortion, and if a school learns of it after the fact, she will be allowed to return to school only if she accepts counseling from a counseling program approved by the Office of the Superintendent of Schools.
2. If a student refuses counseling, she will not be allowed to continue as a student at the school.
3. The counseling requirements stated in Policies 1 and 2 also apply to the student who is considered the paternal father.

Guideline:

In the event a student decides to obtain an abortion despite being counseled by the school beforehand, the continued status of the student's enrollment in the school will be determined by the school administration. Factors such as the parent's/guardian's role in the decision to abort should be taken into consideration.

Medications

If a student needs any kind of medication during the school day, it is the parent's or guardian's responsibility to bring the medication to the school nurse (or school office in the absence of a nurse) to be kept there. A written statement from the parent/guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication, the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents/guardians should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent/guardian or physician to permit a student to carry and self-administer his or her own medication. Under certain circumstances, it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child, as well as:

- Severity of health care problem, particularly asthmatic or allergic conditions.
- Prescriber order directing the student be allowed to carry his/her medication.
- Written statement from a parent/guardian requesting compliance with prescriber order.
- Student has been instructed in the procedure for self-administration and can assume this responsibility.
- The parent/guardian contact is made to clarify the parent/guardian responsibility in monitoring the child on an ongoing basis to ensure the child is carrying and taking the medication as ordered.

Money

Bringing cash to school as a payment is discouraged – except for well-founded and specific situations in which payment cannot be made in any other way. If a student does bring money to school, the money should be kept on the student's person and not be left in the school bag, coat pocket, lunch box or desk. The school cannot be responsible for lost money.

Parents/Guardians as Partners

Just as the parents/guardians look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents/guardians to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity, unless these principles have been established, upheld, and valued in the home. If parents/guardians cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents/guardians are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent/guardian-teacher conferences, attendance at meetings and seminars designed to help parents/guardians assist their children at home, and active involvement in the school's parent/guardian/teacher organization.

Parents/guardians are asked to take an active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- Explaining and reviewing periodically the school behavior code with their child. Parents/guardians should discuss school disciplinary episodes in relation to the school behavior code.
- Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- Seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- Insisting on their child's regular school attendance and punctuality, and on complying with attendance rules and procedures.
- Making all tuition and fee payments on time, and participating in fundraising activities. If tuition payments are not made on time, parents are encourage to reach out to the school to establish a payment plan.
- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and through the use of technology and social media.
- Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- Arranging for a time and place for their child to complete homework assignments.
- Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- Attending all Parent/Guardian-Teacher Conferences.
- Always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse, improper use of technology and social media, or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parent/guardian and the school. Just as the parent/guardian has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student, if the administration determines that the partnership is irretrievably broken.

Philosophy and Goals

St. Raymond Elementary School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

Re-registration

At the time of re-registration, the parent/guardian will be notified if their child is being invited to return to the school in September or if the child is not being invited back. If the Re-Registration Fee is not paid by the due date as outlined by the school, we cannot guarantee a seat for your child for the upcoming school year.

Release of Students During School Day

The school has a sign-out book located in the main office. Occasions for the use of a sign-out book are:

- In the event of a student illness, the parent/guardian or an adult designated by the parent/guardian on the school's Emergency Contact list must come to the school and take the child. It is against the law to dismiss a child during school hours, except into the direct custody of a parent/guardian, or an adult designated by the parent/guardian. If the parent/guardian cannot be contacted, the administrative assistant will contact the name listed on the child's emergency contact slip. Emergency contact slips will be completed in September and must be updated as necessary.
- For liturgies and services when altar servers leave school; the students will sign out and in.
- When a student is released in the direct custody of a parent/guardian or designated adult who is at least 18 years of age, that adult must sign the book.
- For a prearranged appointment when the student is released, the parent/guardian or approved adult must sign the book. **[Please note: Only the principal may approve the release of a student for a prearranged appointment].**

School Calendar

You will receive a yearly calendar as well as monthly calendars. Please make sure you are diligent about going over the monthly calendar for updates and changes.

The Mid-Year and End-Year Examination schedule for Grades 6-8 will be sent to the parent/guardian when dates have been finalized.

School Publications

All student or parent/guardian publications are subject to review and approved by the school administration prior to publication. The principal must have on file all current login information for any digital publications, email or social media accounts that represent or use the school's name. Parent/guardian volunteers and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the principal and Superintendent's staff.

School's Right to Amend

St. Raymond Elementary School reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.

Security

To ensure the security of the building and the safety of each child, all exterior doors will be locked during the school day. St. Raymond Elementary School strongly enforces its policy of requiring all visitors, even parents/guardians, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal. At no time is a parent/guardian to walk a child to the classroom.

The school has a crisis management manual and it is reviewed regularly with the faculty and staff.

Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. Following are some safety tips that we hope you will share with your children:

1. Students should never go home with strangers.
2. Students should never talk to strangers.
3. Students should never take things from strangers.

4. If students are approached by strangers and are still near the school, they should return to the school and immediately inform a staff member.
5. Young students should be escorted to and from school.
6. Older children should be encouraged to walk/travel to and from school in groups.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents/guardians in the principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.ny.gov/nsor/> or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Smoking

New York State Law prohibits smoking in school buildings and on school property.

Smoking is prohibited at all times in the St. Raymond Elementary School building, in its parking lot and parish surrounding area. This prohibition applies to faculty, staff, parents/guardians, and all visitors to the school.

Smoking on the sidewalk in front of the school building is not allowed. **This policy includes cigarettes, cigars, pipes or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e-cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar system.**

Special Learning Needs

Students with learning differences are children of God and members of the Church. St. Raymond Elementary School makes every effort to meet individual students' needs by providing accommodation. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases, your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. If you suspect your child has a disability and you wish to have your child evaluated to determine if special education services are needed, you must contact the public-school district Committee on Special Education (CSE) in the school district where St. Raymond Elementary School is located. The public-school district CSE for St. Raymond is District 11. The CSE will arrange for and provide the recommended services for your child, including conducting special education individual evaluations, CSE meetings and developing an Individualized Education Services Plan (IESP). The IESP is the document for non-public school children with special education services. It is your right as a parent/guardian to ask the public-school district CSE to evaluate your child at no cost to you. You also have the option as the parent/guardian to have your child evaluated privately, at your own expense. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSEs), or privately.

Once the results of the evaluation are available, the parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/

guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP). It is the responsibility of the parent/guardian to ensure that the child's IESP is kept current.

If a student transfers in from a public school with an Individualized Education Program (IEP), the parent/guardian must contact the public-school district Committee on Special Education where St. Raymond Elementary School is located to have the IEP converted to an IESP. The IESP is the document for non-public schools.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian to review and discuss the 504 Plan, and will then notify the parent/guardian of any reasonable accommodations/modifications that can or cannot be made at the school. If reasonable accommodations can be made, a Student Assistance Plan (SAP) will be written by the Archdiocesan Director of Special Education, and a copy of the plan will be placed in the student's confidential file. The accommodations/modifications will be reviewed yearly. If the school cannot make reasonable accommodations, the school reserves the right to negate the enrollment of the student.

Summer School

Since most summer schools offer mathematics and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer.

Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the assistant principal will notify the parent/guardian directly.

The summer school report card must be submitted to the office in September.

Failure to attend summer school will result in retention. It is the parent's/guardian's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher who will provide documentation to the school of no less than 25 hours upon completion of the tutoring sessions.

Telecommunications Policy

SOCIAL MEDIA GUIDELINES

The principal of the school is responsible for maintaining all administrative logins for all social media outlets, blogs or any school-branded media outlets in existence, now or in the future, that contain the school's name. Principals must be mindful that their school's social media may be linked to the Superintendent of Schools Office and the Archdiocese of New York's media accounts.

All domain names and access must be owned, secured and maintained by the school principal. UNDER NO CIRCUMSTANCES are these administrative logins, permissions or oversight to be delegated to any parent/guardian, volunteer or external vendor separate and exclusive from the principal.

In addition to the login and administrative rights to the school website and all current or future social media outlets (Facebook, Twitter, Instagram, etc.), the principal is also responsible for reviewing and approving the content on such sites.

All social media content must follow the standards of behavior for student Internet use and must reflect the standards and mission of the school.

Dress Code, Uniform Requirements:

GRADES	GIRLS	BOYS
UPK 3 & UPK 4 (Optional)	Navy Elastic Waist Pull-on Pants or Navy Flat Front Pants Royal Blue Polo Shirt - Short Sleeve (Summer) Royal Blue Polo Shirt - Long Sleeve (Winter) Navy/Black Rubber Sole Shoes	Navy Elastic Waist Pull-on Pants Royal Blue Polo Shirt - Short Sleeve (Summer) Royal Blue Polo Shirt - Long Sleeve (Winter) Navy/Black Rubber Sole Shoes
K-5	Winter: Navy Plaid Drop Waist Jumper White Long-sleeve Blouse Peter Pan Collar Navy V-Neck Cardigan Sweater Navy Knee Socks/Tights Navy/Black Rubber Sole Tie Shoe (Hush Puppy-type Ankle Length)	Winter: White Dress Shirt St. Raymond Plaid Tie Navy V-Neck Pullover Sweater Gray Uniform Pants Navy Crew Socks Navy/Black Rubber Sole Dress Shoes (Hush Puppy-type Ankle Length)
6-8	Navy Plaid Kilt Skirt White Long-sleeve Flat Pointed Collar Blouse Navy V-Neck Pullover Sweater with White Trim Navy Knee Socks/Tights Navy/Black Rubber Sole Tie Shoe (Hush Puppy-type Ankle Length)	White Dress Shirt Navy, Gray and Gold Striped Tie Navy V-Neck Pullover Sweater with White Stripe Gray Uniform Pants Navy Crew Socks Navy/Black Rubber Sole Dress Shoes (Hush Puppy-type Ankle Length)
Optional Winter Uniform	<i>To be worn only when announced by principal</i> Gray Dress Pants White V-Neck Pullover Sweater White Button-down Shirt	
K-5	Summer: Khaki Skort Royal Blue Polo Shirt White Knee Socks Winter Shoes or Optional Brown Boat Shoe	Summer: Khaki Pants (Shorts Optional) Royal Blue Polo Shirt White Crew Socks Winter Shoes or Optional Brown Boat Shoe
6-8	Khaki Skort Maroon Polo Shirt White Knee Socks Winter Shoes or Optional Brown Boat Shoe	Khaki Pants Maroon Polo Shirt White Crew Socks Winter Shoes or Optional Brown Boat Shoe
Gym Uniforms Boys and Girls		
UPK 3 - Grade 5	Navy sweatsuit, includes T-shirt, sweatshirt and sweatpants; all with St. Raymond logo.	
6-8	Navy track suit with T-shirt; all with St. Raymond logo. Sneakers for gym days. Light-up sneakers and neon colors not permitted.	

Use of School Grounds

St. Raymond Elementary School does not have staff available to supervise students present on the school grounds before 7:45 a.m. and after 3:00 p.m. Students should not arrive on the school grounds prior to 7:45 a.m. and parents/guardians must arrange to pick up at dismissal times. IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 8:00 A.M. PARENTS/GUARDIANS MUST PROVIDE FOR THEIR CHILD'S PROTECTION AND SUPERVISION, UNLESS THEY ARE PARTICIPATING IN THE BREAKFAST PROGRAM! Students participating in the Breakfast Program MUST arrive at 7:20 a.m. and immediately enter the cafeteria. Students arriving AFTER 7:40 a.m. will not be permitted to enter the building and therefore are NOT supervised. NO STUDENT is permitted to be on school property before or after school without proper permission.

Withdrawals and Transfers

When a student transfers from one school to another, enters high school, or is withdrawn for any reason, the parents/guardians must notify the school of the student's new learning institution within 5 days, or the appropriate authorities will be contacted. The child's absence will be marked as unexcused until the school receives this notification or a request for records from the receiving school. The new school may request a copy the permanent record and health card from the former school. Permanent records will not be released directly to parents/guardians. Such a request for records should come directly from the receiving school. An Authorization to Release Records request form must be obtained from the school Administrative Assistant. All books must be returned. All bills must be paid before the records are transferred to another school.

Schools may disclose a student's cumulative record (i.e., permanent record, attendance record, test results) to another school with legitimate educational interest, if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. The parent's or guardian's signature is required for release of a student's confidential file (i.e., special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, St. Raymond has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties, such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of material condition of the educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct, etc.). The school reserves the right to request the parent/guardian to withdraw his/her child from the school due to serious disciplinary issues and/or unpaid financial obligations.

SUMMARY STATEMENT

Once students have met the necessary admission requirements and have been accepted in St. Raymond Elementary School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and the parent/guardian must always be mindful that attendance at St. Raymond Elementary School is by invitation. It is not a "right" because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, St. Raymond Elementary School reserves the right, and students and the parent/guardian concede to the school the right, to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By their signatures on the parent/guardian Signature Page and the student's attendance at the school, a student and his or her parent/guardian or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending St. Raymond Elementary School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student's freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school.

Another important right all students at St. Raymond Elementary School surrender involves searches and seizures. School administrators may search a student's person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parent/guardian give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents, for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parent/guardian, by their acceptance of enrollment at St. Raymond Elementary School, agree to and accept the school's rule and policy that students, parents/guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and the parent/guardian agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parent/guardian are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents/guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Code" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parent/guardian. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.