



**St. Raymond**  
TK-8 Catholic School

**Parent-Student Handbook**  
**2023-2024**

## INDEX

<b>Chapter I: About St. Raymond School</b>	<b>4</b>
St. Raymond School Vision, Mission, and Philosophy	
Schoolwide Learning Expectations	
Code of Conduct	
Code of Catholic Conduct Covering Students and Parents/Guardians	
General Information	
General Administrative Policies	
Auxiliary Organizations	
Parent Volunteer Program	
<b>Chapter II: Admissions, Tuition and Registration</b>	<b>13</b>
Admission Policy: Non-Discrimination Policy	
Admissions	
Tuition and Registration Fees	
<b>Chapter III: Academics</b>	<b>16</b>
Student Expectations	
Grading Criteria and Grade Scale	
Homework Policy	
Testing	
Grievance Procedure	
<b>Chapter IV: Academic Policies</b>	<b>21</b>
Academic Honesty	
<b>Chapter V: Attendance and Health</b>	<b>22</b>
Attendance Policy and Procedures	
Student Health	
<b>Chapter VI: Athletics and Academic Decathlon</b>	<b>26</b>
Sports/Academic Competition Objectives and Policy	
Eligibility Policy	
Athletic Participation Rules	
Fees and Uniforms	
Inappropriate Behavior	
Grievance Procedure	
<b>Chapter VII: Communication</b>	<b>28</b>
Emergency Procedures	
General Communications	
Visitors on Campus	
Back-To-School Night	
Wednesday Bulletin	
Parent Conferences	
Appointments	
Office Telephone	
Parental Absences	
Buckley Amendment	
<b>Chapter VIII: School Uniform Policy</b>	<b>31</b>
Boys and Girls Uniforms	
Non-Uniform Days	

<b>Chapter IX: Discipline</b>	<b>35</b>
General Rules	
Playground and Perimeter Area Rules	
Off-Campus Expectations	
Harassment Policy (and bullying)	
Disciplinary Consequences	
<b>Chapter X: Technology Concerns and Acceptable Use Policy</b>	<b>39</b>
Cell Phones and Texting	
Wearable Smart Devices	
Acceptable Use Policy	
<b>Appendix</b>	<b>45</b>
Behavioral Expectations	
Learning Skills	
Coach Gym Use Guidelines and Key Card Policy	
Children with Disabilities Release Form	
General Terms of Parental Consent	
Medical Release and Consent to Treatment of Child	
Permission and Release Form (Photograph/Video/Film Project/Website/Internet Project)	
School Counseling Release Form	
<b>2023-2024 Parent Student Handbook Acknowledgment Form</b>	<b>58</b>

## Chapter I: About St. Raymond School

### VISION

St. Raymond School will be recognized as the leader in service-oriented innovative 21st Century Catholic education.

### MISSION STATEMENT

St. Raymond School is a family united by our Catholic tradition. Faculty and staff partner with parents, the parish, and the community to support our students in becoming stewards of faith and curious learners who effect positive impact on their immediate and global communities.

### PHILOSOPHY

St. Raymond School offers both a traditional and transformative learning experience that is grounded in our Catholic faith. Our students show their faith in God by how they act and who they choose to be in the world. We believe learning is collaborative rather than a competitive exercise. Faculty and parents partner to prepare inspired learners committed to seeing the dignity of every person through their own process of spiritual and personal growth. We challenge our students to acknowledge their strengths and weaknesses constructively through intentional spiritual, academic, service, athletic, and social experiences empowering them to become critical thinkers and collaborative communicators. Our students believe it is essential to always ask, ponder, and investigate the unknown in order to propose, devise, and enact solutions establishing a more just society united in our Catholic values

### SCHOOLWIDE LEARNING EXPECTATIONS – STARS

#### ***Socially Responsible Christians***

- Have a relationship with Jesus through prayer, scripture, and service
- Follow Jesus through thoughts, words, and actions
- Respect the dignity of all people

#### ***Transformative Thinkers***

- Utilize empathy to approach problem solving
- Know the learning process is as important as the end product

#### ***Always Growing***

- Committed to personal growth
- Recognize failure as an opportunity to learn from the experience
- Take responsibility for their words and actions

#### ***Respectful Communicators***

- Listen respectfully to ideas, feelings, and opinions of others
- Express feelings and ideas clearly and in a positive manner

#### ***Seekers of Wisdom***

- Ask questions
- Are prepared, organized, and excited to learn
- Work both independently and cooperatively

## CODE OF CONDUCT

Students of St. Raymond School are always expected to uphold the Catholic values outlined in our mission statement. St. Raymond students act as school representatives at all times– twenty-four hours a day, seven days a week, and 365 days a year. As such, they are expected to conduct themselves in accordance with school policy at all times while on campus or representing the school community. Students are expected to refrain from any and all activities that can be defined as immoral, unhealthy, and/or highly inappropriate. Students will be held responsible for any and all of their actions that contradict either the values outlined in our mission statement or the policies and procedures outlined in our parent-student handbook. Students will be held accountable for their actions and/or written and verbal words through consequences deemed appropriate by the school's administration. These consequences can include but are not limited to detention, suspension, removal from school extracurricular activities, and expulsion. The goal of St Raymond School's Code of Conduct is to encourage students to develop themselves as young men and women of character and integrity who live their lives displaying the Catholic values outlined in the school's mission.

St. Raymond School faculty and administration will decide to interpret the Code of Conduct.

## CODE OF CATHOLIC CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, consistent with the school's Catholic principles as determined by the school at its discretion. These principles include but are not limited to any policies, principles, or procedures outlined in any parent-student handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school at its discretion. These principles include but are not limited to, any policies, principles, or procedures outlined in any student/parent handbook of the school.

These Catholic principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations.
2. Students and parents/guardians may **respectfully express** concerns about the school's operation and personnel. However, they may not do so in a discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive manner.
3. These expectations for students and parents/guardians include but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Catholic principles of the school. Failure to follow these principles will

normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardians privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, at its discretion, when conduct is of such severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

## GENERAL INFORMATION

### **Daily Schedule**

The first morning bell rings at 7:55AM and all students must be in the classroom by 8:00AM. Morning prayer begins promptly at 8:00AM. Children, faculty and parents have the opportunity to start the day by praying together daily. There is no supervision on the play yard before 7:50AM. Parents are expected to supervise children before 7:50AM. There is no playing (including running) on the field, play structure, courtyard, or blacktop before school.

Regular Days	Early Dismissal Days	Minimum Days
Grades TK-8	Grades TK-8	Grade TK-8
8:00AM – 2:55PM	8:00AM – 1:55PM	8:00AM – Noon

At certain times during the school year, the Department of Catholic Schools authorizes minimum school days. Minimum days are given during the week of Parent-Teacher Conferences, on the day before major holidays, during the first week of school as well as on the last days of the school year. On certain days during the school year, the Department of Catholic Schools also grants minimum days to provide for teacher-in-service. Parents are reminded of minimum days through the weekly bulletin, the monthly calendar and the official school calendar.

### **Extended Care and Dismissal**

Pursuant to California Education Code 44807, St. Raymond School has an obligation to provide appropriate supervision for students after school hours. In order to ensure that reasonable precaution is taken for the after-school supervision of students, students who are not picked up by the **end of the carline** will be checked into the school's Extended Care program. This policy applies to all students in transitional kindergarten through eighth grade.

Students remaining on campus for any period of time immediately following dismissal will be required to attend Extended Care. Students wishing to depart campus independent of a parent/authorized person must have a written note on file in the school office granting parental permission for dismissal.

Students attending Extended Care are expected to comply with all St. Raymond School policies. This includes all policies found in the Parent-Student Handbook, with special attention to *Student Discipline, Behavior Expectations, Academic Integrity* and *Acceptable Use of Technology*. It is at the discretion of the Extended Care teachers as to whether personal technology may be used or not.

*Please Note:* Families will be billed at the published hourly rate when students are checked into Extended Care. **Monthly Extended Care invoices are due upon receipt.** A \$10 late fee will be applied to an unpaid balance on the 15th of the month. Unpaid invoices may result in a family's loss of the opportunity to utilize the Extended Care Program. **The fee for Extended Care is \$8.50 per hour.** (rev08062023)

## GENERAL ADMINISTRATIVE POLICIES

### **Right to Amend**

St. Raymond School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday Bulletin or through email communication.

### **Visitors/Volunteers on Campus**

Archdiocesan policy states that all visitors/volunteers to the school, including parents, must check in at the school office upon arrival and departure. All visitors must wear a visitor badge. Teachers are asked to send all parents arriving to their classrooms without a visitor badge to the office.

### **Lunch Program**

**Choicelunch** is the system parents use to purchase hot or cold lunch for their students and is an online ordering system. It offers 16 main course choices which can be selected online or through the Choicelunch app. Lunch orders can be made a month or more in advance, but must be placed prior to 9:00AM the day before your child needs lunch. The price of lunch includes the entrée(ordered and selected online) as well as a snack, fruit or vegetable, and a drink, all of which are selected by the student after receiving their entrée.

St. Raymond families wishing for their children to access Choicelunch can set up their online account through the Choicelunch website. Choicelunch also offers a convenient app that can be downloaded onto your smartphone. Registering for your accounts can be completed at [www.choicelunch.com](http://www.choicelunch.com)

### **Lunch Brought from Home**

Please note that the school does not allow students to have **soft drinks** in their lunch or to **bring glass containers** to school. We kindly ask parents to refrain from bringing/dropping off take-out food for his/her student. **FAST FOOD OR ANY FOOD DELIVERY SERVICE, e.g. DOOR DASH, IS NOT ALLOWED FOR STUDENTS.**

### **Student Food Allergies:**

Parents must record student food allergies in SchoolSpeak. Alerting the teacher of the food allergy is helpful. The school will not provide a replacement snack or treat in lieu of the provided food. Parents should bring a replacement snack for their child. Parents can leave extra treats with the teacher for future events.

### **Bicycles**

There are bike racks located outside the office so that students may lock their bikes for the day. Use of bikes during the day on school property is not permitted. Bikes must be walked when entering or leaving school property to ensure the safety of all and are not allowed on the basketball courts. Anyone riding a bike **MUST** wear a helmet.

**Bringing Personal Items to School**

Teachers will notify parents if special materials are required for class. Students are not to have out at any time during the 7:30AM-3:30PM school day articles such as: iPads, iWatches (or other “smart” devices) laptops, cell phones, electronic readers, skateboards, scooters, roller blades, frisbees, toys, etc. Items of this nature out during the 7:30AM-3:30PM school day **will be confiscated**. The use of non-St. Raymond School issued technology on campus is not permitted during the 7:30AM-3:30PM school day. **Non-St. Raymond School issued technology is to remain TURNED OFF and in the student’s backpack or locker until the end of the school day.** Please see the Acceptable Use Policy for more information and policy. Additional disciplinary action may be taken for offenses breaking this rule.

**Locks and Lockers**

Sixth, seventh and eighth graders are issued lockers for their books and backpacks. Students are to keep lockers organized and free of litter. The school reserves the right to open lockers if deemed necessary. If students want to hang/place something in their lockers, they must use magnets or blue (painters) tape.

**Textbooks**

Students are responsible for all textbooks issued to them. All books are to be protected with book covers and carried to and from school in a book bag or backpack. Students will be required to pay for any book that has been damaged or lost.

**Library Books**

The normal checkout period is one-two weeks, and books may be renewed for additional weeks. Students are required to take good care of library books. Students who have not returned their books by the due date forfeit their privilege for another book. Students must pay for all lost or damaged books.

**Lost and Found**

Unclaimed articles are placed in the lost and found basket located in the gym foyer. Parents should look for lost items regularly. It is extremely important that all items be labeled clearly with the child’s first and last name to minimize the loss of items. Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity or become part of the Mothers’ Club Used Uniform sale. Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

**School Pictures**

School pictures are taken in the fall of each year for grades TK through eight. Parents have the option to purchase the pictures, but are under no obligation to do so. A price list is included with the packet.

**Altar Servers**

The training of altar servers begins in the fourth grade and all students are encouraged to participate in this program.

**Sacramental Program**

The sacramental program of the children of the Catholic tradition is an important component of the religion program at St. Raymond School. Preparations for three sacraments: Reconciliation and Eucharist, form the core of instruction in Grade 2 and



Confirmation in Grade 8. In accordance with Archdiocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

### **Field Trip Procedures**

Trips into the community and off campus educational activities are encouraged as a means to achieve specific educational objectives. These trips are planned to take into consideration the grade-level curriculum and accommodate the age level and interests of the students. A field trip does not constitute a school holiday; therefore, anyone not going on the field trip must report to school. Permission slips and information concerning the nature and cost of the trip are sent home to parents well in advance of the trip. No student is kept from going on a field trip because of inability to pay. It is required by law that each child has a returned and signed permission slip in order to participate in the field trip. An adequate number of parent volunteers will accompany the students and their teachers on the trip.

#### **Individuals driving must:**

- be 25 years or older
- submit a copy of insurance information to the school office
- complete the **VIRTUS** online training at **[www.virtusonline.org](http://www.virtusonline.org)**; submit certificate to the school office
- receive fingerprint clearance. Request from the school office the Request for Livescan Service. Individuals may go to ANY facility that uses the “livescan”.

Drivers must adhere to the scheduled itinerary, **making NO stops with only their group**. NO siblings are allowed on school-sponsored field trips. Due to recent legislation, children under age eight or 4’9” must ride in approved safety seats.

For positive representation of our school and to keep our children easily identifiable in a crowd, uniforms (including sweaters) are to be worn on field trips unless otherwise noted by their teacher(s). Teachers are not to drive on field trips. Field trip parents should schedule two back-up drivers in case of cancellations. Please, if you ride with other parents on a field trip, park your car near the church or parish center. DO NOT leave your car in the schoolyard.

School field trips are a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements. From time-to-time, other trips are arranged either by the classroom teacher or parent volunteers. The above rules apply to any and all class trips.

### **Celebrating Birthdays at School**

Parents should notify the classroom teacher a week before the child’s birthday. Treats should be brought to the classroom before the beginning of the school day or to the school office if after school has started. Treats need to be small, simple, and snack-like items such as cookies, donuts, rice-crispy treats, cupcakes, etc. Parents are strongly encouraged to bring healthy treats and must bring enough for the entire class. Parents **must** check with the classroom teacher in advance for any food allergies.

### **Parties Off Campus**

Even though a party takes place off campus, St. Raymond School does not approve of students attending exclusive parties. The effects of the party almost always surface at school— positive or negative. Ultimately, the school encourages parents to hold parties that will contribute to the happiness and well-being of the entire class, and the school actively supports parents in making decisions that hopefully will bring about such results.

- Parents must seriously consider how many students will be invited to a party. Small guest lists may be appropriate, but leaving out only a few children from the class causes problems. The school policy is that families should invite less than half of the boys/girls or invite them all. Additionally, no invitations are to be brought or distributed at school unless all students (girl party-all girls, boy party-all boys) are included. Activities should be age appropriate and children must be properly supervised at all times.
- St. Raymond School does not approve of students in the 6th, 7th and 8th grade attending high school dances.

### **Student Council**

The Student Council is designed to facilitate communication between the students, teachers and administration while fostering leadership development. Through class representatives, each student has an opportunity to participate in their education. The Council serves as a tool through which students, teachers and administrators express concerns over the issues, which affect the school.

To be eligible to serve as an officer on Student Council, a student must have at least a “B-” grade point average and a “1” or “2” in behavioral expectations and learning skills (conduct and effort) in all subject areas. Students must also be registered for the following school year. Students who meet the requirement and are serious about committing time and energy to their duties are encouraged to run. Parents should realize that elected officers are expected to be available for some responsibilities that arise from time-to-time outside normal school hours.

## **AUXILIARY ORGANIZATIONS**

### **Advisory Board**

The Advisory Board of Education is an advisory body to the pastor and the principal. The areas of responsibility are:

- Planning: review the written strategic plan with annual updates;
- Finances: suggest means to finance ongoing educational programs and future needs;
- Development: formulate a development plan, including grant writing;
- Marketing and Communication: develop plans to market the school to the community;
- Facilities and Operations: develop plans to analyze the needs in facilities and operations.

### **St. Raymond Fathers’ Club**

The mission of the Fathers’ Club is to promote excellence in the athletic programs at St. Raymond School and to encourage fellowship among the members of the parent community. The Fathers’ Club supports the participation of students in athletic activities, and seeks to provide the highest quality facilities for the athletic activities of St. Raymond School.

### **St. Raymond School Mothers’ Club**

The Mothers' Club functions as a source of spiritual enrichment and friendship and to provide volunteer service to support St. Raymond School. A primary objective of the Mothers' Club is to raise funds for school programs and needs not covered by tuition. Specifically, St. Raymond Mothers' Club concentrates on three areas: community, fundraising, and school service.

## PARENT VOLUNTEER PROGRAM

The success of St. Raymond School in educating children requires the involvement of parents in developing a school community. A strong financial base for school operations is attained through contributions of money and materials from parents' clubs and tuition. This financial support is only one of the resources necessary to maintain a strong school.

The other necessary resource is the contribution of parents' time. Each family is required to volunteer twenty (20) hours to the school each year. The volunteer commitment can be fulfilled by working on various committees throughout the year, helping in the classroom and at school events and fundraisers, with yard duty and hot lunch, sports, baking, and uniform exchange, etc. In addition, families are also asked to participate in the SCRIP program. For families that select the "participatory" tuition rate, the yearly SCRIP commitment is \$5,000.

### **VIRTUS ONLINE Program and LiveScan Fingerprinting**

**ALL PARENTS** and **ADULTS** working with children or intending to come on campus for events must complete the **VIRTUS Online Training Program** and a **Livescan** background check.

The VIRTUS online program was mandated in October of 2006 by Archbishop George Niederauer for all employees and volunteers working with children and youth in the Archdiocese. The curriculum raises awareness regarding recognizing, reporting and preventing child abuse. The Policies and Procedures and the Standards of Conduct regarding sexual misconduct in the Archdiocese of San Francisco are also part of the training.

Additionally, all adults who plan to have "on-going, unsupervised contact with minors" must also be fingerprinted. This includes anyone driving/chaperoning on a field trip. St. Raymond utilizes the LiveScan fingerprinting system. This process involves taking electronic images of an individual's fingerprints and submitting them to both the California Department of Justice and to the Federal Bureau of Investigation to obtain records of criminal activity (financial data is not requested nor provided to us). Volunteers can request from the school office the *Request for Livescan Service Form*. This form is to be completed prior to a fingerprint appointment. Individuals may go to ANY facility that uses the "livescan" technology.

### **Parent Volunteer Conduct Expectations**

Yard and student supervision of all students is the utmost priority during duty. It is for this reason that we require Parent volunteers to keep phones in pockets, purses, or their vehicle during their shift. Volunteers should never text another parent sharing information about his/her or another's child. If there is a message that should be conveyed to another parent, please inform a faculty or staff member. The office will communicate any immediate needs to the parents directly.

Please remember these important points when volunteering on campus.

- **Dependability:** The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.
- **Confidentiality:** You must respect the confidentiality of your relationship with the school. A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration.
- **Safety:** If a child shares anything that involves concerns about personal safety, please see a teacher or administrator at once.
- **Discipline:** If needed, get assistance from the nearest faculty or staff member. If you cannot leave the situation, ask a nearby child to bring a faculty or staff member to you.
- **Injury:** If a child falls and is lying on the ground, do not move him/her. Get help from a faculty or staff member immediately. Always report any incident in which a student has made contact with his or her head and another surface.
- **Volunteer Dress:** St. Raymond School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. Raymond School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops, and no excessively tight workout apparel.

## Chapter II: Admissions, Tuition and Registration Fees

### ADMISSION POLICY

#### **Non-Discrimination Policy**

St. Raymond School welcomes students of any religion, race, color and national or ethnic origin. Any interested family, subject to space availability, can submit an application to the school. This School gives preference in admission to siblings, to Catholic students who are members of St. Raymond Parish, to other Catholic students and finally to non-Catholics. All families applying for admission must be willing to accept the stated mission, philosophy and policies of St. Raymond School. All new families are required to attend the New Parent Orientation meeting at the beginning of the school year. Pre-enrollment screening will be scheduled to assure that each child will profit from and contribute to the school experience. St. Raymond School will review grades and test results to make a decision on the child's acceptance.

### ADMISSIONS

#### **Age of Admission –Transitional Kindergarten**

A student entering transitional kindergarten should be four years old by **September 1** of the school year they enter Transitional Kindergarten. A birth certificate and/or a Baptismal certificate should verify the date of birth.

#### **Age of Admission – Kindergarten**

A student entering kindergarten must be five years old by **September 1** of the year they enter school. A birth certificate and/or a Baptismal certificate should verify the date of birth.

#### **Age of Admission – First Grade**

A student entering kindergarten must be six years old by **September 1** of the year they enter school. The decision to admit any student as an exception to the general age requirement is left to the discretion of the school principal. Acceptance must be based on specific criteria of readiness and performance and the decision should be made only after consultation with the parents and kindergarten teachers.

#### **Conditions of Admission**

A student is admitted to the school with the understanding that he/she will be retained in the school until he/she finishes the course, subject to school policies and procedures, unless the student withdraws voluntarily or gives cause for dismissal.

In keeping with our mission, St. Raymond cannot admit any students it cannot properly serve. Students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing if there is uncertainty regarding the student's ability to complete the school's program. In order to best serve the dignity of all students, care is taken to only admit students with academic or other needs that can be met fully by the school. Transfer students are generally not accepted in grade 8.

## **TUITION AND REGISTRATION FEES**

### **Tuition**

- Full Tuition Payments: Families selecting to pay full tuition in one payment must pay by August 1. Checks received after the 1st of the month are subject to a \$35.00 finance charge.
- Tuition Payment Options: Families selecting the multiple payment option do so through TADS. Please contact the school office for more information.

### **Financial Charges**

- A \$35.00 handling fee is charged if the bank returns a check unpaid for any reason. A returned check cancels the payment for which it is made.
- Any party who has more than one check returned by the bank will be required to make the payment by cash or money order.

### **Delinquent Accounts**

- If tuition is delinquent for two consecutive months and no arrangements have been made with the principal, parents may be called to pick up their child(ren) from school until payment is made. Accounts remaining unpaid at the end of the school year without specific arrangements made in writing with the principal may be turned over to a collection agency.
- If a student transfers to another school and there are fees and/or tuition owed, a collection agency will be notified. In the event tuition goes delinquent and must be referred to a collection agency, the family must pay all costs for the collection. All tuition and fees for eighth graders must be paid in full before graduation.

### **Tuition Assistance**

Tuition Assistance is available for families who are committed to attending St. Raymond School but who require assistance to meet the tuition obligation. In these circumstances, qualifying families who demonstrate financial need will receive tuition assistance allocated from either or both the BASIC Fund and St. Raymond School (myTADS). Families whose children are admitted to the school will not be denied assistance on the basis of race, sex or national origin.

St. Raymond School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

### **Registration Fee**

This annual fee is charged to cover the cost of books, supplies, insurance, annual testing, etc. It is due and payable when you re-register your child or at the time of acceptance as a new student. All tuition and fees for the current year must be paid before re-registration is accepted or the new student is enrolled. This fee is non-refundable.

### **Application and Testing Fee**

There is an application/testing fee for each child. This fee covers the expense of testing new students and processing the application.

### **Transfer of Students**

St. Raymond School understands unexpected events occur that may necessitate a mid-year need for transfer. Notice of withdrawal must be made by the parent in writing to the Principal in advance of

the withdrawal date. An appointment for an exit interview will be scheduled upon notification. Advance notice enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled.

Families moving with the intention of returning should discuss their intentions as early as possible with the Principal. It is the policy of the school that spaces for students are not reserved. When a qualified applicant expresses intention in returning, the school agrees to notify said family if the space in question is in jeopardy. The family will be given the opportunity but are under no obligation to pay the prorated remainder of tuition to secure the spot.

#### **St. Raymond School Mary Clark Endowment Fund**

In 1985, the St. Raymond School Endowment Fund was established by the Advisory Board of Education. The fund was renamed St. Raymond School Mary Clark Endowment Fund in June, 1992 to honor Mary Clark who served as school secretary for more than twenty-five years and retired on that date. In general, its purpose is to provide financial support for the continuance of the educational process of the school. It is the intent of the endowment committee to establish a large enough principle to provide enough surplus income to be used for the school's operating costs. Only the interest from the principle will be used. All donations made to St. Raymond School Mary Clark Endowment Fund are tax deductible. Anyone wishing to contribute to this fund may do so by contacting the school office.

#### **Sr. Ann Bernard Scholarship**

A scholarship for qualifying students, this tuition assistance scholarship was created in dedication to Sister Ann Bernard for her sixteen years of service to St. Raymond School. Created in alignment with our mission as a Catholic school, this scholarship was established in the spring of 2011. All donations made to the St. Raymond School Sr. Ann Bernard Scholarship fund are tax deductible. Anyone wishing to contribute to this fund may do so by contacting the school office.

## Chapter III: Academics

### ACADEMICS

#### **Student Expectations**

In order to understand assessment of student work, students and parents should know what is expected by teachers. It is expected that students:

- attend classes and be at school every day
- complete homework assignments thoroughly and to the best of their ability
- be fully attentive in class
- in discussion and response groups
- organize their materials and bring them to class
- take notes neatly and thoroughly
- put forth their best effort

#### **Report Cards**

Report cards are issued three times a year (trimester). Progress reports may be sent home prior to each report card to those students who are achieving a grade of C- or below or demonstrate behavioral or social emotional concerns. This allows the student time to improve.

#### **Academic Memos: Grades 4-8**

Any student earning below a 73%, C-, score on an assignment or assessment will receive an electronic academic memo notifying the parent of the score. The purpose of these memos is to support student improvement as early as possible.

#### **Grading Criteria**

The Archdiocese of San Francisco mandates the grading policy used at St. Raymond School.

#### **Grade Scale K – 2: Standards Based**

- E exceeds standard
- M meets standard
- W working toward standard
- N not at grade level standard
- / standard not addressed this grading period

#### **Grade Scale 3 – 8:**

A 93 - 100%	B+ 87 - 89%	C+ 81 - 83%	D+ 67 - 69%
A- 90 - 92%	B 83 - 86%	C 74 - 80%	D 63 - 66%
	B- 80 - 82%	C- 70 - 73%	D- 60 - 62%
			I Below 60%
			I Insufficient Evidence

#### **Grade Scale: P/NP (participates/does not participate)**

- Co-curricular subjects: art, technology, music, Spanish and PE
- *Co-curricular subjects may be graded using standard marking code or P/NP at the school's discretion.*

#### **Behavioral Expectations and Learning Skills**

1 - 4 grade criteria (see Appendix)

#### **Academic Honors**



Students in grades 6-8 may qualify for Honor Roll under the following conditions:

1. The student qualifies for the Honor Roll based on his/her core term GPA;
2. The student does not have a D or F grade in any subject area;
3. The student does not have a "3" or below in behavioral expectations or learning skills in **any** subject area.

**High Honors** – 4.0-3.5 GPA

**Honors** – 3.49-3.0 GPA

A student who meets any of the following conditions, regardless of core term GPA may be disqualified for Honor Roll:

1. The student has a D or F grade in any subject area;
2. The student has a "3" or below in behavioral expectations or learning skills in **any** subject area;
3. The student has been on academic probation more than two (2) times in two (2) consecutive quarters;
4. The student has been on academic probation for two (2) times consecutively.

### **Grade Promotion Guidelines**

The faculty and staff of St. Raymond are responsive to the academic, emotional and physical needs of the student body. To accomplish this goal, the student must conform to the following policy for promotion to the next grade level. The student will

- perform at grade level
- comply with the rules and regulations of the school in a positive manner
- respond with respect and courtesy to teachers and other school personnel
- consistently turn in daily assignments and homework
- accept and cooperate with counseling referrals, and remedial education options, etc.

If the student does not conform to the above-stated policy, the parent will be informed that the child may not return to St. Raymond School the following year.

### **Homework Policy**

Homework has an essential place in the educational program. Homework is assigned to reinforce concepts and skills presented in class. The student's homework should be reflective of his/her own care, effort, time and thought.

All students are expected to complete assignments on time, with the exception of excused absences, e.g. sickness, doctor or dental appointments. Assigned work must be completed by the student upon his/her return. If a student is unable to complete a homework assignment because of an emergency situation, the parent is asked to write a note stating the exact reason the assignment is incomplete/missing. Other absences, such as shadowing for high school, do not exempt a student from meeting the original assignment due date.

The amount of time which different students in the same grade spend doing homework will vary. Since each student has different capabilities and interests, it is difficult to denote the specific amount of time to be spent on homework assignments. However, the following table provides a guideline for the amount of time the typical elementary student should spend on homework each day. If your child spends significantly more time than is manageable on homework, a parent should contact the teacher about the challenges he/she is experiencing

<b>GRADE</b>	<b>AVERAGE NIGHTLY HOMEWORK</b>
Kindergarten	15 minutes (weekly)
Grades 1 & 2	20-30 minutes
Grades 3 & 4	30-45 minutes
Grade 5	45-60 minutes
Grades 6, 7 & 8	60-120 minutes

Parents are strongly encouraged to check ***SchoolSpeak*** (online parent/student portal) regularly to monitor student progress and status of assignments.

### **Weekend Homework Policy**

The Weekend Homework Policy does not extend to long-term projects. There may be occasions throughout the school year in which students will need to spend some time working on a project over the weekend. We encourage parents to work with their children to support time management.

**Grades K-5:** Homework is not assigned on Friday, due Monday or during vacations with the exception of make-up work and/or long-term assignments. Long-range assignments and projects demand a realistic time schedule. Work should be done on some aspect of the project each day to ensure completion of the project on time.

**Grades 6-8:** Middle school students may be assigned homework each class period, **Monday through Friday**. Long-range assignments and projects demand a realistic time schedule. Work should be done on some aspect of the project each day to ensure completion of the project on time.

We urge parents to set priorities and limit the number of after school activities the student is involved in, so that homework assignments are not neglected or the last thing completed that day. Children arriving to school knowing that work is incomplete are apt to have an unsettling start to their day.

### **Make-Up-Work**

Assignments are to be submitted on time. If you find it necessary to take your child out of school for reasons other than health, we ask you to notify the school beforehand. The student is responsible to check Google Classroom for all work assigned and meet with the teacher during his/her office hours. Assignments will not be given to a student prior to his/her absence. Depending on the number of assignments students miss, and the length of the absence, some teachers may be able to provide some work, however this is not an expectation and is at the discretion of the teacher. Students will be given a reasonable period of time to turn in work.

Students (grades 6-8) are responsible to schedule a meeting with their teacher or attend first office hours concerning assignments and tests missed during an absence. In all circumstances related to student absences from class, the primary responsibility falls upon the student to communicate with the teacher and to complete work in a timely manner when he/she returns. **All students who arrive late to school are expected to take any tests scheduled for that day.**

***Please note— upon returning from an excused absence, the student is responsible to complete all assignments and meet with the teacher. Late work will be accepted only***

***with an excused absence (e.g. illness, physician note) Sports travel is not an excused absence.***

### **Late Work**

Submitting homework and other assignments punctually is an academic responsibility of all students. Skill development depends on a structured sequence of instruction, and teachers must be able to evaluate student performance in a timely manner to guide student learning and adjust instruction. Consequently, all assignments are required to be completed by the assigned due date. ***Work that is not turned in on time is late.*** With the teacher's permission, a student may receive extra time to complete the work and turn in the following day. ***Teachers are not expected to provide the same quality, quantity, or timelines of feedback on work that is submitted after its original due date.***

#### **Grades 3-5:**

In grades 3-5, teachers may accept late work with a reduction in points and a lower grade as determined by the assignment.

#### **Grades 6-8:**

In grades 6-8, work that is late will receive a 50%. Work that is NOT turned in or missing will be marked ***missing or incomplete which is 0%.*** Please note: because teachers are giving assignments that are important to the learning process, it is vital that students complete the assignment and gain the learning experience. ***If there are extenuating circumstances, a parent (not the student) needs to email the teacher. The teacher will review the circumstances and consider an extension.***

#### **Late Work due to illness**

Students who are absent due to illness have one (1) day per day absent to complete makeup work without penalty. Weekends and holidays are included in this day count. Long-term assignments will be expected on the scheduled due date unless pre-arranged with the teacher.

***Please note— all work assigned before the absence and/or due the day of the absence is due the first day the student returns to school.***

#### **Late Work due to reasons other than illness**

Students who are absent for reasons other than illness are required to turn in assignments on the assigned due date or make special arrangements with the teacher prior to the absence. If a student is unable to complete a homework assignment because of an emergency situation, the parent is asked to write a note stating the exact reason the assignment is incomplete/missing. **Other absences, e.g. sports activities, shadowing for high school, doctor and dentist appointments, do not exempt a student from meeting the original assignment due date.**

#### **Testing**

Students in grades 3-8 may be given **two** tests per day. In grades 6-8, tests may be scheduled on any day of the week, **Monday-Friday**. Parents/students are encouraged to check SchoolSpeak Homework and Test/Project Calendar and Google Classroom to regularly monitor status of daily assigned work and tests, projects and long-range assignments.

#### **Renaissance STAR Testing**

Renaissance STAR Testing consists of four testing periods; the STAR Baseline Screening is administered in September; the STAR Interim Assessments are administered in November and February; and the STAR Summative Assessment is administered in May. This testing format provides the achievement and growth data necessary for appropriate screening, progress

monitoring, and instructional guidance in the least amount of testing time. Additional testing dates may be scheduled throughout the school year as deemed necessary.

**California Junior Scholarship Federation (CJSF)**

St. Raymond School is a charter member of the California Junior Scholarship Federation. Students may qualify for membership in CJSF when they have earned the required grade point.

**Grievance Procedure**

If there is a problem with respect to the St. Raymond School academic program, the following procedure is to be followed:

- encourage your child to speak directly to his or her teacher (if age appropriate)
- contact the student's teacher; conference with the teacher
- contact the school principal should the problem continue

## Chapter IV: Academic Policies

### PLAGIARISM/CHEATING (ACADEMIC DISHONESTY)

#### Academic Honesty

The issue of academic honesty is important. Honesty is paramount in all we do as a community. St. Raymond functions best when all members of the school community treat each other with fairness, trust and respect.

A teacher who witnesses cheating, or views a situation in which there is the appearance of cheating, will first address the issue with the student(s) in question. This situation will then be brought to the attention of the principal. **Disciplinary action** for a first offense may include suspension. **Disciplinary action** for a second offense (or beyond) may include expulsion. **Under all circumstances, the assignment(s) in question will receive credit not to exceed 0 points.** *(The administration reserves the right to change or modify this policy statement.)*

#### *The following are examples of academic dishonesty:*

- Using materials without proper documentation, both printed and electronic (i.e. plagiarism)
- Using any materials during quizzes/exams which have not been approved by the course instructor (i.e. unauthorized note cards, study guides)
- Talking to another student during a quiz/exam
- Moving around the classroom without explicit teacher permission during a quiz/exam
- Looking at another student's work during a quiz/exam
- **Allowing a student to copy any portion of an assignment; copying an assignment and submitting work of another as one's own; unintentionally or otherwise, the student who passed on the assignment enabled cheating**

Particularly with St. Raymond School's emphasis on technology, students should be sure to thoroughly understand plagiarism. Please direct questions about plagiarism to the homeroom teacher in advance of any "questionable" submission of work.

## Chapter V: Attendance and Health

### ATTENDANCE

#### Attendance

Daily attendance is taken at the beginning of the day. Students who are absent due to illness, accident, quarantine or attendance at the funeral services of a member of the student's immediate family will be assisted by the teachers to complete missed work. All absences are recorded on the student's permanent transcript.

Parents **must** report absences or tardiness to the office **before 8:00AM**. A written excuse dated and signed by the parent or guardian is required on the day of the student's return following an absence. (CA law requires this.) If a student is absent for fifteen days or more during a trimester, report card grades may be withheld.

Children who leave the campus for an appointment must leave and return from the office and be signed out and in by a parent or guardian. Parents are to pick up the student in the school office and not go to the classroom. Parents are urged to keep medical and dental appointments during the school day to a minimum. If at all possible, these appointments should be made on early dismissal Monday afternoons.

The administration and faculty strongly discourage absence from school for vacation purposes. The student misses valuable teaching time, which no amount of independent study can replace. Absences may affect a child's grades. The decision to take children out of school is the responsibility of the parents; however, faculty members are not required to give assignments in advance, nor is the school obliged to provide tutoring, make-up work or special testing for such a period of absence.

#### Tardy Policy

**The first morning bell rings at 7:55AM and all students must be in the classroom by 8:00AM. A student is tardy if he/she is not in class by 8:00AM.** Students arriving after 8:00AM need to enter through the main office doors to sign in as tardy. Parents of TK/K students arriving after 8:00AM should check into the school office and walk their student to class. Students going directly to the classroom after 8:00AM will be sent to the office. Students who arrive after 10:30AM are marked absent half-day. A student tardy more than five (5) times in a trimester, will need to meet with the administration to discuss the potential of continued enrollment at St. Raymond School. Middle school students, please see the detention policy.

#### Arrival and Dismissal

Parking lot controls are designed for the safety of the children. Please be prompt in picking up your child and other riders. Parents are to drive up to the last basketball standard (next to the fence) for dropping off or picking up their child. Please do not drop off your children on Arbor Road, Santa Cruz Avenue, in the Faculty Parking Lot or in front of the office. Children and parents are to use the crosswalks to walk to the school building. After school, children wait for their parents with their class on the basketball court. The eldest children in multiple child families should walk to the youngest child's class' location to await pick-up. It is essential that students listen to teacher directions during this time to avoid any potential for injury. While school is in session, PLEASE DO NOT PARK IN THE SCHOOL YARD. **Parents are to drive NO FASTER THAN 5MPH on campus. Parents are asked NOT to use cellular phones while driving through the pick-up or drop-off line.**

## STUDENT HEALTH

State law requires that each child have an updated California School Immunization Record on file. An accurate emergency card must be on file for each child beginning the first day of school. Should a child become ill or have an accident, parents or persons listed on the emergency card will be contacted.

The school does not have a registered nurse on staff. Our school secretaries also serve as our health care persons. First aid supplies are kept in the office for emergencies. The school secretaries are available during school hours.

If your child contracts a communicable disease, please notify the school immediately so that other parents can be told of the incubation period and symptoms. First aid will be administered on the premises to a child in cases that appear to be of a minor nature. Medication will NOT be administered by mouth unless a written statement from a physician and parent is on file in the office detailing method, amount, and time schedule. All medication required by any student MUST be properly labeled and kept in the office. It is important that this procedure be followed for the protection of your child.

The school may NOT provide aspirin for the students. If a parent must dispense medication, it must be done in the office. Under no circumstances may students have medicine in their classroom or backpack.

### Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the office in the container received from the pharmacy and must have on its label the following information:

- Child's name
- Name of doctor prescribing the child's medication
- Frequency
- Dose
- Date

*All non-prescription medication (cough drops, lip balm, etc.) should be taken to the office with the following information:*

- Child's name
- Frequency
- Dose
- Date

### Lice

If your child is found to have head lice, it is important to ***treat your child before he/she returns to school.*** Please begin treatment as soon as possible. ***Do not send your child to school with a known case of head lice.*** Exclude your child from attendance at school until one day after his or her first treatment with a medicated head lice product (either over-the-counter or prescription). Your prompt action is requested so that your child can get back to school as soon as possible and not miss learning opportunities in our classroom.

- According to the Centers for Disease Control and Prevention, "Head lice survive less than 1-2 days if they fall off a person and cannot feed; nits cannot hatch and usually die within a week if they are not kept at the same temperature as those found close to the scalp."

- All research shows that deep vacuuming is the most efficient remedy for lice as it is very rare for lice to transmit from carpet to head.

What to look for:

- Adult lice are small (about the size of a sesame seed).
- Eggs (nits) are usually found firmly attached to the base of the hair shaft.
- Lice stay near the scalp, often behind the ears, near the neckline, and back of the head.
- Head lice hold tightly to the hair. They move by crawling. They cannot hop or fly (they do not have wings), but do move quickly making it difficult to find in a child's hair.
- Signs of a head lice infestation include: itchy scalp, tickling sensation in a person's hair. Head lice are most active in the dark.
- Not sure what to look for? Please see images of nits and lice here.

How the school handles lice:

- All classrooms with reported cases of lice receive deep cleanings.
- All materials including items such as stuffed animals, blankets, and towels are isolated and treated and/or washed.
- Teachers in classrooms with identified cases of lice avoid activities on the carpet as an extra precaution.
- All teachers are informed of this occurrence.

### **Illness and Fever**

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

### **Allergy Policy**

St. Raymond recognizes that an allergy is an important condition affecting many school children and positively welcomes all students with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and students. All staff who come into contact with children with allergies should provide training from the parent regarding his or her child's particular needs.

### **COVID-19 Safety Plan**

This plan (posted to St. Raymond School website) is based upon the guidance of the California Department of Public Health (CDPH), San Mateo County Health (SMCH), Centers for Disease Control and Prevention (CDC), and Cal/OSHA as presented in the COVID-19 Safe Schools Framework.

St. Raymond School prioritizes the safety of its students and staff. This plan lays out St. Raymond School COVID-19 safety plan reflects CDPH, CDC, and Cal/OSHA guidance. Given the continuing evolving situation with COVID-19, we can expect public health guidance will be updated throughout the school year. St. Raymond School will update its practices to align with this guidance while protecting the health and safety of our students and staff. Refer to State of California The Safe Schools For All Hub <https://schools.covid19.ca.gov>

### **Child Abuse Laws**

St. Raymond School abides by the Child Abuse laws of the State of California. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.



## **Chapter VI: Athletics and Academic Decathlon**

### **SPORTS/ACADEMIC COMPETITION OBJECTIVES AND POLICY**

The purpose of the St. Raymond School Athletic and Academic Decathlon programs are to instruct the students in the fundamentals of individual sports, to provide academic challenge, to teach teamwork and good sportsmanship and to occupy time outside the regular school hours in a healthy and constructive way; The pastor and principal retain responsibility over all school teams. The athletic/academic competition programs must not interfere with the normal routine of school nor should it encourage practices contrary to good sportsmanship.

#### **Eligibility Policy**

Student athletes are expected to maintain a strong commitment to their academic performance and campus behavior. A student may be removed from an athletic team at any time by the administration. The time removed will vary at the discretion of the administration ranging from one (1) week to three (3) weeks during the season. Reasons for removal may include but are not limited to any of the following:

- student drops below a C- average
- student has a D or F grade in any subject area
- student has “3” or below in behavioral expectations or learning skills in **any** subject area
- student is not in attendance for the full school day of the competition
- student is unable to participate in Physical Education
- student receives more than five (5) detentions during a season
- student is involved in a disciplinary situation
- other factors as determined by the Principal in consultation with the Pastor

The Athletic Director and Academic Decathlon faculty advisor will supervise and operate the program through his/her coaches and assistants. They will encourage the support of the parents at all competitive events and in the operation of the program. The coaches of the sports/academic teams have the responsibility to encourage the development of skills in each individual team member through participation in all games. The parents of the students who participate in these sports should be encouraged to attend games and to set a Christian example for the students at all athletic events.

#### **Athletic Participation Rules**

Both boys and girls must abide by the Constitution and By-Laws of the Peninsula Parochial School League (PPSL). Under PPSL guidelines, students in grades K-3 are not eligible to participate in PPSL or represent a member school in any athletic event. It is the objective of the St. Raymond School sports program that all team members participate for a reasonable amount of playing time during the course of each sport's season covering league and non-league games. As a general guideline, the coaches of each team should try to maximize the participation of all team members. It will be the duty of the coaches to use judgment and sensitivity toward meeting this objective. The following factors should be weighed in each game and appropriate adjustments can be made over a series of games to meet the above objective:

- attendance at practices and attitude of the team member
- attendance at school
- number of players on the team that must divide playing time
- desire of each student to play in a given situation

There will be no cutting of players from any sports team other than for disciplinary reasons (e.g. failure to attend practices, failure to conform to St. Raymond School's behavioral standards).

The Athletic Director is empowered to review the performance of each coach with respect to this policy and to change coaches in the event of non-compliance.

**Athletic/Academic Decathlon Fees**

Students may not participate in game play or academic competition until their fees have been paid.

**Athletic Uniforms**

Athletic uniforms are issued by the school and are to be returned washed and in a labeled zipper bag at the end of the season. Students will be charged for lost or damaged uniforms. Students who have not returned their uniform from the previous season may not participate in games until uniforms are returned.

**Inappropriate Behavior**

Any spectator attending the games/academic competition shall model good sportsmanship.

Under PPSL guidelines any coach, player or spectator removed from a game is automatically suspended from attending that team's next league game. Repeated violations and/or misconduct can be reviewed by the PPSL at any time.

**Grievance Procedure**

If there is a problem with respect to the St. Raymond School athletic/academic competition, the following procedure is to be followed:

- encourage your child to speak directly to the student's coach (if age appropriate)
- contact the Athletic Director or Academic Decathlon faculty advisor; conference with the Athletic Director or Academic Decathlon faculty advisor
- contact the school principal should the problem continue

## Chapter VII: Communication

### EMERGENCY PROCEDURES

#### **Procedure for Parents**

1. Leave phone lines open.
2. Children assemble in the parking lot.
3. Park on the street only.
4. Sign out children.
5. Notify School immediately of any changes in the child's emergency information.
6. Inform child(ren) of authorized emergency person.
7. Review guidelines and instructions with all family members.

#### **Discharge Procedure**

The safety of the students and School staff is of paramount importance. All actions taken shall bear in mind the safety of the students. In the event of a major disaster, school will not be dismissed and children will remain under the supervision of the school.

- Any adult calling for a pupil at the school site will be required to identify him/herself to the assigned staff member before being permitted to take a student off the premises. An accounting record of those pupils so released will be kept.
- Under no circumstances shall any child be released from the custody of school personnel unless and until such may be done with complete safety.
- Children should be picked up as soon as possible.
- Children who walk or bike to school will not be permitted to leave on their own.

#### ***Note: In a major emergency please...***

- 1) DO NOT CALL SCHOOL
- 2) TUNE YOUR RADIO TO KCEA 89.1 FM
- 3) LEAVE DRIVEWAYS CLEAR FOR EMERGENCY VEHICLES

#### **Transfer to Shelter**

At the discretion of the school administration and staff, children not picked up by the end of the school day may be transferred to an emergency shelter. A sign will be posted at school with the name and location of the shelter. You should pick up your children at the designated shelter.

#### **Notification of Parents**

Parents will be asked to register with SchoolSpeak, the emergency notification system for St. Raymond School. Communication from the school on all safety related issues that are urgent will be disseminated via SchoolSpeak/School Messenger Alert. **At least one parent must be registered** with SchoolSpeak.

### GENERAL COMMUNICATION

#### **Visitors/Volunteers on Campus**

Archdiocesan policy states that all visitors/volunteers to the school, including parents, must check in at the school office upon arrival and departure. All visitors must wear a visitor badge. Teachers are asked to send all parents arriving to their classrooms without a visitor badge to the office.

**Back-To-School Night**

Parents are expected to attend Back-to-School Night. These meetings are held in order to become familiar with the school's philosophy, the overall class program and specific areas of the curriculum such as homework, discipline, etc. This meeting is for parents only. Students do not attend this meeting.

**Wednesday Bulletin**

Each Wednesday the bulletin is distributed via email and posted to *Announcements*, St. Raymond SchoolSpeak online web service program.

Announcements to the Wednesday bulletin **MUST** be forwarded to [office@straymond.org](mailto:office@straymond.org) by Monday 12:00PM of the week the announcement is to be included. All announcements must be approved by the administration before appearing on the website.

**Mailings**

The summer electronic mailing containing schedules, medical forms and other information vital to the school year will be **posted online**. Families must complete all required forms online and download all necessary documents. Lists of materials required for each class are included in the summer mailing. The St. Raymond School Signature Card, Cumulative Record Sheet (new families only) and Immunization Record must be returned to the office **by the first Friday in August**.

**Parent Conferences**

Parent conferences are scheduled in October and January (by invitation). The parents of each child will be given an opportunity to meet privately with the homeroom teacher. Each conference will be allotted a fifteen-minute period during which time the student's progress as well as his/her strengths and weaknesses will be discussed.

All parent-teacher conferences are handled **by appointment only**. A parent who wishes to consult with any faculty member or with the principal may call the school office, use the voicemail extension or send an email to request an appointment. Please do not "drop in" on a teacher before or after school without an appointment since this time is reserved for preparation and scheduled appointments.

**Appointments**

Parents who wish to make an appointment with the principal or a teacher are asked to phone the school office, email or send a written request. **Parents are not to go to classrooms during teaching hours unless they have made previous arrangements with the teacher.** Parents are also requested not to have conferences with the teachers when they are on yard duty or during dismissal of school. The teachers have a responsibility to be totally present to the students during dismissal and adults talking with them can cause a lack of proper supervision of the students.

**Office Telephone**

Students should not use the telephone in the office except in case of emergency. The school secretaries will call home if a student is ill and needs to be picked up.

Details regarding transportation to and from school, athletic events, etc. should be arranged with parents before the student leaves in the morning.

**Parental Absences**

Parents who are planning to be away for an extended period of time are asked to notify the school as to who will be responsible for their child and provide necessary emergency contact information. Parents planning such an absence must notify the school in writing, telling us who will pick up their child each day after school.

**Buckley Amendment**

St. Raymond School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of noncustodial parents. It is the responsibility of parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the Office Manager. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, noncustodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

## Chapter VIII: School Uniform Policy

### SCHOOL UNIFORM POLICY

The principal reserves the right to amend, suspend or add any new rules to the aforementioned policy. Students are to wear the school uniform from the beginning to the end of the school day. This is intended to eliminate distracting competition in dress and to evidence a constructive spirit and pride in the school and in each other.

It is the responsibility of the parents to make sure that students observe the dress code of the school. Students who must be out of any portion of the uniform should bring a note signed by the parents to the classroom teacher and the office explaining the reason for being out of uniform.

Students who arrive at school without proper uniform will be asked to call home to request the appropriate/missing pieces be delivered. Failure to arrive in and maintain proper uniform for students in grades 6-8 will result in detention. Chronic uniform violations will result in further disciplinary action including (but not limited to) suspension and expulsion.

***St. Raymond students must adhere to a dress code to maintain a sense of decorum and order, and the display of undergarments by a male or female is inappropriate.***

**Uniforms are to be purchased exclusively through Dennis Uniform.** Used uniforms (in good condition) are accepted and are offered at a reduced price through St. Raymond School. All uniform items must be labeled clearly with the child's first and last names.

#### All Students

- Uniform with St. Raymond School polo with logo
- Socks must be worn. All socks must be solid white. Girls in TK-5 may wear navy socks. Girls are permitted to wear footed tights in solid navy blue, black or white in place of socks. Girls are also permitted to wear solid black, fitted leggings (no flare pants) with NO sheer panels under their school uniform jumper/skirts. *(rev 08172023)*
- uniform navy blue sweaters (or sweater vest) with logo will be required at all school functions, including field trips and First Friday Mass. ONLY uniform sweaters/vests may be worn on campus
- SHOES: students must wear predominantly solid white, black, or **dark** blue shoes with white, black, or navy laces. Small logos of a neutral tone (white, black or navy) are acceptable. Small logos that are of a bright or neon color are not allowed.
- hair should be a natural color and neatly groomed; highlighted or dyed hair of any color is not permitted.

#### **Girls Uniform**

- Uniform logo polo shirt (not required to tuck in)
- Uniform Hamilton plaid jumper (TK-5) or Hamilton plaid skirt (5-8)
- khaki skort TK-4
- Uniform logo sweater/sweater vest (required for all formal school events)
- Optional uniform khaki shorts or pants

- **REMINDERS**

- uniform skirt/jumper must be no shorter than **three (3) inches** above the top of the knee
- skirt cannot be rolled to a length shorter than three (3) inches above the top of the knee
- pants, shorts and skirts are not to be worn below the waist
- ***shorts must be worn beneath the skirt/jumper and should not show below the hem***
- hair should be a natural color and neatly groomed; highlighted or dyed hair is not permitted
- a **single** necklace, bracelet (or watch) and ring may be worn
- earrings are to be post-style; no dangling earrings permitted
- **no makeup or nail polish is to be worn at school**
- all clothing should fit properly and should not be excessively loose or excessively tight

### ***Boys Uniform***

- ***Ethika and other brand compression shorts/underwear may NOT be worn under school shorts or during free dress. These shorts may not be longer than school or free dress shorts, and should not be visible. Students not complying with these rules will be reprimanded, including detention in 5th-8th grade for repeated infractions. Parents will be contacted for lower grades.***
- uniform logo polo shirt, tucked in with black or brown belt (belt required grades 1-8)
- black or brown belt featuring a modest buckle
- uniform logo sweater/sweater vest (required for all formal school events)
- uniform khaki shorts or pants
- **REMINDERS**
  - shirts must be tucked in during the school day
  - a belt is required daily (belt required grades 1-8)
  - pants/shorts are not to be worn below the waist
  - shorts may not cover the knee cap
  - hair should be a natural color and neatly groomed; highlighted or dyed hair is not permitted.
  - hair should be neat and combed during the school day and during school activities, and should not extend below the top of the collar.
  - a **single** necklace, bracelet (or watch) and ring may be worn
  - no piercings, nail polish or earring permitted
  - boys are to be clean shaven, including sideburns
  - all clothing should fit properly and should not be excessively loose or excessively tight

## **NON-UNIFORM DAYS**

St. Raymond School has three types of “non-uniform days”.

St. Raymond students must adhere to a dress code to maintain a sense of decorum and order, and the display of undergarments by a male or female is inappropriate. Compression shorts/underwear may NOT be worn under school shorts or during free dress. These shorts may not be longer than school or free dress shorts, and should not be visible. Students not complying with these rules will be reprimanded, including detention in 5th-8th grade for repeated infractions. Parents will be contacted for lower grades. *(rev 05262023)*

### **Celebration Dress**

On a student's birthday and some special occasions, students are permitted to wear appropriate "non-uniform" attire (dress and shoes). Attire on non-uniform days should be conducive to maintaining an atmosphere of learning and be in good taste. Boys may wear *black* athletic track pants or shorts, and girls may wear *solid black* (no sheer paneling) leggings and shorts that adhere to **skirt length policy** (see *Girls Uniform Reminders above*). Birthdays falling on First Friday Mass will be observed on the Thursday before.

The following are not appropriate for school:

- tank tops (including spaghetti straps)
- halter tops
- low-cut tops
- tops that bare the midriff
- torn or dirty jeans
- excessively baggy or tight clothes
- flip flops or backless sandals
- shorts that do not meet the skirt length requirement or feature excessive wear or holes
- t-shirt or other attire with inappropriate logos are not permitted (these include pictures or words depicting alcohol or drugs, music groups, skulls, etc., and anything of a violent or sexual nature.)
- leggings with sheer paneling

### **Cardinal Wear Dress**

Cardinal Spirit days are an opportunity to sport school pride! Students are permitted to wear "Cardinal" t-shirt sweatshirt, shorts, skirt/skort. Students must be wearing a cardinal wear item (top or bottom). Other articles of clothing, must fall under the uniform rules. (jeans, athletic shorts, joggers) are acceptable. Girls may wear solid black (no sheer paneling) leggings and shorts that adhere to **skirt length policy**(see *Girls Uniform Reminders above*). The school polo shirt is acceptable as a school t-shirt. School shoes must be worn. Any students not participating should arrive at school in regular uniform. Cardinal Spirit Dress days are ***Monday noon dismissal*** days, unless otherwise specified by the school. Students are not permitted to wear Cardinal Wear sweatshirts or shirts on Fridays. Cardinal Wear is only allowed when granted by the principal or Monday noon dismissal days. Student may however wear a jacket or fleece zip up in the classroom if they are wearing their school sweater or vest. *(rev08172023)*

### **Spirit Day Dress**

Throughout the year, students will have Spirit Day Dress opportunities. Each day's theme will be unique and will be announced in advance of the event. Students should keep in mind the same expectations as established for Celebration Dress Days. Spirit Day Dress is an opportunity to get creative. Boys may wear *black* athletic track pants, and girls may wear *solid black* (no sheer



paneling) leggings and shorts that adhere to **skirt length policy**(see *Girls Uniform Reminders above*). Any students not participating should arrive at school in regular uniform.

## Chapter IX: Discipline

### BEHAVIOR EXPECTATIONS AND DISCIPLINARY DEFINITIONS

#### General Rules

Students will:

- show Christian behavior when dealing with others in the school
- not use foul or abusive language to any person
- behave in a manner in the classroom that is conducive to learning
- respect school property and possessions of others
- conform to the uniform regulations of the school
- leave the campus only with written parental permission recorded by secretary
- be in their class by 8:00AM (Morning prayer is part of the school day)
- report to the office upon late arrival to pick up a “tardy” slip to be taken to the classroom teacher
- food should only be eaten at the lunch benches
- gum is not allowed on the school grounds at any time
- walk to and from lunch tables
- stay seated during lunch until they are dismissed by the yard supervisor

#### Playground and Perimeter Area

Students are expected to:

- use the crosswalk for crossing the parking area before and after school;
- remain in the courtyard before the morning bell (Grades 2-8)
- walk, not run, on the decks and in the inner courtyard
- at recess eat snacks at the lunch tables (TK-4)
- walk to and from the lunch tables
- stay seated during lunch until they are dismissed by the yard supervisor
- be responsible for keeping the school grounds clean by using the containers for litter
- use the office phone only with permission
- walk, not ride, bikes on the school grounds

#### Off-Campus Expectations

As representatives of their school, students will be held to the highest standards during all off-campus events. In addition, any serious problems that occur off-campus at any time could result in disciplinary action being taken by the school.

### HARASSMENT POLICY

The Archdiocese of San Francisco *affirms the Christian dignity of every student*. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment that is hostile, offensive or intimidating because of the individual’s race, creed, color, national origin, physical ability or gender.

Harassment of any student by any other student is prohibited and will not be tolerated. The school reserves the right to address harassment charges that occur outside of regular school hours as these actions may still impact students during the school day.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment may include: racial or ethnic name-calling or slurs; intimidating actions or threats; offensive or threatening phone calls, notes or emails; harmful pranks; or undue pressure to engage in behavior with which the other person does not feel comfortable. These behaviors will result in disciplinary action up to and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

## STUDENT-TO-STUDENT HARASSMENT POLICY AND PROCEDURES

*The Archdiocese of San Francisco "Student-to Student Policy and Procedures" is as follows:*

### **Introduction**

This document is designed to serve as a policy and teaching tool for the students in the Archdiocesan schools. It serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did.

As indicated below, student-to-student harassment can take many forms. To the extent it involved child abuse, as defined by law, the Archdiocesan Child Abuse Policy and Procedures, including the requirement to report the abuse to civil authorities, shall be followed.

### **Harassment in General**

Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition or sex. Harassment of a student by any other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity.

<b>Verbal Harassment</b>	Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets.
<b>Written Harassment</b>	Suggestive or obscene letters, notes or invitations, cyber "bullying".
<b>Physical Harassment</b>	Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal study or movement.
<b>Visual Harassment</b>	Leering, gesture, display of sexually suggestive objects or pictures, cartoons or posters.

### **Sexual Harassment**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

### **Bullying**

Inappropriate conduct that adversely affects a student's ability to participate in or benefit from the school's educational programs or activities based on efforts to intimidate, coerce, engender fear or control a student. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying is a form of harassment. Concerns should be brought to the classroom teacher's attention immediately. The administration and the school counselor are resources for parents and teachers.

## DISCIPLINARY CONSEQUENCES

### **Detention**

Detention is held for thirty-minutes (30) after school (starting at 3:15PM) for students in grades 5-8. Teachers will issue students a "Reflection Sheet" for misconduct. Students will complete the "Reflection Sheet," and have their parents sign and return the paper. Students receive a detention at the issue of their **third** "Reflection Sheet." It is possible to receive three (3) "Behavior Reflection Sheet" in one day, constituting a detention. Detention is assigned at the discretion of the teacher/administration. Students who are issued a detention are to report to the next detention session. Detention will consist of a project for the school or silent sitting and reflection. No homework or talking will be permitted.

Detention may be assigned for discipline or attendance. Middle School students who are tardy more than three times in a trimester will receive a **detention** for each subsequent tardy (**tardy 4** and beyond).

Students who receive more than three (3) detentions in an athletic season may be suspended or removed completely from the team. Students who receive more than three (3) detentions for the same category of behavior in a semester may be suspended and placed on a discipline contract. Chronic detentions for similar offenses may be grounds for expulsion. Students can receive an automatic detention for certain infractions. (rev08172023)

### **Violations Concerning Theft or Vandalism**

The school does not tolerate theft or vandalism. Students found to have committed a theft or an act of vandalism will be dealt with severely. In addition, any student who has witnessed a theft or act of vandalism and does not report it immediately will be held accountable. Incidents must be reported to the classroom teacher, Vice Principal or Principal immediately. St. Raymond School does not assume responsibility for lost or stolen property that occurs on school property before, during, or after the school day or at school sponsored events. It is always the student's responsibility to assure that their possessions are secured.

### **Disruptive Behavior/Inappropriate Language**

St. Raymond students are expected to behave in a way that represents the traditions and values of Catholic education. Students are held accountable before, during and after school including on and off campus, including all school sponsored events taking place at other venues.

Disruptive behavior includes but is not limited to throwing food, horseplay, talking/inappropriate behavior at Mass, profanity, verbal abuse, intimidating actions, excessive or constant disruption in class, rude language and rude behavior. Disrespectful behavior is characterized by having, or showing disrespect; lacking courtesy or rudeness. Students in grades 5-8 may receive detention immediately depending on the severity of their action.

### **Causes for Suspension, Expulsion and Recommended Transfers**

Any of the offenses listed and committed by students under the jurisdiction of the school, while at school, while participating at a school-related activity, and while on the way to and from school, are reasons for suspension, expulsion and/or the implementation of a disciplinary contract.

Students who have been expelled, suspended or transferred based upon school recommendation may not attend co-curricular events on school grounds or at school sponsored events. In addition, they are not allowed to visit the school campus at anytime.

**Disciplinary causes for expulsion without warning:**

- a) hazing (California Education Code – Section 32051)
- b) use, sale, distribution or possession of narcotics, dangerous drugs, drug paraphernalia, alcoholic beverages or other substances. This includes being under the influence of alcohol or other drugs and/or narcotics at any school-sponsored event.
- c) extreme insubordination
- d) theft
- e) willfully cutting, defacing, or otherwise injuring in any way, any property, real or personal, belonging to the school or to persons
- f) assault or battery, or any threat of force or violence, directed against anyone
- g) use or possession of dangerous weapons
- h) any action that mimics gang behavior
- i) encouragement of illegal demonstrations
- j) harassment (see policy)

**Disciplinary causes leading to suspension and expulsion:**

- a) truancy (cutting)
- b) unexcused absence from class
- c) continued and/or willful disobedience
- d) open or persistent defiance of authority or disrespect to any school employee
- e) forging or using forged notes or excuses
- f) possession of tobacco
- g) persistent violation of school uniform policies
- h) habitual profanity or vulgarity
- i) violation of an implemented behavior contract
- j) misuse of electronic information resources as outlined in the acceptable use policy and academic dishonesty guidelines
- k) repeated violation of the academic dishonesty policy
- l) failure to serve required disciplinary time

**Offenses, not directly school related, but are reason for suspension or expulsion:**

- 1) actions or attitudes directly contrary to the mission of St. Raymond School
- 2) violations of the law whether as an individual or as a member of a group

**Non-disciplinary causes for suspension, expulsion, or recommended transfer:**

- 1) non-compliance with academic requirements as published by the school
- 2) severe socio-emotional needs the school is not equipped to address
- 3) uncooperative or disruptive attitude of parents
- 4) failure to fulfill tuition obligation
- 5) failure to return emergency card, health records or immunization records (reflecting up to date vaccinations) to the main office prior to the opening of school

**Suspension**

A period of suspension can be required for more serious violations of school policies. The student shall be given the opportunity to make up work missed during a period of suspension. Students are ineligible to participate in or attend any school activities while suspended. Dependent upon the terms of readmission this ineligibility may extend beyond the suspension. In all cases of suspension, parents will be notified at the time the suspension is issued. Before any student is readmitted after a period of suspension a

meeting between the principal, vice principal (subject to availability), parent and student is required.

**Behavior Contract**

At any time, a student who has demonstrated any of the aforementioned behaviors or a student who has exhibited behavior not in accordance with the mission of St. Raymond School, can be placed on a behavior contract. Parents will be invited in for a conference to discuss this process as it is essential that school and home work collaboratively to support the child's needs. The behavior contract is a specific document that outlines behavioral expectations for the student's continued attendance at St. Raymond School. Violation of the behavior contract can result in immediate expulsion or further disciplinary action at the discretion of the principal.

## Chapter X: Technology Concerns and Acceptable Use Policy

### TECHNOLOGY AT ST. RAYMOND SCHOOL

Students at St. Raymond School are privileged to have access to laptops, desktops, and iPads/Chromebooks for classroom and 1:1 use. This privilege comes with responsibility and expectations for student behavior and judgment. As a technology user, I agree to follow the rules and code of ethics in all of my work with technology while attending St. Raymond School:

We believe that the primary purpose of technology systems at St. Raymond School is to improve/enhance teaching and support student learning. It is expected that students will use these resources responsibly and for educational purposes that align with the mission and philosophy of St. Raymond School. The guidelines set forth below are to help students, teachers, and parents understand appropriate use of technology and resources for this purpose.

#### **Cell Phones and Texting**

St. Raymond School operates in an atmosphere of trust. Students are not to use cell phones at school between 7:45AM and 3:15PM (unless otherwise instructed by a teacher for class or Extended Care purposes). Students may not use their phones during carline until they are secured in their car. A student may call home on a school phone (after asking permission from a teacher, administrative assistant or administrator). Our cell phone policy is not meant to be punitive; rather, it is designed to keep our students focused on their daily life here at school. Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. Any abuse of Internet or electronic communication on personal or school-provided devices will result in immediate disciplinary action.

***Parents should under no circumstances text or call students on their cell phone or other devices throughout the day.***

#### **Wearable Smart Devices**

**The use of non-St. Raymond School issued technology on campus is not permitted during the 7:45AM-3:15PM school day.** Non-St. Raymond School issued technology is to remain in the student's backpack or locker until the end of the school day. Activity trackers and watches that do not allow for communication are allowed on campus, however any wearable device capable of sending or receiving messages or other forms of communication are not allowed on campus. Students wearing this device to school will be asked to remove it. Devices utilized to support the health of a student are exceptions to this rule at the discretion of the Principal.

### ACCEPTABLE USE POLICY



The Technology Acceptable Use Policy applies to **all** students utilizing technology at any time. All parents must complete the Parent/Student Acknowledgement Form indicating they have read and accept the rules of this year's handbook. Each student in grades 4-8 is also required to sign the Parent/Student Acknowledgement Form indicating that he/she has read and accepts the rules of this year's handbook. For students in TK-3, parents are consenting on the student's behalf. ***Additionally, every student and parent in grades 4-8 needs to sign the Parent/Student Acknowledgement Form before the student will receive his or her iPad/Chromebook.***

### **Network and Internet**

St. Raymond School is a wireless campus. All devices have access to the wireless network. We are pleased to have Internet access at St. Raymond School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- electronic mail communications
- information and news from research institutions all over the world
- public domain software and shareware of all types
- discussion groups on thousands of diverse topics
- university library catalogs, the Library of Congress, government documents and thousands of databases

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The faculty at St. Raymond School has taken precautions to control access to controversial materials by being present at all times when students are on the Internet and by instructing students in the proper use of the Internet and electronic mail. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe, however, that the valuable information and interaction available on the network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Availability of the Internet to students at St. Raymond School rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities your child is about to acquire. If a student violates any of these provisions, future access to the Internet at St. Raymond School may be denied to that student. Your signature indicates that you have read this document, discussed it with your child, and that you and your child understand the terms and conditions herein.

### **Section A: General Terms and Conditions**

1. **Acceptable Use:** The purpose of using the Internet in our school is to support education by providing access to unique resources and the opportunity of collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives of St. Raymond School. Transmission of any material in violation of school policy or any US or state regulation is prohibited.  
This includes, but is not limited to copyrighted material and threatening or obscene material. Student use of the Internet, applications and electronic mail will be in support of educational research and/or knowledge as defined by the teacher in charge. Any student accessing any application, email or the Internet- without the direct instruction of the teacher in charge- violates acceptable use and will have consequences

2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge will deem what is inappropriate use and his or her decision is final.
3. **Network Etiquette:** Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.
4. **Copyright:** Students are expected to abide by all copyright laws at all times.
5. **Security:** If your child identifies a security problem on the Internet, he or she should notify a teacher immediately. Your child should not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log on to the

Internet as anyone else will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.

6. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any behavior that may impact, harm or destroy any technology tool, the data of another user, network, or agency that is connected to the Internet. This includes, but is not limited to, downloading applications, altering screen displays, uploading any computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.
7. **Cyber Bullying:** Any content posted, accessed, sent or received, **whether at home or at school**, that could be interpreted as unkind or detrimental to the learning environment of St. Raymond School will be addressed per the harassment policy.
8. **Social Networking Site:** Students **may not access** social networking sites at school. Social media, including but not limited to services such as Facebook, Pinterest, Instagram, Snapchat, YouTube, etc. can be powerful learning, collaboration, and communication tools and should be judiciously employed by all students in the pursuit of learning. Disciplinary action may result from defamatory comments made by students or parents regarding the school, faculty, or another student in the school while on social networking sites. Even when not physically at school, school guidelines regarding respectful and responsible treatment of others still apply.

### **Section B: On Campus Technology Outside of 7:30AM-3:30PM School Hours**

There may be times that students employ personal or school issued technology on campus outside of the 7:30AM-3:30PM school hours with teacher permission. During these times, parents acknowledge that St. Raymond School cannot be expected to provide supervision for on campus technology and therefore the full burden of responsibility for compliance with the Acceptable Use Policy is on the student and parent(s). Violations of the Acceptable Use Policy will be pursued without hesitation.

### **Section C: Student Agreement**

This section is to be read to/by students in grades TK through 8 and discussed with their parent or guardian. For students in grades TK-5 parents are consenting on the student's behalf. Each student in grades 4-8 is also required to sign the Parent/Student Acknowledgement Form

indicating that he/she has read and accepts the rules of this year's handbook and Technology Acceptable Use Policy. For students in TK-3, parents are consenting on the student's behalf.

**Additionally, every student and parent in grades 4-8 needs to sign the Parent/Student Acknowledgement Form before the student will receive his or her iPad/Chromebook.**

**Acceptable Use Policy - iPad/Chromebook**

- I understand that I am being loaned an iPad/Chromebook and that it is for my educational work. **This device is the property of St. Raymond School.**
- I understand that during the school day (8:00AM – 3:00PM) the iPad/Chromebook is to be used for educational purposes only.
- I understand that I must protect the iPad/Chromebook from damage and loss. I will keep the iPad/Chromebook in the case provided when transporting and storing the iPad/Chromebook. I will keep it locked in my school locker or in my classroom.
- I understand that when not using the iPad/Chromebook for the specific purposes of a class, the iPad/Chromebook will be closed.
- I will focus on the work at hand when I am in the classroom or studying.
- I understand that at no time am I to watch videos, listen to music, or play games during the school day unless instructed to do so by a teacher.
- I understand that at no time am I to video a teacher or classmate without his/her express permission.
- I will not **access** social media sites, including but not limited to services such as Facebook, Pinterest, Instagram, Snapchat, YouTube, TikTok, Discord etc. at school. I know and understand that as a student of St. Raymond School, even when not physically at school, school guidelines regarding respectful and responsible treatment of others still apply.
- If the iPad/Chromebook is damaged due to intentional actions, I agree that I may be responsible for paying the cost of repair/replacement for a new school-owned iPad/Chromebook and case.
- I further understand that it is my responsibility to abide by all the policies set out in the St. Raymond Acceptable Use Policy.

Parents/Students (grades 4-8)I by signing have read and understand the Acceptable Use Policy and Procedures covered. I agree to comply with these policies and procedures and understand that failure to comply with any of these rules and policies will result in the suspension of my use of the iPad/Chromebook device.

***Right to Amend***

St. Raymond School reserves the right to amend these policies and procedures as required

1. **Personal Responsibility:** I understand that the primary purpose of technology systems at St. Raymond School is to improve/enhance teaching and support student learning. The use of technology, network, and other resources at St. Raymond School is a privilege. I will use these resources responsibly and for education purposes that align with the mission and philosophy of the school.

As a student at St. Raymond School, I will accept personal responsibility for reporting any misuse of the network to the teacher in charge. Misuse is considered any content posted, accessed, sent or received that is deemed inappropriate and/or is covered in the harassment policy. (s) Misuse is also considered to be intentionally accessing any Internet site, application, or other medium deemed inappropriate by the faculty at St. Raymond School.

2. **Acceptable Use:** My digital presence will be in support of educational research and/or knowledge as defined by the teacher in charge. I understand that accessing any application

or the Internet, without the direct instruction of the teacher in charge, violates acceptable use and will have consequences. I will not **access** social media sites, including but not limited to services such as Facebook, Pinterest, Instagram, Snapchat, YouTube, TikTok, Discord etc. at school (unless otherwise instructed by a teacher). I am a student of St. Raymond School and even when not physically at school, school guidelines regarding respectful and responsible treatment of others still apply.

3. **Network Etiquette:** I will abide by the following rules of network etiquette at all times.
  - a. I WILL BE POLITE: I will never send, or encourage others to send abusive messages.
  - b. I WILL USE APPROPRIATE LANGUAGE: I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear, use vulgarities, or any other inappropriate language
4. **Privacy:** I will not reveal my home address or personal phone number or that of any member of our school to anyone on the Internet at any time. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. **Electronic Mail:** I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.
6. **Security:** I understand that security on our network is very important. I will never attempt to guess another users' password at anytime. I understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher immediately.
7. **Vandalism:** I understand that vandalism is defined as any behavior that may impact, harm or destroy any technology tool, the data of another user, network, or agency that is connected to the Internet. This includes, but is not limited to, downloading applications, altering screen displays, uploading any computer viruses, attempts at gaining unauthorized access, or changing online materials without permission. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of network privileges.
8. **Copyright:** I understand that to copy any other person's work on the Internet and call it my own is a violation of copyright law. This pertains to text, graphics, or sound. When using other people's work, I will ask permission when possible and credit the author accordingly. The use of the Internet and electronic mail at St. Raymond School is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken.

***In addition, students in grades TK-8 must adhere to the following:***

#### **iPads/Chromebooks**

iPads/Chromebooks are owned, configured, and maintained by St. Raymond School. In order for the school to provide resources to students, configuration profiles are installed. Under no circumstances may a student remove or change these profiles. The iPad/Chromebook is intended for educational purposes only. Playing games, chatting, and videos are not allowed unless associated

with a class. Any use of the iPad/Chromebook that involves inappropriate, unkind, or malicious behavior will result in disciplinary consequences and loss of the iPad/Chromebook.

**Students, grades 5-8**

- 1) Students are to check their iPad/Chromebook out before 7:55AM each morning and check it back in prior to 3:00PM each afternoon.
- 2) iPads/Chromebooks are to remain in their cases, with the screen protector on, at all times in transit.
- 3) Students are not to share, swap, borrow or lend their iPad/Chromebook at any time to another student.
- 4) Students are not permitted to customize their iPad/Chromebook in any way. This includes photos, backdrops, screensavers, applications, etc.
- 5) Students may not access any application, site or utility at any time during the day without explicit teacher permission and supervision.
- 6) Students are not to have food and/or drink in proximity of the iPad/Chromebook at any time.
- 7) iPads/Chromebooks are to remain in the classroom during recess and lunch time, and any other time where a teacher is not directly supervising.

Students who violate any of these expectations will have their iPad immediately confiscated, along with further disciplinary action as determined by the school. Students are responsible for any academic impact, including no credit for assignments/activities missed, due to lack of technology.

Any student who damages/misplaces an iPad may be financially responsible for reimbursing the school for the cost of replacement/repair.

**Photo/Video/Internet/ Website Release Opt-out Information**

St. Raymond parents acknowledge that St. Raymond School has the right to publish photographs or video of students on the school website or other school-related publications unless the parent has opted out. **In order to “opt out” families should send an email directly to the Principal.** Parents not opting out understand that photos/videos may be used for informational or educational purposes regarding the programs or curriculum at St. Raymond School and that their children will not be identified by name on the school website. They also understand and give permission for their child(ren) to participate in the making of projects consisting of photograph(s), video, and/or film production.

St. Raymond School retains any and all rights to the photograph(s), video, or film, including but not limited to, the rights to reproduce, copy, edit, exhibit, and/or publish. Parents selecting not to “opt out” also understand and give permission for their child(ren) to participate in the making of projects consisting of photograph(s), video, and/or film, production, and that St. Raymond School shall retain any and all rights to the photograph(s), video, or film, including but not limited to, the rights to reproduce, copy, edit, exhibit, and/or publish.

## Appendix

### Appendix: BEHAVIORAL EXPECTATIONS

#### **Behavioral Expectations Assessment Criteria**

Behavioral Expectations are assessed on a scale of 1 to 4 and based on the following criteria:

**Exceeds Expectations (1):** The student consistently follows school, classroom, and playground rules. The student's behavior is courteous and helpful. The student's uniform is always in dress code and is neat in appearance. The student displays a cooperative attitude, demonstrates self-control, and/or takes responsibility for his/her actions. The student readily and consistently respects authority, others, and property. The student takes initiative to cooperatively resolve conflicts, and often acts as a peacemaker and models good behavior to others.

**Meets Expectations (2):** The student follows school, classroom, and playground rules. The student's behavior is courteous. The student has received no detention or written conduct referrals. The student's uniform follows a dress code. The student displays a cooperative attitude, demonstrates self-control, and/or takes responsibility for his/her actions. The student respects authority, others, and property.

**Improvement Needed (3):** The student does not always follow school, classroom, and playground rules. The student has received detention and written conduct referrals. The student's behavior is not courteous at all times and inconsistently displays a cooperative attitude, has difficulty demonstrating self-control, and/or does not readily take responsibility for his/her actions. The student does not always follow the dress code. The student's respect for authority, others, and property is somewhat inconsistent. The student and his/her parent(s) have met with the teacher.

**Unsatisfactory (4):** The student disregards school, classroom and playground rules. The student has received regular detention and written conduct referrals. The student exhibits discourteous behavior and/or disrespects authority, others, and property. The student does not follow the dress code. The student lacks self-control and is reticent to assume responsibility for his/her actions. The student regularly contributes to classroom and schoolyard conflict. The student and his/her parents have met with the teacher and principal and the student is placed on a behavior contract.

## Appendix: LEARNING SKILLS

### Learning Skills Assessment Criteria

Learning Skills is assessed on a scale of 1 to 4 and is based on the following criteria:

**Outstanding (1):** The student completes all of the assigned class work and homework in a timely manner. The quality of work consistently reflects the student's potential and it often goes beyond teacher expectations. The work demonstrates thoughtfulness, commitment to neatness, ability to follow assignment direction, and evidences student pride in his/her work. When needed, the student seeks help in an appropriate manner. The student demonstrates an ability to work collaboratively and participate productively in the whole group or in small groups. The student regularly demonstrates initiative and inquiry in academic areas. The student regularly has all his/her supplies, changes classes in a timely fashion, and is prepared and ready when the teacher is.

**Meets Expectations (2):** The student completes classwork and homework in a timely manner. The quality of work generally reflects the student's potential. The work regularly demonstrates thoughtfulness, a commitment to neatness, and evidences student pride in his/her work. When needed, the student seeks help in an appropriate manner. The student works collaboratively and participates productively in the whole group or in small groups. The student maintains his/her supplies, changes classes in a timely fashion, and is prepared and ready when the teacher is.

**Needs Improvement (3):** The student sometimes fails to complete classwork and homework in a timely manner. The quality of work occasionally reflects the student's potential but can fall short of individual or teacher expectations. The student's work is inconsistent. The student demonstrates neatness at times but more often displays a lack of effort and thoughtfulness. Even when needed, the student infrequently seeks help. The student does not actively participate in nor is he/she productive in a whole group or small group. The student relies on group member(s) to complete a majority of the assigned work. The student often does not have all the necessary supplies, and isn't always prepared and ready when the teacher is. The student and his/her parent(s) have met with the teacher.

**Unacceptable (4):** The student completes an insufficient amount of classwork and homework in a timely manner. The student is consistently off task, even with regular teacher correction. The quality of the work rarely reflects individual potential or teacher expectations. The work does not demonstrate neatness or thoughtfulness. The student infrequently seeks help. The student has difficulty working collaboratively and/or detracts from the work of the group. The student relies on group member(s) to complete assigned work. The student usually doesn't have all the necessary supplies. The student is rarely ready when the teacher is. The student and his/her parents have met with the teacher and principal.

## Appendix: COACH GYM USE GUIDELINES AND KEY CARD POLICY

This policy is designed to both promote and protect the use of the St. Raymond School Gymnasium. The Gym is designated primarily as an athletic/physical fitness facility. As such, the majority of usage during the school year will be by the St. Raymond School Physical Education Department and games sanctioned by the PPSL. In order to properly maintain the facility and equipment of the gym and to ensure student safety, the following usage policy has been established.

**GYM CONDITION:** Upon entering and during your time in the gym, if you see something broken, damaged or in need of repair, please email the Athletic Director (AD) immediately. Parents should not store additional items in the gym or on the stage. These items will be removed immediately.

**GYM MAINTENANCE:** All coaches are expected to keep the gym in the best possible condition for practices.

- Food, etc. allowed in the gym.
- Sweep the gym floor and dispose of collected debris.
- Keep surrounding areas (bleachers, cubbies) free of garbage
- Keep all available equipment organized
- Turn off the lights
- Ensure that all doors to the gym and the Kennedy Center building are completely secured and locked from the outside. Report to the AD any ajar or unlocked doors.

**GYM USAGE:** Only St. Raymond School students, coaches, and families are allowed access and usage of the gym. ***To minimize liability, no outside schools, groups, or programs are allowed inside.***

**GYM ACCESS:** One (1) head coach per team will be issued a key card. Your individual key card allows access to the STR gym based on the assigned practice dates/times set forth by the AD. If there is any deviation from this schedule you must notify the AD prior to 12:00PM, M-F. The electronic key system will record each entrance and exit. No lending out of key cards is allowed.

**ATHLETE SUPERVISION:** Athletes must refrain from entering the classrooms, stage, storage rooms, kitchen, etc. The front lobby bathrooms are available for student use only. Coaches may use the restroom by the kitchen. No students are allowed in this area under any circumstances. ***No student is ever allowed in the gym without adult/coach supervision.***

**RETURN OF KEYS:** You are responsible for returning the key to the AD at the conclusion of the season or at the request of the AD, no exceptions. Deposits will be returned upon return of the key card.

**LOST OR STOLEN KEYS:** Should be reported immediately by the individual to the AD first, then to the Principal if necessary. Your deposit will be applied to replace the key card.

**LOANING OF KEYS:** Loaning or lending keys is ***prohibited***. All coaches are responsible for their own key card. Absolutely under no circumstances should your key card be made available to anyone but your assistant coaches. Gym entry and exits are monitored by the electronic key card system. The coach logged in will be held liable for any damages to the gym or unlawful entry.



**UNIVERSAL STUDENT RELEASE AND CONSENT FORM****CONSENT TO TREATMENT OF CHILD  
AND HANDLING OF CONFIDENTIAL INFORMATION**

I am a parent or legal guardian of the above named child, ("my child") who is a student at **St. Raymond School**. I have read, understood and consent to the following concerning my child:

**1. First-Aid/Emergency Treatment:** Without limiting other emergency powers that may be provided by law, I authorize school personnel to administer first-aid to my child if the school administration deems it necessary and appropriate to preserve the life, limb or well-being of my child. If the school administration believes, in its sole discretion, that a medical necessity exists beyond that which can reasonably be dealt with on school grounds by school personnel, I authorize the school to contact and engage qualified medical personnel and arrange for emergency treatment of my child, including transportation either by school staff or by professional transport for medical, dental, surgical or hospital care or diagnosis, and I consent to that treatment for my child. Arrangements for treatment will be made in the following order of priority: 1) The "emergency physician" listed above; 2) the "primary physician" listed above; 3) another physician or health-care professional licensed by the State of California. I understand and agree that I will be financially responsible for any such medical treatment.

**2. Medical Supervision/Administration of Medicines:** I understand that the school is not legally obligated to store or administer medication for students and will not do so, either on a temporary or ongoing basis, except by special agreement. If I have indicated, by signing this paragraph below, that the school may administer medications to my child, and if the school has agreed to administer medications by signing this paragraph below, I authorize the school to administer the medicines listed on this form, as indicated, but recognize that the school does not thereby undertake any ongoing duty to administer drugs or medicine, or to supervise or participate in any self-medication or medical program or ongoing, routine or non-emergency needs of my child, all of which remain my responsibility. Before any medication is given by the school, I will provide those medications in their original pharmacy containers, with the child's name and doctor's instructions on the label, and I will provide a written, signed authorization from a physician, including complete instructions.

**NOTE: ALL MEDICINES TO BE TAKEN ON SCHOOL GROUNDS, WHETHER SELF-ADMINISTERED OR ADMINISTERED BY THE SCHOOL (IF SCHOOL AGREES TO DO SO), MUST BE ARRANGED FOR IN ADVANCE, AND MUST BE PROVIDED IN THEIR ORIGINAL PHARMACY CONTAINER, INCLUDING THE CHILD'S NAME AND DOCTOR'S INSTRUCTIONS.**

**THE SCHOOL WILL NOT ADMINISTER MEDICINES UNLESS A PHYSICIAN'S WRITTEN AND SIGNED AUTHORIZATION, INCLUDING COMPLETE INSTRUCTIONS, IS ATTACHED TO THIS FORM**

**In consideration of the arrangement indicated in this paragraph, the undersigned hereby releases and discharges the Archdiocese of San Francisco, its constituent organizations, including but not limited to The Roman Catholic Welfare**

**Corporation, the Department of Catholic Schools and the school, and their respective officers, agents and employees for any and all claims for personal injuries or property damage that I or my child may suffer as a result of this arrangement whether or not such injuries or damages be caused by the negligence (whether active or passive) of any of the**

**entities or individuals named or described above, excepting only injuries or damage resulting from Archdiocese's willful misconduct. I authorize and request the school to administer the above medications to my child on these terms.**

On behalf of the School, I agree to supervise administration of the above medications, consistent with the terms contained herein.

**3. Release of Student to Qualified Emergency/Medical Personnel and Third Parties:**

Without limiting other emergency powers as may be allowed by law, in the event of disaster or medical necessity involving the life, limb or well-being of my child in which it is necessary in the opinion of the school administration to transport my child from school property, or if it is necessary to evacuate the school grounds, the school will make a reasonable effort (in view of the nature of the necessity) to first contact a parent or legal guardian. If no parent/legal guardian is available, I authorize the school to release my child into the custody of third parties for the purpose of transporting my child from school grounds and arranging for such care as my child may need, in the following order of priority: 1) the persons listed above as emergency contacts; 2) qualified medical/emergency professionals; 3) another responsible adult.

**4. Gathering, Use and Release of Medical Information:** Without limiting other emergency powers that may be provided by law, in the event of disaster or medical emergency, I specifically authorize the gathering, use and release to, from, and among the school personnel and to, from and among any medical professionals, of any medical information reasonably necessary to provide emergency medical care and otherwise ensure the life, limb and well-being of my child, including without limitation, the information contained in this form, until I can reasonably be notified and take custody of my child. **I understand that this information will be requested, gathered and/or released only for the purpose of providing first-aid or emergency medical care necessary in the absence of a parent or legal guardian, or as otherwise allowed by law.**

**5. School Athletics:** As a condition of participating in school athletics, the school reserves the right to obtain medical information regarding any physical or emotional condition or injury that pertains to my child's ability to participate safely and constructively in school sports, and to require a written medical clearance at any time before my child may participate in, or return to participation in, school sports activities during the school year. This information will be used solely for the purpose of evaluating my child's ability to participate in school sports activities and will not be obtained by or disseminated to any third parties, except the school's coaches, administrators, trainers and athletic staff, and only for these purposes or as otherwise allowed by law

**6. Psychological and Educational Information:** I understand that counseling services offered through the School, if any, are primarily short-term, temporary services aimed at the more effective education and socialization of my child within the school community, and to provide the means for teachers and the School Administration to serve my child and the school community more effectively. These services may involve the individual participation of my child, or the participation of my child in conjunction with family,

teacher(s) and/or the School Administration. I understand that these services are not intended as a substitute for emergency psychological intervention, nor do they take the place of permanent, long-term, or comprehensive psychological counseling, therapy or medication, which are not the responsibility of the School. I acknowledge that it is my sole responsibility to determine whether additional or different services are necessary, and whether to seek them for my child. I hereby give my consent for my child to receive counseling services through the School on these terms.

Because these School Counseling Services are primarily intended to serve my child as a member of the school community, in addition to circumstances otherwise allowed or required by law I authorize the counselor, in his or her discretion, to share any information, diagnosis or recommendation derived from these services, and only such information, with me or another parent or legal guardian of my child, my child's teacher(s), the school principal or other school administrators. Such information will be used only for the purposes of facilitating the education or socialization of my child or of the School community.

**7. Children with Disabilities:** I understand that the school is not legally obligated to accept children with disabilities nor does it have the same level of funding for personnel, equipment, and other resources that may be available to private and/or government supported institutions to care for individuals with disabilities. I understand and agree that the School will try, but in fact may fail in its attempt, to adhere to the special needs and circumstances pertaining to my child, and I specifically agree to assume the risk that the school may fail in its attempt, including but not limited to, its attempts to provide proper supervision and/or to prevent classroom/playground bumps, falls, and other incidental contact and/or any related cuts, scrapes, etc. I also understand that any special accommodations or programs that may be made for my child or other children may be discontinued in the discretion of the School Administration

If I have indicated above that my child has a disability, in consideration of my child's enrollment in the school I authorize the school to perform whatever tasks and to impose whatever conditions the school deems in the best interests and safety of my child, including limitations on activities, or provision of special activities or supervision, and I authorize the school personnel and administration to gather, use and disseminate to other school personnel information concerning my child's disability as is reasonably necessary to further the education of my child and the efficient operation of the school community.

**I hereby release and discharge The Roman Catholic Archbishop of San Francisco, a Corporation Sole (Archdiocese) and its constituent organizations, including but not limited to the School, and their officers, agents and employees from any and all claims for personal injuries or property damage that I or my child may suffer while my child is enrolled at the school which arise out of or relate to my child's physical condition and the school's oversight of that condition, whether or not such injuries or damage are caused by the negligence (whether active or passive) of Archdiocese, excepting only such injuries or damage resulting from Archdiocese's willful misconduct.**

**General Terms of Parental Consent:**

**CONFIDENTIAL MEDICAL OR EDUCATIONAL INFORMATION AS SET FORTH IN THIS FORM WILL BE GATHERED, USED AND DISSEMINATED ONLY BY THE PERSONS AND ONLY FOR THE PURPOSES SET FORTH HEREIN, OR AS OTHERWISE ALLOWED BY LAW.**

**THIS AUTHORIZATION IS EFFECTIVE ONLY FOR THE SCHOOL YEAR LISTED ABOVE, AND WILL EXPIRE ON JUNE 15, 2021. IT MAY BE REVOKED AT ANY TIME BY A WRITING SIGNED BY THE PARENTS. HOWEVER, IF REVOKED, THE SCHOOL RESERVES THE RIGHT TO SUSPEND OR TERMINATE THE ATTENDANCE OF THE CHILD AT THE SCHOOL.**

**I AGREE TO AND CONSENT TO THE ACTIONS SET FORTH HEREIN AND HEREBY GRANT AUTHORIZATION OF THE SCHOOL TO OBTAIN AND USE MEDICAL INFORMATION AND RECORDS BY THE PERSONS, FOR THE PURPOSES, AND DURING THE TIME SET FORTH ABOVE.**

**I UNDERSTAND THAT I HAVE A RIGHT TO RECEIVE A TRUE COPY OF THIS AUTHORIZATION. BY MY SIGNATURE, I ACKNOWLEDGE THAT A TRUE COPY OF THIS AUTHORIZATION HAS BEEN RECEIVED BY ME.**

Documents/020802-Universal Release Form

**Appendix: ST. RAYMOND SCHOOL STUDENT AND PARENT/GUARDIAN FORMS 2023-2024****CHILDREN WITH DISABILITIES RELEASE FORM**

**1. Children with Disabilities:** I understand that the school is not legally obligated to accept children with disabilities nor does it have the same level of funding for personnel, equipment, and other resources that may be available to private and/or government supported institutions to care for individuals with disabilities. I understand and agree that the School will try, but in fact may fail in its attempt, to adhere to the special needs and circumstances pertaining to my child, and I specifically agree to assume the risk that the school may fail in its attempt, including but not limited to, its attempts to provide proper supervision and/or to prevent classroom/playground bumps, falls, and other incidental contact and/or any related cuts, scrapes, etc. I also understand that any special accommodations or programs that may be made for my child or other children may be discontinued in the discretion of the School Administration

If I have indicated above that my child has a disability, in consideration of my child's enrollment in the school I authorize the school to perform whatever tasks and to impose whatever conditions the school deems in the best interests and safety of my child, including limitations on activities, or provision of special activities or supervision, and I authorize the school personnel and administration to gather, use and disseminate to other school personnel information concerning my child's disability as is reasonably necessary to further the education of my child and the efficient operation of the school community.

**I hereby release and discharge The Roman Catholic Archbishop of San Francisco, a Corporation Sole (Archdiocese) and its constituent organizations, including but not limited to the School, and their officers, agents and employees from any and all claims for personal injuries or property damage that I or my child may suffer while my child is enrolled at the school which arise out of or relate to my child's physical condition and the school's oversight of that condition, whether or not such injuries or damage are caused by the negligence (whether active or passive) of Archdiocese, excepting only such injuries or damage resulting from Archdiocese's willful misconduct.**

**INITIALS OF PARENT/GUARDIAN: \_\_\_\_\_**

*(updated 8/6/23)*

## GENERAL TERMS OF PARENTAL CONSENT

### 1. General Terms of Parental Consent:

**CONFIDENTIAL MEDICAL OR EDUCATIONAL INFORMATION AS SET FORTH IN THIS FORM WILL BE GATHERED, USED AND DISSEMINATED ONLY BY THE PERSONS AND ONLY FOR THE PURPOSES SET FORTH HEREIN, OR AS OTHERWISE ALLOWED BY LAW.**

**THIS AUTHORIZATION IS EFFECTIVE ONLY FOR THE SCHOOL YEAR LISTED ABOVE, AND WILL EXPIRE ON JUNE 15, 20\_\_\_\_. IT MAY BE REVOKED AT ANY TIME BY A WRITING SIGNED BY THE PARENTS. HOWEVER, IF REVOKED, THE SCHOOL RESERVES THE RIGHT TO SUSPEND OR TERMINATE THE ATTENDANCE OF THE CHILD AT THE SCHOOL.**

**I AGREE TO AND CONSENT TO THE ACTIONS SET FORTH HEREIN AND HEREBY GRANT AUTHORIZATION OF THE SCHOOL TO OBTAIN AND USE MEDICAL INFORMATION AND RECORDS BY THE PERSONS, FOR THE PURPOSES, AND DURING THE TIME SET FORTH ABOVE.**

**I UNDERSTAND THAT I HAVE A RIGHT TO RECEIVE A TRUE COPY OF THIS AUTHORIZATION. BY MY SIGNATURE, I ACKNOWLEDGE THAT A TRUE COPY OF THIS AUTHORIZATION HAS BEEN RECEIVED BY ME.**

**Parent/Guardian's Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Documents/020802-Universal Release Form*

## **MEDICAL RELEASE AND CONSENT TO TREATMENT OF CHILD**

I am a parent or legal guardian of [INSERT NAME OF CHILD]\_\_\_\_\_, (“my child”) who is a student at [INSERT NAME OF SCHOOL]\_\_\_\_\_.

I have read, understood and consent to the following concerning my child:

**1. First-Aid/Emergency Treatment:** Without limiting other emergency powers that may be provided by law, I authorize school personnel to administer first-aid to my child if the school administration deems it necessary and appropriate to preserve the life, limb or well-being of my child. If the school administration believes, in its sole discretion, that a medical necessity exists beyond that which can reasonably be dealt with on school grounds by school personnel, I authorize the school to contact and engage qualified medical personnel and arrange for emergency treatment of my child, including transportation either by school staff or by professional transport for medical, dental, surgical or hospital care or diagnosis, and I consent to that treatment for my child. Arrangements for treatment will be made in the following order of priority: 1) The “emergency physician” listed above; 2) the “primary physician” listed above; 3) another physician or health-care professional licensed by the State of California. I understand and agree that I will be financially responsible for any such medical treatment.

**2. Medical Supervision/Administration of Medicines:** I understand that the school is not legally obligated to store or administer medication for students and will not do so, either on a temporary or ongoing basis, except by special agreement. If I have indicated, by signing this paragraph below, that the school may administer medications to my child, and if the school has agreed to administer medications by signing this paragraph below, I authorize the school to administer the medicines listed on this form, as indicated, but recognize that the school does not thereby undertake any ongoing duty to administer drugs or medicine, or to supervise or participate in any self-medication or medical program or ongoing, routine or non-emergency needs of my child, all of which remain my responsibility. Before any medication is given by the school, I will provide those medications in their original pharmacy containers, with the child’s name and doctor’s instructions on the label, and I will provide a written, signed authorization from a physician, including complete instructions.

**3. Release of Student to Qualified Emergency/Medical Personnel and Third Parties:** Without limiting other emergency powers as may be allowed by law, in the event of disaster or medical necessity involving the life, limb or well-being of my child in which it is necessary in the opinion of the school administration to transport my child from school property, or if it is necessary to evacuate the school grounds, the school will make a reasonable effort (in view of the nature of the necessity) to first contact a parent or legal guardian. If no parent/legal guardian is available, I authorize the school to release my child into the custody of third parties for the purpose of transporting my child from school grounds and arranging for such care as my child may need, in the following order of priority: 1) the persons listed above as emergency contacts; 2) qualified medical/emergency professionals; 3) another responsible adult.

**4. Gathering, Use and Release of Medical Information:** Without limiting other emergency powers that may be provided by law, in the event of disaster or medical emergency, I specifically authorize the gathering, use and release to, from, and among the school personnel and to, from and among any medical professionals, of any medical information reasonably necessary to provide emergency medical care and otherwise ensure the life, limb and well-being of my child, including without limitation, the information contained in this form, until I can reasonably be notified and take custody of my child. **I understand that this information will be requested, gathered**

**and/or released only for the purpose of providing first-aid or emergency medical care necessary in the absence of a parent or legal guardian, or as otherwise allowed by law.**

**5. School Athletics:**As a condition of participating in school athletics, the school reserves the right to obtain medical information regarding any physical or emotional condition or injury that pertains to my child's ability to participate safely and constructively in school sports, and to require a written medical clearance at any time before my child may participate in, or return to participation in, school sports activities during the school year. This information will be used solely for the purpose of evaluating my child's ability to participate in school sports activities and will not be obtained by or disseminated to any third parties, except the school's coaches, administrators, trainers and athletic staff, and only for these purposes or as otherwise allowed by law

**NOTE: ALL MEDICINES TO BE TAKEN ON SCHOOL GROUNDS, WHETHER SELF-ADMINISTERED OR ADMINISTERED BY THE SCHOOL (IF SCHOOL AGREES TO DO SO), MUST BE ARRANGED FOR IN ADVANCE, AND MUST BE PROVIDED IN THEIR ORIGINAL PHARMACY CONTAINER, INCLUDING THE CHILD'S NAME AND DOCTOR'S INSTRUCTIONS.**

**THE SCHOOL WILL NOT ADMINISTER MEDICINES UNLESS A PHYSICIAN'S WRITTEN AND SIGNED AUTHORIZATION, INCLUDING COMPLETE INSTRUCTIONS, IS ATTACHED TO THIS FORM**

In consideration of the arrangement indicated in this paragraph, the undersigned hereby releases and discharges the Archdiocese of San Francisco, its constituent organizations, including but not limited to The Roman Catholic Welfare Corporation, the Department of Catholic Schools and the school, and their respective officers, agents and employees for any and all claims for personal injuries or property damage that I or my child may suffer as a result of this arrangement whether or not such injuries or damages be caused by the negligence (whether active or passive) of any of the entities or individuals named or described above, excepting only injuries or damage resulting from Archdiocese's willful misconduct. I authorize and request the school to administer the above medications to my child on these terms.

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Signature of Parent/Legal Guardian

On behalf of the School, I agree to supervise the administration of the above medications, consistent with the terms contained herein.

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Signature of School Principal

*(updated 4/1/02)*

**PERMISSION AND RELEASE FORM**  
**Archdiocese of San Francisco Media and Student Work Agreement**

**Photograph/Video /Film Project/Website /Internet Project**

Your School (St. Raymond School) requests your consent for faculty and staff to use photos or videos of your child, as well as your child's work, in school publications, both in print and online.



Photos, videos, and student work is published to promote the school, Catholic education and students.

**Definitions**

**Media:** photos, videos, or audio recordings

**Publish:** distribution of media online, in print, or elsewhere such that it is publicly accessible

**Media Policies for Families**

1. Media taken by students or families at school or school events are for private use only.
2. Media depicting anyone in the school community may not be published or posted online (even to a small group) without the consent of that individual and/or their legal guardian.
3. Posted media will be removed ASAP if requested by an individual or their legal guardian.

**Media Policies for the School**

1. Media taken by school staff in classrooms or at school events will be stored securely.
2. Media depicting anyone in the school community will not be published without the consent of the individual and/or their legal guardian.
3. For safety and privacy, student names will not be included with any published media.

**Student Work Policies for the School**

1. Student work will only be published with consent of the student and their legal guardian.
2. Student work will only be published with the intent to celebrate the student, promote the school, inspire educators, or for educational purposes.
3. Published student work will not include media depicting the student unless the student's legal guardian has also consented to media publishing.

**Student Name:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SCHOOL COUNSELING RELEASE FORM**

**1. Psychological and Educational Information:** I understand that counseling services offered through the School, if any, are primarily short-term, temporary services aimed at the more effective education and socialization of my child within the school community, and to provide the means for teachers and the School Administration to serve my child and the school community more effectively. These services may involve the individual participation of my child, or the participation of my child in conjunction with family, teacher(s) and/or the School Administration. I understand that these services are not intended as a substitute for emergency psychological intervention, nor do they take the place of permanent, long-term, or comprehensive psychological counseling, therapy or medication, which are not the responsibility of the School. I acknowledge that it is my sole responsibility to determine whether additional or different services are necessary, and whether to seek them for my child. I hereby give my consent for my child to receive counseling services through the School on these terms.

Because these School Counseling Services are primarily intended to serve my child as a member of the school community, in addition to circumstances otherwise allowed or required by law I authorize the counselor, in his or her discretion, to share any information, diagnosis or recommendation derived from these services, and only such information, with me or another parent or legal guardian of my child, my child's teacher(s), the school principal or other school administrators. Such information will be used only for the purposes of facilitating the education or socialization of my child or of the School community.

**Parent/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 2023-2024 Parent Student Handbook Acknowledgment Form

All parents must complete the *Parent Student Handbook Acknowledgement Form* indicating they have read and accept the rules of this year's handbook. Each student's signature (grades 5-8) is also required indicating the student has read and accepts the rules of this year's handbook. For students in JK-4 the parents are consenting on the student's behalf.

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**DUE DATE: WEDNESDAY, AUGUST 30, 2023**

**THIS PAGE IS DUE TO EACH STUDENT'S CLASSROOM/HOMEROOM TEACHER, WEDNESDAY, AUGUST 30. ACKNOWLEDGMENT OF THE HANDBOOK IS REQUIRED.**

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By signing below, I acknowledge and agree to the policies of St. Raymond School. My signature is my commitment to uphold the school rules and support the administration in the administration of school discipline.

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Parent/Guardian - Print Name

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Parent/Guardian - Print Name

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Parent/Guardian - Signature

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Parent/Guardian - Signature

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Student (gr5-8) - Print Name

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Student (gr5-8) - Signature

***For families with more than 1 middle school student:***

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Student (gr5-8) - Print Name

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Student (gr5-8) - Signature