
St. Raymond de Penafort School

Mount Prospect, Illinois



Parent and Student Handbook

2011 – 2012 School Year

St. Raymond School
300 S. Elmhurst Avenue
Mount Prospect, IL 60056

847-253-8555 (main number)
847-253-8939 (fax)

| | | |
|--------------------------|-----------------|--------------|
| Principal | Andrew Galus | |
| Asst. Principal | Tina DiLorenzo | |
| Administrative Assistant | Donna Cherwin | |
| Secretary | Nadine Scheller | |
| Nurse | Diane Geraghty | |
| Extended Day Care | Nancy Wojcik | 847-253-8475 |
| Absence Phone Number | | 847-253-8995 |

St. Raymond Parish
301 S. I-Oka Avenue
Mount Prospect, IL 60056

847-253-8600 (main number)
847-253-0023 (fax)

| | |
|------------------|----------------------------|
| Pastor | Reverend Steven Dombrowski |
| Associate Pastor | Reverend Nhat Le |

Parish Web Site with link to day school: www.st-raymond.org

Parent-Student Handbook

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Protecting God's Children and Youth

Archdiocesan Guidelines and School Requirements

There are numerous volunteer opportunities at our school. To assure the safety and protection of our students, we require that any volunteer working in the school or parish comply with guidelines established by the Archdiocese Office of Protecting God's Children and Youth. Every parish and school employee has completed these requirements. All volunteers are also required to comply with the following:

1. Archdiocese of Chicago Background Screening

Every volunteer working with children must complete an online background check. To access the background check page, please visit www.archchicago.org. Scroll to *Protecting Children* and select background screening.

(eAppsDB - Instructions for Volunteers). If you need assistance or don't have access to a computer, please contact the parish office.

2. Archdiocese of Chicago Code of Conduct

All volunteers who work with children must review and sign the Code of Conduct Acknowledgement Form. The form may be found at www.archchicago.org. Scroll down to *Protecting Children* and choose Code of Conduct. Please return the signed form to the school office. The form may also be obtained at the school office.

3. Illinois Department of Children and Family Services' (CANTS) Form

All volunteers who work in the school and parish must complete the Child Abuse and Neglect Tracking System form. For information about the State of Illinois child abuse and neglect system, visit www.archchicago.org. Scroll down to *Protecting Children* and select CANTS. **Return the completed form to the school office. The original is sent to the Illinois Dept. of Children and Family Services and a copy retained by the school.** The form may also be obtained at the school office.

4. Safe Environment Training -- Virtus Training

Virtus is a specialized training program designed to alert adults to the dangers and red flags of child sexual abuse. The workshop explains what to look for in a sexual predator and ways to protect children against sexual abuse. Every volunteer at the school and parish is required to complete a three hour training session which is offered at many sites throughout the archdiocese,

including St. Raymond. After completing the training, you will receive electronic bulletins monthly to read and complete. To register for training visit www.virtus.org.

Volunteers include any person who works in the school without compensation. This includes, but is not limited to, the following: room parent volunteer, safety crossing guard, athletic event volunteer, coaches, chaperones, library assistants, classroom party assistant, and any volunteers in a classroom. For further information please call the school or parish office.

Imparting the Treasure of Our Catholic Faith

The pursuit of excellence in education is the mission of any outstanding school. However, it is imparting the treasure of our faith, along with its full expression, that separates and distinguishes Saint Raymond's Parish School from the other fine public schools in Mount Prospect. We are not a private school. We are not simply a faith-based school. We are an educational institution that is part of the Roman Catholic School System of the Archdiocese of Chicago and a parish sponsored ministry that is generously offered to families who are participating members of our Faith Community.

The Catholic Christian way of life is discovered by embracing the Gospel values, life vision, and the person of Jesus Christ, along with the teachings and wisdom of the faith tradition of our Church. At Saint Raymond, the seeds of a Catholic identity are planted in our children and young people by the treasure of our faith that is woven into every subject that is taught. Our Christian values form them in the ways they should relate and respect each other as children of God. The moral vision of our tradition guides them in life choices. The call of Christ invites our students to use their gifts for the greater good of all, inspiring our young people to serve and better the world that they will one day inherit as adult disciples of the Lord Jesus Christ.

Religion is more than a subject. It is a way of life that is assimilated and developed in the context of a living community of faith. Our Religion curriculum is grounded in the Great Commandment of Jesus Christ:

**You are to love and know the Lord your God,
with all your mind, your soul, and heart,
and you are to love your neighbor as yourself.**

As children and young people are taught the message of the Gospel, as they learn about the teachings of our church in an age appropriate manner, while participating in the sacramental life of the church and sharing regularly in the celebration of the Eucharist, they will come to be more aware of the very real way that the risen Christ is living and acting in them and through one another.

Parish Sacramental Life

The Sacraments of Initiation are parish events and celebrations. Our children along with their parents show their readiness and desire to celebrate these sacraments together by a joint commitment to more intensified study and active preparation, by regular presence at Sunday Mass, participation at retreats, and involvement in Christian service to the community. These Sacraments are prepared for and celebrated as a family.

The celebration of **First Eucharist** generally takes place in second grade and is preceded by the Sacrament of Reconciliation. This year we will celebrate **First Reconciliation** with all second, third, and fourth grade students who have never received this sacrament.

Confirmation preparation is a two-year undertaking that begins at the seventh grade level. The sacrament is celebrated in the Fall of freshman year of high school.

Prayer Life

The school community begins every day with prayer. Led by our principal or our students on occasion, this time of prayer offers our school community the opportunity to center themselves in God. Through scripture or in spoken words of prayer, they are able to invite the Lord into their lives as they begin their school day.

Prayer is offered as a classroom before lunch. Each homeroom closes the day with the opportunity to offer intercessions or petitions for those in need. Our junior high students reflect upon the upcoming Sunday Scripture readings at the end of each week. They write a synopsis of the homily that they heard when they attended Sunday mass. These weekly reports constitute a significant percentage of their religion grade.

Christian Service

As Jesus taught us in the Gospels, to love our neighbor is to serve our neighbor, our children and young people participate in various forms of service beginning in the very early grades. They may make cards for the elderly and sick, design table placemats for parish adults on retreat, or participate in food and toy drives for our sharing parish in the city. Some will tutor younger children or serve at weekday liturgies and funerals. Others will sing in the school or children's choir, clean tables in the cafeteria, help teachers with bulletin boards, or serve meals to our senior citizens group. Through these lived experiences of sharing their lives, they will come to learn what it means to live as one who serves.

Eucharist and Worship

Our children, young people, and faculty celebrate the Eucharist as a school community twice each month and on all Holy Days during the school year. Each grade level has the opportunity to plan and minister at one of these liturgies during the year. The priest who will be presiding at a given liturgy will meet with the class twice before their assigned liturgy. In these meetings, the liturgy is planned, the ministerial roles of the students are clarified, and the homily to the school is developed. This approach to liturgical preparation enables our parish priests, deacon, students, and teachers the opportunity to work together, to share faith, and to grow in greater relationship with one another. Children and parents are expected to make regular Sunday worship a family priority and commitment in their lives.

School Philosophy

Saint Raymond School is a parish elementary school that is an integral part of the mission of the Faith Community of Saint Raymond de Penafort in the Archdiocese of Chicago. Our role in this mission, as Christian educators, is to encourage our young people to pursue excellence to their greatest level spiritually and academically, morally and socially. We are a Roman Catholic, faith based school community that encourages all of its members to grow in and share their own Christianity with each other. In order to accomplish this goal, we rely upon the commitment of the school and parish staff, our parents, and the shared resources of the Faith Community at large.

Because the school is an integral part of the parish, students will grow spiritually in their relationship with Jesus Christ and the Catholic faith as they share in the liturgical and sacramental life of the larger community. We will strive to create a warm and nurturing environment from which students will emerge with a disciplined and positive image of themselves, while appreciating their own and one another's uniqueness as daughters and sons of God. We firmly believe in the Christian value of showing true respect toward others, their person, and their belongings. We will not tolerate anything less. We will also provide opportunities for leadership and generous Christian service so that our young people will become loving, just, and active members of God's People, the Church.

Mission Statement

Saint Raymond School, as a parish elementary school, is an integral part of the Faith Community of Saint Raymond de Penafort. We educate and form children in a solid core educational curriculum while instilling within them the values and teachings of the Gospel of Jesus Christ with a deep appreciation and understanding of our Catholic faith. We teach and model respect for one's self, for others, and for all creation. We regard each child as a unique gift of God. We are committed to being partners with parents/guardians in helping to develop young people who will be well prepared academically and socially, spiritually and morally to become responsible and contributing members of God's people, in the larger world.

Profile of the Graduate

A St. Raymond student will demonstrate:

A personal awareness of God's love. This awareness will be an outcome of having been loved, experiencing the logical and natural consequences of his/her behavior in the accepting environment of St. Raymond School, an extension of the student's home. The student will demonstrate his/her personal awareness of God's love through his/her behavior as a caring respectful person interacting daily with teachers, staff, parents, and fellow students.

Knowledge of the gospel values taught by Jesus and integrate these values into daily life. This knowledge will be an outcome of a major focus on a personal dynamic faith life, which is interwoven into every school and extracurricular experience. Further enhancement of this knowledge will be many opportunities to clarify values and make value judgments, which are central to his/her life. The student will demonstrate his/her personal knowledge and integration of the gospel values through daily faith sharing and responsible Christian behavior both in the formal classroom setting and in the less formal extracurricular setting.

An understanding of his/her rights and responsibilities as a member of his/her family, school, parish, and larger global community. This understanding will be an outcome of his/her family's commitment to the Christian educational process, including involvement in school events, programs, and volunteering time and talent. In addition, the student will have many opportunities to participate in community service activities and share in the responsibilities leading to full membership in these communities. The student will demonstrate his/her understanding of community involvement by exercising his/her rights and responsibilities within the community of St. Raymond School.

Self-esteem with regard to personal abilities and potential. Self-esteem will be an outcome of encouragement from all of the various communities of which the student is a member. The student will become aware of his/her unique gifts and be encouraged to develop these gifts to their fullest potential. Self-esteem will be further enhanced through many opportunities in making decisions and setting priorities, as well as experiencing the logical and natural consequences of his/her decisions. An emphasis on shared rights and responsibilities will be provided within every aspect of the school setting. The student will demonstrate his/her self-esteem through a daily life, which projects self-respect.

A basic understanding of goal-setting techniques and rationale with regard to life plans. This understanding will be an outcome of many opportunities to set goals at age-appropriate levels throughout his/her years at St. Raymond School. The student will demonstrate his/her understanding by setting goals and relating the results to his/her life plan.

Readiness to build on, in high school, the strong academic foundation provided at St. Raymond, including:

1. The ability to communicate effectively, both orally and in writing.
2. The ability to use critical thinking skills.
3. The ability to use library research materials.
4. The ability to use the scientific method.
5. The command of concrete math principles.
6. The knowledge of other cultures.
7. The knowledge of United States history and government.
8. The knowledge of developing and maintaining physical and emotional wellness, including communication skills, physical activity, diet, stress identification, and stress management.
9. The knowledge of the tenets of Roman Catholicism.
10. The ability to be creative and respond to the creativity of others in the area of fine arts.
11. The ability to use technology as a tool for learning and expression.

The student will demonstrate a readiness to build on his/her academic foundation by enthusiastically embracing the opportunity to continue his/her education at the high school level.

Vision of the Graduate

Graduates of Saint Raymond Parish Elementary School are prepared to meet the demands of the educational community into which they are entering. Our student graduates enjoy learning, are critical thinkers, are problem solvers, and maintain a positive curiosity and regard for the gift of life. They strive to excel in written and oral communication skills and are quite familiar with the use of modern technology. Above all, our graduates have a respect and an appreciation for themselves, for the world they live in, and for all human beings who are, indeed, children of God.

Our students have developed a relationship with God through Jesus Christ. They know how to pray and communicate with God as an individual and as a member of a faith community during liturgical worship. They have a strong self image, an awareness of their gifts and abilities, and a desire to share themselves generously with the world at large. Their acceptance of themselves and of others within a pluralistic society, is based on the Gospel of Jesus Christ, who has called them to love, accept, respect and serve others, especially the poor among us.

With a realistic self confidence our students are aware of the choices they can make and accept responsibility for the consequences of their decisions. They will work for a just world, yet, while accepting human limitations, will not compromise their Christian Catholic values.

St. Raymond School Calendar 2011-2012

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|---|--|
| Sat./Sun., Aug. 20 & 21 Sun. Aug. 21 | Parent packet pick-up after all the Masses Meet your teacher: 9AM – 12:00, Loftus Parish Life Center LAST DAY TO TURN IN PHYSICAL FORMS, GR. PS, K & 6, ALL NEW & TRANSFER STUDENTS |
| Aug. 15-22 | Faculty Orientation, Teacher In-services & Religion In-services |
| Tues., Aug. 23 | School Begins, Gr.2-8 NOON DISMISSAL; Grade 1 Orientation |
| PLEASE SEE NEXT PAGE FOR SCHEDULE OF PRESCHOOL AND KINDERGARTEN OPENING & CLOSING DAY SCHEDULE | |
| Thurs., Sept 1 | Curriculum Night – Grades 1-8 |
| Mon. Sept.5 | Labor Day – NO SCHOOL |
| Thurs., Sept. 8 | Curriculum Night – Early Childhood Unit and Quest |
| Mon., Oct 10 | Columbus Day, NO SCHOOL |
| Thurs., Nov. 10 | Parent/Teacher Conferences (Students in Gr. 7 & 8 also attend) NO SCHOOL |
| Fri., Nov. 11 | Veterans' Day Observance - NO SCHOOL |
| Wed., Nov. 23 | Special Persons Day – NOON DISMISSAL |
| Thurs./Fri., Nov. 24 & 25 | Thanksgiving Vacation – NO SCHOOL |
| Wed., Dec. 21 | Christmas Break Begins, 2:50 PM |
| Tues., Jan. 3 | School Resumes |
| Mon., Jan. 16 | Dr. Martin Luther King, Jr. Birthday -- NO SCHOOL |
| Sun., Jan. 29 | Catholic Schools' Week Open House 9:30 AM – 1:00 PM |
| Thurs., Feb. 2 | Teacher Appreciation Day – NOON DISMISSAL |
| Fri., Feb. 3 | NO SCHOOL |
| Thurs., Feb. 9 | Winter Conferences – NOON DISMISSAL |
| Mon., Feb. 20 | Presidents' Day – NO SCHOOL |
| Fri., Mar. 23 | Spring Break Begins, 2:50 PM |
| Mon., Apr. 2 | Classes Resume |
| Fri., Apr. 6 | Good Friday – NO SCHOOL |
| Mon., Apr., 9 | Easter Monday – NO SCHOOL |
| Mon., May 28 | Memorial Day – NO SCHOOL |
| Tues., May 29 | Kindergarten Prayer Service |
| Thurs., May 31 | Eighth Grade Baccalaureate & Graduation |
| Fri., June 1 | Last Day of School Grades 1-7 |

Dates To Be Noted:

| | |
|-----------------------------|---------------------------------|
| School Picture Days: | Wed., Oct. 12 & Thurs., Oct. 13 |
| Graduation Pictures: | Thurs., Feb. 16 |
| First Communion: | May 5, May 6, May 12 |

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| PLEASE NOTE: | First Day - Early Morning Day Care | Tuesday, August 23 |
| | First Day - After School Extended Day Care | Wednesday, August 24 |
| | First Day to Wear Uniforms | Monday, August 29 |

Preschool & Kindergarten Orientation Opening & Closing Dates

Beginning days

| | |
|-----------------|--|
| Wed., Aug. 24 | Kindergarten Orientation |
| Thurs., Aug. 25 | Kindergarten begins Full day & Five Day AM preschool orientation |
| Fri., Aug. 26 | Full day & Five Day AM preschool begins Multi-age M,W,F AM & PM preschool orientation |
| Mon., Aug. 29 | Multi-age M,W,F, AM & PM preschool begins |
| Tues., Aug. 30 | 3 year old preschool orientation |
| Thurs., Sept. 1 | 3 year old preschool begins |

Ending days

| | |
|----------------|--|
| Tues., May 22 | Last day, 3 year preschool |
| Wed., May 23 | Last day, multi-age M,W,F, AM & PM preschool |
| Thurs., May 24 | Last day, full day & 5 day AM preschool |
| Fri. May 25 | Kindergarten picnic |
| Tues. May 29 | Kindergarten prayer service (last day) |

Please note: More detailed information regarding orientation dates and times will be found in the beginning of year Parent Packet.

Sacramental Calendar -- 2011-2012

Reconciliation (Grade 2)

Parent Meeting – Community Room:

Tuesday, Nov. 29, 2011, 7:00 PM
OR
Wednesday, Nov. 30, 2011, 9:30 AM

Sacrament of Individual Reconciliation (Grades 2, 3, 4)

Sat., Feb. 25, 2012, 11:00 AM and 1:00 PM – Church
Sat., Mar. 3, 2012, 11:00 AM & 1:00 PM – Church

Eucharist (Grade 2)

Eucharist Candidacy Mass: Sunday, Oct. 30, 2011, 9:30 AM

Parent Meeting – Community Room

Tues., Oct 25, 2011, 7:00 PM
OR
Wed., Oct 26, 2011, 9:30 AM

Parent Meeting – Community Room

Tues., Feb. 7, 2012, 7:00 PM
OR
Wed., Feb. 8, 2012, 9:30 AM

Demonstration Liturgy: Sun., Feb. 26, 2012, 1:00 PM – Church

First Eucharist Celebration: Sat., May 5, 2012, 11:00 AM
Practice: Tues., May 1, 2012, 6:30 PM – Parish Life Center

First Eucharist Celebration: Sun., May 6, 2012, 1:30 PM
Practice: Thurs., May 3, 2012, 6:30 PM – Parish Life Center

First Eucharist Celebration: Sat., May 12, 2012, 11:00 AM
Practice: Tues., May 8, 2012, 6:30 PM – Parish Life Center

Confirmation

7th Grade Retreat: Saturday, Feb. 25, 2012, 3:00 – 6:00 PM

Confirmation Candidacy: Sunday, April 22, 2012 at the 11:15 AM Liturgy

School Admission Policy

St. Raymond School provides a Catholic education to students in 3-year-old preschool through eighth grade. The admission of students is based upon availability of space. If space is limited, priority for admission will be given in the following order, and assumes the family of the student is a registered and participating parish family as described in the parent handbook:

1. Students currently enrolled in our school at any level.
2. Students who have a sibling currently enrolled in our school.
3. Students who have had a sibling graduate from our school.
4. Students who have had a parent graduate from our school.
5. New students from among the parish family.
6. Students transferring from another Catholic school.

Following these placement considerations, all other students who are not from the parish family will be admitted on a case by case basis.

Every effort is made to meet the special needs of each child at St. Raymond School. If a child's needs cannot be met properly by our staff and programs, efforts will be made to help find the child appropriate placement.

Early Admission Policy

St. Raymond School's early admission policy, for students who have not yet met the minimum age requirements established by the state for entry into school, allows for exceptions, if the following minimum requirements for early admission are met:

The student successfully passes a test administered through their local public school district that shows the public school would allow them early admission in their district; or

The student receives a private evaluation by a licensed outside party (at parent's expense) and is found to meet or exceed skill and knowledge requirements for their age and recommended for early admission.

And

The student and parents must participate in an interview with the school administration.

Written results from either test/evaluation should be provided to St. Raymond as part of the application process.

It is strongly recommended that parents considering this approach discuss their situation with the administration starting in the fall of the previous school year. All final decisions regarding early admission will be made by May 31 for classes beginning in the fall of that year.

Introduction to Units

If any questions or concerns arise as the year unfolds, as educators we would like to hear from you directly. A small problem can usually be handled quickly and easily. When an issue is left unresolved for a period of time, the solution might not be as simple. As educators, we are here to assist you in your role as parent(s). If you need to contact one or more of the teachers, please leave a message at the school office.

Early Childhood Unit (3 and 4 yr. old Pre-school and Kindergarten)

The early childhood unit is comprised of the pre-school (ages 3-5) and the Kindergarten (ages 5-6). The program developed by the early childhood staff seeks to enhance the physical, emotional, and intellectual development of the young child. On a practical level, these objectives are achieved by providing the young child with a warm and stimulating environment. Students have the opportunity to interact within a Christian atmosphere.

Play is an important way to learn for the young child, and it is an essential part of the curriculum. In addition, daily activities include teacher-directed lessons, small group work, and individual attention. Emphasis is placed on learning from the immediate environment and in providing many concrete experiences consistent with the developmental stages of young children aged 3-6. Large and small motor activities, musical and science experiences, and skills necessary to the development of reading and math readiness are encouraged in the early childhood unit. In addition, the Italian language is introduced and taught to these young students.

Primary Unit (Grades 1, 2 and 3)

The primary unit strives to meet and develop the spiritual, intellectual, emotional, and social needs of each child in a positive and caring environment. As children in 2nd grade begin the development of “the age of reason” they are invited to come to the Table of the Lord and participate more fully at the Eucharist with their family.

The primary unit consists of first, second, and third grade students. Emphasis at this level is placed on the areas of Religion, Language Arts,

Math, Social Studies, Science, Computer, Physical Education, Music, Art, and Library Skills. Also, Italian classes are continued in these grades.

The Religion curriculum focuses on our relationship with God and others, elements of the Mass, and the Church as a community. The sacraments are discussed at each grade level with an emphasis on Eucharist and Reconciliation in second grade. The children participate in service projects and liturgical events.

Language Arts encompasses reading and phonics, grammar, spelling, and composition. The students learn the fundamental skills through exposure to a variety of literature, author studies, poetry, library and story time, literature circles, and independent reading. Students are challenged to work to their highest potential.

Mathematics in the primary grades concentrates on mastery of basic facts, skills, and concepts. Fundamental skills are taught through the use of manipulatives, problem solving, and critical thinking.

The children are generally given a twenty-minute recess period. Recess is an opportunity to interact with peers, exercises bodies, and practice appropriate social skills.

In the primary grades, each child is expected to spend some time doing homework each school night. The amount of time should follow these approximate guidelines: 10 minutes for first grade; 20 minutes for second grade; and 30 minutes for third grade. This homework should include specific assignments and practice in reading and math.

Intermediate Unit (Grades 4, 5 and 6)

Education in the Catholic faith is a priority. Religion is not just taught in a formal class; spiritual growth and the continuing development of Christian values are an integral part of every school day. Students receive the sacrament of Reconciliation in fourth grade. The curriculum includes the academic subjects of Reading, Math, Grammar/Creative Writing, Science/Health, Social Studies, and Spelling. Handwriting is reinforced in the intermediate grades. Students also have classes in Computer Education, Physical Education, Art, and Music. Grade 5 students continue their instruction in Italian and grade 6 students begin their study of the Spanish language. There is an emphasis on developing and using good writing skills in all subjects. Daily homework and study time of approximately ten minutes per grade level is required at the Intermediate level. (Example: 5th grade = 50 minutes)

Curriculum and instruction are on grade level, with consideration made for individual needs and abilities. Grade four is in self-contained classrooms,

while grades five and six are departmentalized. Computer technology is integrated in areas of the curriculum where it enhances the educational program. The students are offered a variety of opportunities for growth in other areas as well. Fourth grade students may participate in the band program.

Training as an altar server begins in fifth grade. Participation on school sports teams begins in the fourth grade with an instructional emphasis and progresses to inter-league competition. Sixth grade students give service to the school as the class responsible for displaying our country's flag. Students in the unit participate in the Student Leadership Commission. These are exciting years filled with many opportunities.

Junior High Unit (Grades 7 and 8)

The goal in junior high is to work in cooperation with parents to assist students as they develop spiritually, academically, physically, socially, and morally. We seek to achieve this goal through departmentalization, each teacher being responsible for a particular area of the curriculum. Religion, Science, Social Studies, English, Literature, Mathematics, Spanish, and Vocabulary are the core of the junior high academic curriculum. The study and demonstration of competency of the United States and Illinois Constitutions is a requirement for eighth grade students.

Religion is more than an academic subject; it is a way of life. The religion program in junior high has two goals: to contribute to the spiritual growth of each teen and to invite each one into responsible participation in the life and work of the faith community. Through such educational techniques as small-group projects and discussions, shared study, reflection, journaling, and prayer, students experience themselves as a small faith community within the larger Church community.

The two-year study and preparation for Confirmation is designed to have candidates experience a parish community that welcomes and supports its young confirmandi in their process of preparation. Junior High students show their commitment by their willingness to study, to learn, to serve others, and to pray.

The Spanish program at St. Raymond School begins in the 6th grade and continues in the Junior High grades. The students are challenged to speak, read, and write Spanish through a variety of modalities. St. Raymond students have been very successful in high school Spanish programs, most students achieving a second year placement in their freshman year.

The junior high faculty is dedicated to helping students recognize and appreciate their own academic talents and the academic talents of others. Approximately seventy to eighty minutes a day is a reasonable allotment of

time for homework. This includes review and enrichment as well as long-range assignments.

Classes in Physical Education, Music, Art, and Computer complement the core curriculum and contribute to the development and well being of the student.

The ultimate goal of the junior high program is to send students to high school who have a solid moral foundation, are academically prepared, and are life-long learners.

Grading Scale (grades 1-8)

A = 93-100

B = 85-92

C = 74-84

D = 66-73

F = 65 and below

Learning Resource Programs

Learning Disabilities Program

St. Raymond School offers its students a program for the diagnosis and remediation of learning disabilities. A child having difficulty learning is evaluated through a battery of tests which provide information concerning the child's strengths and weaknesses.

Significant discrepancies in the child's achievement and potential indicate a need for the child to receive services through the resource program. An Individualized Catholic Educational Program (ICEP) is developed using the information acquired through the battery of tests. The amount of time spent in the Resource Center is dependent on the student's ICEP. The remainder of the child's day is spent in the regular classroom where modifications are made to accommodate each child's learning style.

Special Services Program

Academic services are available, upon recommendation of the teacher, to students in the following situations:

- students waiting to receive case study evaluations by their school district
- students found not to meet learning disabilities criteria, but in need of academic support
- students experiencing short term academic difficulty, but not in need of district evaluation.

The amount of time spent in the special services program varies depending on the individual needs of the student.

Resource Center programs are designed for small group or one-to-one instruction. Depending on the learning style of the student, materials other than those currently being used in the regular classroom may be utilized. These may include reading texts, computer programs, and instructional aides in specific skill areas.

Quest

The Quest program serves students in grades three through eight who have a demonstrated need for academic enrichment and acceleration. High academic ability and outstanding achievement are requirements for placement and continuation in the program. Standard achievement tests, a test of cognitive ability, samples of student work, and teacher/parent recommendation are all used to determine placement in the Quest program.

Both the Resource and Quest programs are alternatives of the core curriculum.

Integrated Education Programs

Art

The art program encourages students to explore and implement ideas and imagination through various media. Instruction in the elements of design, line, color, shape, form, texture, and space is emphasized. This is done through the study of various artists, their media, and through practical application. Art is taught by the homeroom teacher in preschool through third grade and by the art teacher in grades one through eight. An Art Fair is held in the Spring as a culminating activity to display the artistic and creative talents of the students.

Band

The St. Raymond Band Program provides an opportunity for students to develop an understanding and appreciation for music as an art through listening, analyzing, and performing. This program instills in students an awareness of their own musical talent. A student receives instruction in a woodwind, brass, or percussion instrument of choice, and participates in either the beginning or concert levels of band. Students in both bands participate in various in-parish and outside musical activities throughout the year. This program is open to all students in grades four through eight.

Technology

The technology curriculum includes keyboarding, word processing, database, spreadsheet, drawing skills, and multimedia presentations as well as proper care and use of hardware and software. Skills are introduced and taught at age appropriate levels to students in the 3-year-old preschool program through eighth grade. Assignments and projects that are coordinated with grade level teachers are graded as a separate subject, Integrated Technology. The computer lab is available for student use before and after school. A schedule is posted in the lab.

The Internet may be used solely for educational and/or research purposes. Any person accessing the Internet through the school's resources must have a signed Acceptable Use Policy Form on file.

Foreign Languages

The **Spanish Program** encourages students' increased sense of confidence when learning to speak a Foreign Language. Conversation, reality situations, vocabulary, grammar, and writing are reinforced in the Spanish curriculum. Oral, visual speaking, and written exercises are conducted throughout the class in an effort to draw on the strengths of all the students. These exercises are done in class, in small groups, with a partner, or individually. Cultural knowledge is introduced through art, music, and food

during holidays such as Día de los Muertos, Navidad, Día de los Reyes Magos, and Cinco de Mayo.

The **Italian Program** introduces the Italian language and culture to students enrolled in Preschool through 5th grade. With the youngest children, vocabulary is introduced with the use of flashcards, songs, games, visual aids, and frequent repetition of the same concepts. In 3rd grade a few lessons are dedicated to Italy as a country, its geography, culture, and traditions, especially in those areas where the student can best relate (school, sports, family life). With the older children, basic grammar is introduced and reinforced with the use of games, computer aids, and tests. The students have a few opportunities during the school year to demonstrate their skills before an audience.

Reference Center

St. Raymond's Reference Center offers students and teachers a wide-range of non-fiction, fiction, and biographical material, as well as a considerable collection of Easy Readers and picture books. A full-time librarian and a core of volunteers staff the Reference Center.

Students in grades one through eight are scheduled for weekly book exchange. In addition, story time is scheduled for four-year-old preschool through grade three. Library skills are introduced in second grade and taught in grades three through six. These scheduled classes emphasize how to use a library efficiently so that students can independently access information. The classes familiarize students with the parts of a book, the Dewey Classification System, and the Card Catalog. Students are also instructed on how to use a variety of reference materials available in a library. Our school Reference Center also participates in several special state-wide/nation-wide events that promote reading enthusiasm among students. These events include: Rebecca Caudill Young Readers' Book Award and Great Books.

Library books/magazines are checked out for 7-day periods with the exception of materials for special class projects or book reports. A student must let the library staff know if he/she needs a book/magazine for an extended period of time and his/her teacher must confirm this.

Reference books, such as dictionaries, atlases, almanacs, and encyclopedias are not available for check out, but are available for student use during the school day.

Music

The components of the program include:

1. Development of an appreciation for music.
2. Development of a degree of skill in reading music notation.
3. Using the above in conjunction with vocal work and performance.

Special attention is also placed on the development of liturgical music within the school and parish community.

Physical Education

Physical Education classes are an integral part of the curriculum at St. Raymond School. Classes are scheduled for each grade level on a weekly or bi-weekly basis. The curriculum follows the Archdiocesan guidelines for health and physical fitness. Skill tests and written tests are given at the completion of each unit.

Students must be dressed in the St. Raymond gym uniform and gym shoes on gym class days. For safety, slip-on gym shoes are not allowed. On special non-uniform school days, gym shoes are the only requirement.

Students must have a note from their doctor if they are to remain indoors during gym class. This time will be spent in the office.

Optional Programs

Guardian Angel Program (Extended Day Care)

The Guardian Angel Program (GAP) is available before and after regular school hours. It provides professional care, supervision, recreation, and enrichment activities for the child. It serves families who desire both Catholic school education and supplementary day care in a Christian environment. The program is open only to students enrolled in St. Raymond School. The GAP Program is for students in preschool through 8th grade.

The program is staffed by an experienced director and assistants. The staff works together to help each child grow in maturity and in self-respect, as well as to maintain an atmosphere wherein respect and understanding for others is realized.

Hours: 7:00 AM – 8:05 AM
 2:50 PM – 6:00 PM

The program operates on school days when school is in session. Any emergency that causes school to be canceled will also result in canceling the GAP Program. The after school program is not available when classes are dismissed at 12:00 Noon.

Rainbows for All God's Children

Rainbows for all God's Children is a support program for children who are living in a single-parent family or step-family. It offers weekly support groups with an adult facilitator. This program is offered for children from pre-school age through eighth grade.

The purpose of the groups is to provide an opportunity for the emotional healing from a death, a divorce, or any other painful transition in the family unit; to assist in building a stronger sense of self-esteem; and to reach acceptance for what has happened in the family.

School children experiencing a loss of some kind are encouraged to join the Rainbow's program.

Student Rights and Responsibilities

| My Rights | My Responsibilities |
|---|---|
| I have the right to be happy and to be treated with compassion in this school. | I have the responsibility to treat others with compassion. This means that I will not laugh at, tease, or try to hurt the feelings of others. |
| I have the right to be myself in this school and be treated with respect. | I have the responsibility to respect others as individuals and celebrate their differences. |
| I have the right to be safe in this school. | I have the responsibility to make and keep this school safe. This means that I will not hit, kick, push, pinch, threaten, or intentionally hurt anyone or stand idly by while others do so. |
| I have the right to expect my property to be safe in this school. | I have the responsibility to respect the property of others and not destroy the property of others as well as the school property. |
| I have the right to be helped to learn self-control in this school. | I have the responsibility to learn self-control in this school. This means that I will strive to exercise my rights without denying the same rights to others, and I expect to be corrected if I do abuse the rights of others, as they shall be corrected if my rights are abused. |
| I have the right to achieve academic success and be aware of and understand school policies. | I have the responsibility to: <ul style="list-style-type: none"> ▪ Adhere to assignment requirements. ▪ Invest time, effort, and pride in my work. ▪ Produce high quality work. ▪ Bring my talents into completed work. |
| I have the right to hear and be heard. | I have the responsibility to help maintain a calm and quiet school. This means that I will not yell, shout, scream, make loud noises, or disturb anyone in any other way. |
| I have the right to expect that these rights will be mine in all circumstances so long as I am exercising my full responsibilities! | I have the responsibility to protect my rights and the rights of others by exercising my full responsibility in all circumstances. |

Lunchroom Expectations

Lunchroom supervisors have the authority and responsibility for enforcing all lunchroom expectations.

1. Each grade level will be assigned specific tables.
2. Students will use the restrooms prior to arriving at the cafeteria. Students are not to leave their seats without permission from an adult.
3. Throwing of food in any way, shape, or form will result in loss of lunchroom privileges (removed from the cafeteria) and a demerit
4. Students will be expected to raise their hands when assistance is needed by an adult.
5. No student should be released from the lunchroom for any reason unless permission has been given from the teacher or the school office.
6. Students are expected to clean their area of the table; the lunchroom supervisor will excuse each table when the table and surrounding area is clean.
7. Appropriate behavior is expected at all times. For the safety of all students, these rules and expectations must be adhered to, and they will be enforced.
8. While outside fast food is not prohibited, it is strongly discouraged on a regular basis. Should you choose to bring your child/children a special lunch, we ask that it be brought for only them. This is to avoid hurting the feelings of other students.

Outdoor Recess

1. Appropriate behavior is expected at all times on the playground. For the safety of all students, any inappropriate behavior will not be tolerated. This behavior may be subject to a citation. After three citations, a demerit will be served.
2. All rough games, such as tackle football, are not permitted. Any game that begins to get rough will be stopped and a five-minute cooling off period will be enforced for *all* who were playing the game.
3. Frisbees, super balls, hard balls of any kind, and baseball bats are not allowed on the playground.
4. Students are not allowed to retrieve any balls that go outside the parking lot boundaries.
5. For the students' safety, they are not allowed to play around parked cars or near the street.

Inappropriate language will not be tolerated under any circumstances!

Fighting in any way, shape or form will not be tolerated!

Recess/break privileges will be lost and a demerit and/or suspension from school will result.

Indoor Recess

Each classroom will have their own classroom indoor recess expectations. These specific indoor recess expectations will be posted in each classroom.

Definition of Disciplinary Terms

1. Citation Slips (Grades 5-8)

Citation slips are issued for minor infractions such as: uniform violations, eating gum or candy in class, forgetting materials for class, etc. These infractions are noted on the slip which the student is asked to sign and acknowledge. An accumulation of four citations results in a demerit, at which point the four citations are attached to the demerit for the parent to see.

2. Demerit is a written notice that student has violated behavior expectations.

Any student receiving a demerit will bring home a demerit notice for parent signature. The notice must be returned the following school day. Demerits are served on Wednesday morning from 7:15 to 7:50 AM in an assigned room where the student will work on appropriate assignment. Arrival to demerit duty after the starting time will result in the student serving the demerit the following Wednesday. The student will stay supervised in the demerit room until 7:50 AM. Three demerits in a semester will result in detention.

3. Detention is a two-hour detention (at the set time/date of Administration)

Any infraction following three demerits warrants a detention that is scheduled by the principal and staff members involved. The student will be given appropriate work to do for a two hour time period after school or on Saturday. Student and parent are notified of the date and time in writing.

4. Suspension:

In-School: the student is removed from all classroom/school activities, but remains in the building.

Out-of-School: the student is removed from all school activities and is removed from the building.

Whether an in-school or out-of-school suspension is imposed, the student is removed from the classroom and from all school activities for a specified number of days. These activities include cheerleading, sports events, parties, dances, etc. When a student is suspended, it is important (and expected) that all academic work is completed and turned into the teacher(s). However, no credit will be given for work or test(s) missed when a student has been suspended.

Behavior Regulations

Behavior regulations at St. Raymond School are based on the Christian values of mutual respect and responsibility for the right of self and other members of the school community. The children are guided to develop self-discipline; thus refraining from behavior which disrupts or hinders the growth of self or others in the learning environment.

In order to maintain a safe, orderly, non-disruptive environment that is conducive to learning and fosters Catholic values, there are certain behaviors, which are deemed unacceptable by the school community. These behaviors have different consequences associated with them depending upon the seriousness of the infraction and the developmental stage of the child. Any conduct in school or any school related function which is detrimental to the good name of the school, as well as the student, is cause for a review.

I. Behaviors affecting classroom and/or school decorum which may result in a demerit, detention, or suspension. Parents may be contacted.

- Careless/low academic effort.
- Dishonesty in all forms (including lying, cheating, plagiarism).
- Disrespectful behavior toward teachers, substitute teachers, aides, other adults, or students.
- Disruption of class.
- Endangering the safety of self or others.
- Fighting.
- Gambling.
- Inappropriate language.
- Inappropriate physical contact and/or displays of affection.

- Intimidation in all forms (including bullying in any form, threats, slander).
- Leaving school grounds or boundaries without permission.
- Make-up work not completed within designated time (students are given the number of school days absent plus one day to make up work).
- Missed or late assignments.
- Non-compliance with school policies (For example, tardiness, ignoring safety rules, chewing gum).
- Non-participation / inattentiveness.
- Not following directions.
- Passing notes.
- Possession or circulation of pornographic material.
- Inappropriate use of cell phones or other electronic devices.
- Repetition of less serious offense.
- Talking in class at inappropriate times.
- Trespassing.
- Truancy.
- Unauthorized exchange of money or goods.
- Being unprepared for class.

II. Behaviors that may result in demerit, detention, suspension, or expulsion

PARENTS WILL BE CONTACTED

- Repetition or extreme cases of the above listed serious offenses.
- Sexual harassment.
- Any behavior construed as sexual harassment or indecent exposure.
- Possession / use of any weapon.
- Threats to use a firearm or any other weapon against another person.
- Theft / destruction of property.
- Use or possession of tobacco, alcohol, drugs, or illegal substances.
- Violation of any public law while under the jurisdiction of the school.

These lists are not exclusive, but examples of inappropriate conduct.

Restitution will be required in cases of destruction of property. Legal authorities will be contacted when required and appropriate.

Bullying

Bullying is a pattern of intentional or deliberately hurtful behavior that occurs repeatedly. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to intimidation, oral or written threats; teasing; put downs; name calling; threatening looks, gestures or actions; rumors; false accusations; social isolation or exclusion; and cyber bullying (including, but not limited to the use of the Internet, cell phone, or any digital device.) Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school function, or in a school vehicle.

Cell Phone / Electronic Device Policy

St. Raymond School prohibits the use of cell phones and electronic devices (including, but not limited to, pagers, iPods, mp3 players, and hand-held gaming devices) anywhere on school property during the school day and extended day care hours. This includes restrooms, locker rooms, hallways, the courtyard, and the school parking lot. Students who violate the cell phone / electronic device policy will be subject to disciplinary action.

Students are, however, allowed to bring these devices to school for use before or after school only. During the day, the devices must be turned off and stored in students' lockers. Note that students bringing cell phones or electronic devices into the school do so at their own risk. St. Raymond School is not responsible for lost, stolen, or damaged cell phones or electronic devices.

Any parent-child communication should be done through St. Raymond's school office phone line. For example, if a student feels ill, he or she must report to the nurse's office. The nurse, in turn, will contact the student's parents. Parents needing to relay emergency information to their children should call the school office rather than their child's cell phone.

Technology Guidelines

Access to the Internet

St. Raymond School's goal is for students and staff to use the Internet as part of the school's instructional program in order to facilitate research, resource sharing, innovation, and communication.

For the purpose of this policy and all Internet related policies, "staff member" refers to teachers, substitute teachers, educational support personnel, administrators, and individual school board members. "Staff member" also includes parents and community members when accessing the Internet through the school's resources. "Internet" includes all information including, but not limited to, information accessed by Internet sites, e-mail, on-line services, bulletin board systems, and social networking sites.

The school is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, St. Raymond School will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Acceptable Use of the Internet

St. Raymond School's use of the Internet is in support of education and/or research, and shall comply with the provisions of the "Children's Internet Protection Act." The use of the Internet is a privilege, not a right. The school's "Authorization for Internet Access" contains the appropriate uses, ethics, and protocols for the Internet. Electronic communication and downloaded materials may be monitored or read by school officials.

Use of the Internet as Part of the Curriculum

The use of the Internet shall be consistent with the curriculum adopted by the school as well as the varied instructional needs of the students. The use of the Internet shall comply with the selection criteria for instructional materials. Staff members may use the Internet throughout the curriculum.

Internet Guidelines

Students and staff members shall follow the guidelines as stated in the attached school policy. Each student and his/her parent or guardian must sign the "Authorization for Internet Access." Internet includes all

information accessed by Internet sites, e-mail, on-line services, and bulletin board services.

Guidelines: Access to St. Raymond's electronic network is a valuable and limited resource. Students are expected to place a premium on the quality of use. It is a privilege and any deviation from these guidelines will result in loss of privileges, disciplinary action, and/or appropriate legal action. The following are considered to be deviations from the guidelines:

1. Accessing content that does not have a specific instructional goal.
2. Accessing personal e-mail accounts, chat rooms, or social-networking sites that do not have a specific educational goal.
3. Accessing, retrieving, or distributing offensive, threatening, violent and /or obscene content.
4. Duplication and publication of content and software in a manner that does not adhere to U.S. copyright laws.
5. Disclosing names, addresses, phone numbers, e-mail addresses, or other personal information of students or staff members.
6. Disregard for rules of network etiquette, which includes use of appropriate language and polite responses.
7. Unauthorized usage of the network, including "hacking".
8. Using the St. Raymond School network for an individual's personal profit, fraud, illegal activity, or political purposes unrelated to school activities.

Extracurricular Activities for Students In Grades 6, 7 & 8

St. Raymond School is a Catholic elementary school. We educate children in a solid core curriculum and instill in them the principles of our Catholic faith and the ideals of Christian values. We teach and model respect for one's self, others and the Earth. We regard each child as a unique gift from God worthy of love. We are committed to being partners with parents/guardians in nurturing students who will be morally, academically and socially prepared for the challenges of the future.

All students are expected to be in good academic standing at all times throughout the school year, **academics are why we're here**. There are many safeguards in place for your student to enjoy academic success at St. Raymond Elementary School. The most important safeguard is parental involvement in the child's academic life. **If students are not in attendance for 75% of the school day, they cannot attend a school-sponsored activity after school or that evening.**

Deficiency Slips

Every week the teachers in Grades 7-8 will calculate each student's average. If your student is earning a D or F in a subject, that student will receive a deficiency slip on Friday. Receiving two D deficiency slips or one F deficiency slip will result in a student being declared ineligible for extra-curricular activities for the immediate weekend and the entire week that follows. If the student has the opportunity to raise his or her grade during the following week and does not do so, another deficiency slip will be issued. Each Friday morning, the teachers will email the Principal, Assistant Principal, Band Director and Athletic Director the list of students who have received a deficiency slip that week.

Extra-curricular activities (sports, dances and band) will be curtailed if your student receives:

One F on a deficiency slip (Grades 7 & 8), mid-quarter report, progress notice (Grade 6), or report card.

Two D's on a deficiency slip (Grades 7 & 8), mid-quarter report, progress notice (Grade 6), or report card.

If a student receives an F or two D's on a mid-quarter report or report card, this will be the first infraction and the following will occur:

School Will

- Send home, via the student, a progress notice, report card, or deficiency slip indicating the current grade.

- Contact the Athletic Director (AD) or Band Director regarding students who are on academic suspension. (AD will contact coaches.)
- Monitor grades on a weekly basis.
- If a grade is raised, the student will not receive a deficiency notice the following Friday.
- If the grade(s) has not been raised, the school will send a letter home, via the student, indicating current grade (s).

Student will:

- Raise the F to a D or better (assuming the student does not have any other D's on his/her report card).
- Raise at least one of the D's to a C or better.
- Take the initiative to talk with teachers regarding grade.

Parent will:

- Support the spirit of the policy.

Once a student has been removed from *Academic Watch*, the **second infraction** will only occur if he/she receives an F or two D's on a mid-quarter report or report card. At this time the following will occur:

- Student, parent will meet with the Athletic Director or Band Director and Principal to discuss how this will curtail involvement in extracurricular activities if progress does not meet academic expectations.

Third Infraction

If the student has not raised his/her grades or has received an F or two D's on a mid-quarter report or report card, this will be the third and final infraction for the school year and the following will occur:

- Student may be prohibited from involvement in sports, band activities, and other extracurricular activities for the remainder of the school year.

The *date of suspension* will begin on the date the mid-quarter or report cards are distributed to the students. Students are encouraged to request to meet with their teachers to discuss grades.

School Dress Code -- 2010-2011

Saint Raymond students are expected to follow the stated guidelines concerning our daily dress code unless otherwise authorized by the administration. Adherence to the dress code is the parents and child's responsibility. The administration has final authority on all dress code issues including, but not limited to, the following dress code. All students in kindergarten through eighth grade must adhere to the School Uniform Policy, except when the administration has declared an "out of uniform" day.

Grades K– 8 Girls and Boys

General

The following items must be purchased through Dennis Uniform Company: gym t-shirt, gym shorts, plaid jumpers, skirts (black & plaid), girl's pants, girl's cardigan sweater, logo'd uniform sweatshirt, logo'd black or red fleece jacket or vest, logo'd white or red turtlenecks. The only exceptions are uniforms previously purchased from Schoolbelles Uniform Company.

City of Little Saints' Uniforms are optional for children in our preschool program. These are available through Dennis Uniform Company.

All shirts or blouses (excluding the girl's banded blouse) must be tucked into slacks or skirts at all times. School appropriate polo shirts must be solid white or solid red. No logos other than the official St. Raymond School logo are allowed. All slacks and shorts must be worn at the waist.

Black uniform dress shorts may be substituted for slacks by either boys or girls from the beginning of the school year until October 15th and from April 15 thru June. Dress shorts must be worn no more than approximately 2" above the knee. Black and/or white socks must be worn throughout the day. When wearing shorts, socks must be visible with your shoes. "No show" socks are not acceptable at any time.

Solid color black shoes must be worn with the school uniform by all students. No boots. No clogs. No sandals. All shoes should have no more than a one inch heel.

No make-up, jewelry, hair color, hair length, or body piercing that is considered a distraction to the normal teaching day is allowed. Boys' hair should be no longer than collar length. No hats may be worn at any time in the building.

Gym Uniform

All students will wear gym uniforms to school on their designated gym day. Our gym uniform must be purchased through the Dennis Uniform Company and consists of an ash gray logo t-shirt, black logo shorts, and black gym pants. Current gym shirts will be allowed. Only Dennis Uniform black sweat pants may be worn on gym days. These gym pants are to be worn over the uniform shorts, except during gym class. Students in all grades may wear uniform gym shorts or uniform gym pants to school on gym days before October 15 and after April 15. Gym pants may not be worn in conjunction with the uniform skirts or jumpers. No “tear-aways” are allowed. Any non-marking gym shoe may be worn only with the gym uniform.

Girls

General

Black and/or white cuffed socks, knee high socks, tights, or solid black straight leggings (with a cuffed sock) must be worn with any jumper or skirt. No pants may be worn with the jumper or skirt – this includes: jazz pants, yoga pants, sweat pants, flared bottom knit pants, and flannel pants. All skirts and jumpers must be worn no more than approximately 2” above the knee.

Grades K - 2

Uniform plaid jumper or black uniform pants with the white uniform approved blouse, the red or white (long or short sleeved) polo shirt, or the uniform turtleneck shirt in either white or red with St. Raymond’s monogram. Girls polo includes uniform company banded blouse. Uniform sweatshirt or uniform red or black fleece vest or jacket is allowed over the shirt, blouse or turtleneck at any time with either the jumper or the slacks. *(note the shorts option under the general guidelines)*

Grades 3 - 6

Uniform plaid skirt or black uniform pants with the white uniform approved blouse, the red or white (long or short sleeved) polo shirt, or the uniform turtleneck shirt in either white or red with St. Raymond’s monogram. Girls polo includes uniform company banded blouse. Uniform sweatshirt or uniform red or black fleece vest or jacket is allowed over the shirt, blouse or turtleneck at any time with either the skirt or the slacks. *(note the shorts option under the general guidelines)*

Grades 7 - 8

Uniform black skirt or black uniform pants with the white uniform approved blouse, the red or white (long or short sleeved) polo shirt, or the uniform turtleneck shirt in either white or red with St. Raymond’s

monogram. Girls polo includes uniform company banded blouse. Uniform sweatshirt or uniform red or black fleece vest or jacket is allowed over the shirt, blouse or turtleneck at any time with either skirt or slacks. Girls entering 8th grade for the 2010-2011 school year will be allowed to wear their existing plaid skirt, if they do not wish to purchase a black skirt to be used only one year. *(note the shorts option under the general guidelines)*

Boys

General

Black and/or white socks must be worn at all times. Solid black belt must be worn with slacks and shorts.

Grades K-8

Uniform black slacks with white or red polo shirt (long or short sleeved) or the uniform turtleneck shirt in either white or red with St. Raymond's monogram. Uniform sweatshirt or uniform red or black fleece vest or jacket is allowed at any time over the shirt or turtleneck. *(note the shorts option under the general guidelines)*

General Information

Academic Achievements

Junior High Academic Honor Roll

The academic honor roll is special recognition for any seventh or eighth grade student who exhibits academic achievement according to one of the following criteria:

High Honors Student receives an A in each of the eight core classes and a grade of C or better in Computer, Gym, Music, Physical Education, and Art.

Honors Student receives one or two B's and the rest A's in each of the eight core classes and a grade of C or better in Computer, Gym, Music, Physical Education, and Art

Core classes include Religion, English, Literature, Math, Science, Social Studies, Spanish, and Vocabulary.

The High Honors and Honors Academic Honor Roll recognition will extend to 6th grade students beginning with the second semester.

Student of the Month – Intermediate Unit

September through May, any student in grades five and six who has attained all of the St. Raymond School Expected Behaviors for the month is recognized as a “Student of the Month.” In grade four, students are allowed to have one late assignment and be eligible for Student of the Month.

Change of Registration Information

A parent should notify the school office immediately of any changes in the information supplied in student registration forms on file with the school, including, but not limited to:

Address

Telephone Numbers (Home / Cell / Work / Doctors / Emergency Contact Persons)

E-Mail Addresses (Personal / Business)

Medical updates, including medications, allergies

Child Abuse

By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect.

Church Attendance

Families are expected to attend weekly Mass on Saturday evening/Sunday and participate in parish and school activities.

Class Parties

Parties during the school day are supervised by the teacher. The teacher and head room parent plan the activities. A parent may be called by the teacher or room parent to assist at parties or make a donation of supplies or food.

Conferences

Students receive report cards at the end of each quarter. Strengths and areas for improvement are discussed with the child. Any grades or information not understood by the student and/or parent should be discussed with the teacher.

The conference gives the parent and teacher an opportunity to discuss the individual child and to have a better understanding of the child and the school program. At the junior high level, both parent and student attend the conference. A *time request form* will be sent home prior to conference scheduling, and every effort will be made to accommodate your choice of time. Conferences are fifteen minutes in length. If additional time is needed, please contact the teacher. Winter conferences are optional.

Daily Schedule and Attendance Procedures

SCHOOL HOURS

| | |
|-----------------------------------|---------------------|
| 3 yr. old pre-school(T-TH) AM | 8:15 -- 11:00 AM |
| Multi-age preschool AM (MWF) | 8:10 AM -- 11:00 AM |
| Multi-age preschool PM (MWF) | 11:55 AM – 2:50 PM |
| Multi-age preschool AM (M-F) | 8:10 AM -- 11:00 AM |
| Multi-age all day preschool (M-F) | 8:10 AM -- 2:50 PM |
| Kindergarten AM | 8:10 AM -- 11:00 AM |
| Full Day Kindergarten | 8:10 AM -- 2:50 PM |
| Grades 1 - 8 | 8:00 AM – 2:50 PM |

Children are requested not to arrive earlier than 7:55 AM. Students are expected to line up in single file outside their entrance door. Outside supervision is not provided before and after school hours. **Students arriving after 8:10 AM will receive a tardy slip.** Junior High doors will open at 7:55 AM. The remaining entrance doors will open at 8:00 AM. Arrival procedures for preschool and kindergarten will be discussed in their respective orientations.

In Case of Absence

In order to keep more precise records and to comply with the Cook County Department of Public Health statistical reporting, we ask the parent to call the nurse's office before 8:30 AM. The parent/guardian should leave a message clearly stating the child's name, grade, and reason for absence.

No child will be dismissed from school without a written request from the parent or, in case of an emergency, without absolute assurance of parental approval. When a child is to be dismissed early or will be leaving the building for a short time, the parent is asked to come to the school office and sign the daily logbook.

Homework requests should be made only if your child is ill or absent from school for two or more days. Please call before 9:00 AM of the day you will be picking up the homework. The homework may be picked up at the office at 2:50 PM.

Parents are requested to send a written excuse for the following: tardiness, early dismissal, and temporary leave during the day. After 4 "tardys" per quarter, the homeroom teacher will alert the front office and a phone call will be made home. The 5th tardy in a semester will result in a demerit

If students are not in attendance for 75% of the school day, they cannot attend a school-sponsored activity after school or in the evening of that day.

Emergency School Closing

If it is necessary to close the school, the following radio-television stations will be notified by 7:00 AM.

WGN (AM)-720

Evacuation and Emergency Drills

Evacuation and emergency drills are held regularly at various times of the day throughout the school year. Such drills are necessary for the safety of our students. Each year we have ten evacuation drills, one hard lockdown drill, one shelter-in-place drill, and one bus evacuation drill.

In the event of a storm or civil defense warning, all students will remain at school until an “all-clear” signal is received or until a parent or guardian personally picks up the child from school. Students will not be dismissed early from school unless parents have been notified.

We may follow District 57 on a snow/cold day. However, if the diocese closes, we will close. Please note that St. Raymond School may close even if the District or Diocese does not close. The room parent coordinator will be phoned by the administration and she/he, in turn, will notify the room parent for each classroom. A phone relay will then be in operation. We are also implementing a calling system to notify parents of urgent news.

Equal Employment Opportunities

St. Raymond School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of St. Raymond School to provide equal opportunity in employment to all employees and all applicants for employment.

No person will be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.

Field Trips

Field trips are planned by the teachers in each unit to enhance the curriculum for that grade level. Permission slips will be sent home and must be signed by a parent before the student is permitted to attend the field trip.

Gum

Students are not allowed to have gum in school.

Health

The Health office is staffed full time with a Registered Nurse. She assists students by giving immediate care, administering medication, assessing health issues, and providing health education. The Health office is responsible for maintaining health records for each student. St. Raymond School supports and practices the Student Wellness Policy as mandated by the Archdiocese of Chicago Office of Catholic Schools.

The Illinois School Code, Section 27-8, requires a physical examination for all students entering school for the first time (pre-school, kindergarten, or first grade), upon entering sixth grade, when transferring into the school without the required physical examination, or when transferring into Illinois from out-of-state. A yearly physical is required on all students involved in sports, and it must cover the entire school year. The examination should include a

test for tuberculosis, a urinalysis, and a blood count. All children are required by law to be immunized against measles, German measles, diphtheria, tetanus, pertussis, poliomyelitis, and mumps. All children entering preschool and sixth grade must show proof of having received 3 doses of Hepatitis B vaccinations.

All children entering preschool and kindergarten must have one dose of varicella vaccination or have physician documentation of having had the disease. Parents who object, for medical reasons, must provide a doctor's statement that the immunization is medically contra-indicated. Physical forms must be returned to the office no later than one week before the first day of school. **IF A CHILD IS NOT IN COMPLIANCE WITH THESE REGULATIONS, HE/SHE WILL BE EXCLUDED FROM SCHOOL UNTIL THESE REQUIREMENTS ARE MET.**

Parents of children transferring to St. Raymond School must arrange for the transfer of all health records.

Dental

Dental exams are required on all students in Kindergarten, Second and Sixth Grades. This is required by the State of Illinois. The Dental Form must be turned in to the Health Office. It is strongly recommended that each child have a dental check-up every six months.

Medical Information and Emergency Information Card

This form is included in the family packet. A fully completed form must be in the Health Office on or before the first day of school. **Students without this form will be excluded on the first day of school.** It is very important that information on these cards be updated as changes occur.

Special Programs

Special programs such as vision and hearing screening are held periodically during the year. Vision and hearing testing is done in cooperation with the Illinois Department of Public Health. This is a mass screening and does not take the place of a full vision or hearing exam. According to the State of Illinois, it is mandatory for all children entering Kindergarten to have an eye exam by a licensed physician or licensed optometrist.

Communicable Diseases

1. Notify the school office immediately when your child has a communicable disease.
2. **Any diagnosis of measles must be reported to the school nurse immediately upon diagnosis.** Cases of HIV/AIDS will be handled on an individual basis in compliance with policy set by the Archdiocese of Chicago.

3. Chicken pox requires exclusion from school. Children with chicken pox should be kept home for 6 days after the first chicken pox appears.
4. If your child has vomiting, diarrhea, a sore throat, earache, a heavy discharge from the nose, skin rash, eye infections, or an elevated temperature of 100 degrees or above, he or she should be at home. Temperature must be normal, without medication, for 24 hours, and there must be no vomiting for 24 hours before returning to school.
5. Children diagnosed with STREP must be on an antibiotic for 24 hours before returning to school.
6. Children diagnosed with pink eye (conjunctivitis) may not attend school when eye(s) are draining. Once a child is on antibiotics for 24 hours, he/she may return to school.

CHILDREN MUST HAVE A NOTE FROM THEIR DOCTOR IF THEY ARE TO REMAIN INDOORS DURING GYM OR RECESS.

Medication Procedure

The responsibility for administering medication rests with the parent. However, the school recognizes that at times medication must be given during the school day. Medication will not be given without a written order from a doctor. All written orders must have original doctor's signature. No faxes or copies will be accepted. This includes aspirin, Tylenol, Advil, all over-the-counter medicines, and cough drops. In order for any medication to be given at school, a parent permission form is required along with the doctor's order. Students are **not** to bring medication to school in their lunches or pockets.

Parents/guardians have the primary responsibility for the administration of medications to their children.

It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

Detailed procedures are as follows:

1. Medication Authorization Form. No school personnel shall administer any prescription or non-prescription medicine unless a complete Medication Authorization Form for such student has been received by the school nurse. No student shall be allowed to possess or consume any prescription or non-

prescription medication unless a complete Medication Authorization Form for such student has been received by the school nurse.

A **Medication Authorization Form** is complete if it contains the following information:

- a. A written prescription issued by a physician, dentist, or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and telephone number, medication name and dosage, and date of order;
- b. Written administration instructions written by the licensed prescriber setting forth the route, time, or intervals of administration, and the duration of the prescription;
- c. Written indication, on the medication or by separate notation of the licensed prescriber, of the diagnosis requiring medication, intended effects, and possible side effects of the medication; and,
- d. Written permission and authorization for the administration of medication signed by the student's parent/guardian.

2. Appropriate Containers. It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers. Only medication for which a complete **Medication Authorization Form** has been received by the school nurse shall be allowed in the school. All such medication shall be provided in containers which are:

- a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist); or
- b. Manufacturer-labeled for non-prescription over-the-counter medication.

3. Administration. Administration of medication means dispensing, distributing, or adherence to the route by which the medication is to be administered indicated on the completed Medication Authorization Form.

4. Storage of Medication. Medication received by the school in accordance with a completed **Medication Authorization Form** and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal and his/her designees, and the school nurse.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the medication will be appropriately disposed of by the School Principal.

5. Carrying and Unsupervised Self-Administration of Medication. Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the following conditions are met:

- a. A completed Medication Authorization Form has been received by the School Principal or his/her designee or by the school nurse.
- b. A completed Physician Request for Self- Administration of Medication form has been completed by the student's physician and parent/guardian and received by the School Principal or his/her designee or by the school nurse.

6. Emergency Medical Care. In the event a student shall become ill or injured or otherwise need immediate medical attention, the School Nurse, the Principal, or his/her designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's **Medical Information and Emergency Notification Form**. If the student's parent/guardian cannot be contacted, the School Principal or School Nurse shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either event, such contact shall be made to advise the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian or emergency contact.

Notwithstanding the foregoing, the School Principal or School Nurse or other certified school personnel may call local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school-related supervision of the student, the student's illness, injury, or need for immediate medical attention is perceived to be in need of emergency medical care.

Homework

Assignments are used to reinforce and enrich the skills taught in the classroom, foster habits of independent study, and meet the educational needs of individual students. We ask that parents support us by encouraging their children to develop good study habits and to take responsibility for the assignments required of them.

The approximate amount of time to be spent on homework each evening is included in this handbook under the specific unit. Homework for a sick child, if requested, may be picked up at the office at 2:50 PM or sent home with a sibling or friend.

Lost and Found

There is a lost and found container in the cafeteria. If any small or valuable items are found, they should be brought to the office.

Non-Discrimination

St. Raymond School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. The school admits students of any race, color, sex, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school. The school does not discriminate on the basis of sex, race, color, or national and ethnic origin in the employment of teachers and staff or in the administration of educational policies, athletic or school-administered programs.

Parent-Teacher Communication

Parent questions or concerns about your child should be directed to the classroom teacher. If this communication does not prove beneficial, call and make an appointment with the administration.

Party Invitations

Party invitations may not be distributed at school unless the entire class is invited. This is to avoid hurting the feelings of those not invited.

Progress Reports

In the middle of each quarter, a progress report is sent home when a child is not meeting teacher expectations. This notice is given to the student. It is the student's responsibility to give it to the parent for signature and return to the homeroom teacher. If a parent needs to see a teacher, please contact the teacher directly.

Pupil Accident Insurance

School insurance is provided by Markel Insurance Company and is available to all students. The insurance is effective during the time the pupil is going to and from school and during the school day. It also covers any school-supervised activity before and after school. Specific details can be found in the insurance application form.

Rights of Non-Custodial Parent

St. Raymond School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with

access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Safety and Visitor Management Procedures

The safety of students traveling to and from school is the responsibility of the parent. Our Parent Safety Patrol, which is in place at the corners of Lincoln and Elmhurst Avenues, and Milburn and Elmhurst Avenues, serves to assist students crossing at crosswalks. By providing this service, St. Raymond School and the Catholic Bishop of Chicago accept no liability for the safety of the child. Please note that due to circumstances beyond the control of the school, there may be occasions when a parent is not present for crossing duties. Likewise, when thunder and lightning are present, our patrol is not on duty for their own safety.

Furthermore, in accordance with AAA guidelines, our patrol will not physically step out into the street to cross students, but rather will direct their crossing from the curb. Parents are strongly encouraged to ensure that their children know how to safely cross an intersection should the need arise.

Parents are urged to go over basic safety measures with children:

- Follow the most direct path to school, avoiding isolated areas.
- Be wary of strangers. Don't accept gifts of any kind, food, rides, etc. from strangers.
- Report any suspicious behavior to your local police department and the school office.
- Walk - don't run - across streets, and cross only at crosswalks.
- No ball playing, walking, or running in streets.

Everyone should stay on the sidewalk in front of school and stay off of the grassy area and the planter boxes outside the main entrance. Children are not permitted to run or roll down the hilly area outside the classroom windows.

Parking is restricted by various village ordinances. Signs are posted around the school and church, and are enforced by the Mount Prospect Police. Violators have and will be ticketed. Please do not block driveways. **For the safety of our students, the parking lot will be blocked at both ends during recess or outdoor physical education classes.**

Bicycles may be parked and locked at the student's own risk at racks provided by the school. No bicycle riding is permitted around the

school/church premises or in the parking lot. Bicycles must be walked through the intersections. Failure to obey these guidelines will result in the prohibition of bicycles at school.

Roller blades and skateboards are not allowed on the school/church block at any time.

Please be a “good neighbor” and respect the property and privacy of homes surrounding the school.

Visitor Management Procedures: The security and safety of our children at school is of utmost importance. All doors to the school remain locked throughout the day, with the exception of the main entrance at Milburn and Elmhurst Avenues. Please enter through the security door at this entrance, register at the office, and obtain a visitor’s tag.

All visitors to St. Raymond School must adhere to the following procedures for the safety of students and staff, as well as their own safety:

- Enter through the designated visitor entrance – Door #1, the school’s main entrance.
- Sign the school’s visitor’s log, providing all requested information (that is, name, date, time in, and reason for visit.
- Provide official photo identification.
- Leave driver’s license, or other form of acceptable photo identification, in the care of the school office until departure. There will be no exceptions to this rule.
- Wear the visitor pass that is provided by the school office so that it is visible at all times during your stay at the school.
- Be escorted by staff to your destination, when possible.
- Observe all laws, school policies, procedures, and rules while visiting the school.
- Sign out on the visitors log, showing the time signed out, and return the visitor’s pass. The photo ID will be returned to you only after you have signed out.
- Do not use any exit other than the main school entrance, even temporarily, during your visit to the school.

Search and Seizure

Students and their personal effects are subject to search whenever school authorities have a reasonable suspicion that the search will produce evidence that the student has violated a school rule or the law. Other property and areas are subject to search in accordance with the Illinois School Code.

Sexual Harassment

Sexual harassment by an employee toward another employee, by an employee toward a student, by a student toward an employee, or by one student toward another student is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to sanction.

Standardized Tests

Students in grades 2, 3, 5, and 7 are given the Terra Nova Test in the spring of the year. Cognitive skills, Reading, Math, Language, Science, and Social Studies are tested. Results are sent to parents when received.

Supplies

A list is sent home in the spring informing the parent of supplies needed for the coming school year. Students need to replenish supplies as necessary throughout the year.

Telephone Use

In an effort to encourage responsible behavior, requests by students to call home for forgotten items or changed after school plans are discouraged. Emergency phone calls need to be made from the school office with permission. Students are not called to the telephone during the school day except in an emergency. For additional information please see "Cell Phone / Electronic Device Policy" on page 27.

Transfer

A parent should notify the school office in advance of any plan to de-enroll a student. A parent / guardian must provide a signed release form permitting St. Raymond to forward records to the new school. Tuition and fees must be paid for the period the student was enrolled before records will be forwarded to the new school.

Vacation Absences

Family vacations should be planned to coincide with school holiday periods. A child needs the continuity of the learning experiences provided through teacher presentations and student interaction. Written work alone cannot substitute for these experiences. If for some reason a family needs to remove a child from school for a vacation, please notify the office regarding the number of days that your child will not be in school. Missed assignments are discussed with the classroom teacher after the child returns to school.

Weapons Policy

St. Raymond School has adopted a weapons policy, which states:

Students who bring a firearm (as defined by the Archdiocese) to school will be mandatorily expelled for a period of not less than one school year. This expulsion provision may be modified to something less than one school year upon the recommendation of the Principal for unusual or extenuating circumstances and on a case-by-case basis. Students who bring other dangerous weapons to school may be subject to expulsion, or other disciplinary action.

Tuition Rates and Policies

It is the responsibility of every school family to make tuition payments in a timely manner in accordance with the Tuition Covenant and payment plan selected by the family. Tuition Management Systems is an independent company that collects tuition and fees on behalf of St. Raymond School. The tuition rates shown below represent the rates for a Participating Parishioner Family. For information on rates for a family that is not a Participating Parishioner Family, please contact the school office.

A Participating Parishioner Family is a family who meets the following criteria:

1. The Family's members are registered parishioners who regularly attend Mass
2. Family members regularly participate in parish and school activities
3. The Family assists St. Raymond Parish financially through regular contributions to the parish totaling at least \$500 per year with the following suggested milestones:
 - July 1-September 30 minimum donation of \$125.00
 - October 1-December 31 minimum donation of \$125.00
 - January 1-March 31 minimum donation of \$125.00
 - April 1-June 30 minimum donation of \$125.00
4. The Family has satisfied past financial obligations to St. Raymond School.

| | <i>June/Sept</i> | <i>June & Dec</i> | <i>Dec/March</i> | <i>August-May</i> | <i>* Rate Includes</i> | |
|---|----------------------|--|-------------------------------|------------------------|--------------------------|------------------------------------|
| <u>Tuition Rates:</u> | <u>Annual</u> | <u>Semi-Annual</u> | <u>Quarterly</u> | <u>10 month</u> | <u>June – May</u> | <u>Non-Acad. Portion of</u> |
| <u>PRE-SCHOOL</u> | | | | | | |
| 3 Yr. PS – 2 ½ days | \$1,365/year | \$682.50/semi | \$341.25/qtr | \$136.50/mo | \$113.75/mo | |
| Multi age PS - 3 ½-Days | \$1,825/year | \$912.50/semi | \$456.25/qtr | \$182.50/mo | \$152.08/mo | |
| Multi age PS - 5 ½-Days | \$2,625/year | \$1,312.50/semi | \$656.25/qtr | \$262.50/mo | \$218.75/mo | |
| Multi age PS - 5 Full Days | \$5,075/year* | \$2,537.50/semi | \$1,268.75/qtr | \$507.50/mo | \$422.92/mo | \$2,450 |
| <u>KINDERGARTEN – 8th GRADE</u> | | | | | | |
| ½ Day Kindergarten | \$2,355/year | \$1,177.50/semi | \$ 588.75/qtr | \$235.50/mo | \$196.25/mo | |
| Kindergarten - Full Day | \$4,665/year* | \$2,332.50/semi | \$1,166.25/qtr | \$466.50/mo | \$388.75/mo | \$2,310 |
| 1 Child | \$3,700/year | \$1,850.00/semi | \$ 925.00/qtr | \$370.00/mo | \$308.33/mo | |
| 2 Children (1/2K-8) | \$6,055/year | \$3,027.50/semi | \$1,513.75/qtr | \$605.50/mo | \$504.58/mo | |
| 3 Children (1/2K-8) | \$8,165/year | \$4,082.50/semi | \$2,041.25/qtr | \$816.50/mo | \$680.42/mo | |
| 4 Children (1/2K-8) | \$8,300/year | \$4,150.00/semi | \$2,075.00/qtr | \$830.00/mo | \$691.67/mo | |
| <u>OTHER FEES</u> | | | | | | |
| Lunch Supervision Fee | | \$50/ Student | \$150 / Family Maximum | | | |
| Book Fee | | \$225 / Student K-8 th Grade | | | | |
| Technology Fee | | \$100 / Student P3 – 8 th Grade | | | | |
| Sacramental Fees | | \$35 / Student - First Communion | \$40 / Student - Confirmation | | | |
| Band Fee | | \$300 / Student | \$400 / Family Maximum | | | |
| Graduation – 8 th Grade | | \$125 / Student | | | | |

Tuition in Arrears

In the event a family's tuition and/or fees are in arrears two months, without alternative arrangements having been made in writing and approved by the Pastor and the Business Manager of Saint Raymond Parish, a student's report card will be held and the student will not be permitted to participate in any extracurricular activities at Saint Raymond School until all financial obligations are brought current. If tuition and/or fees are more than two months in arrears, there will be a financial suspension of the student and the student will not be permitted to attend Saint Raymond School until all outstanding tuition and/or fees are paid.

If a student is in the Eighth Grade in the current school year and tuition and/or fees are in arrears two months, without alternative arrangements having been made in writing and approved by the Pastor and the Business Manager of Saint Raymond Parish, the student will not be able to attend the Baccalaureate Mass and Luncheon, and the student's diploma will be held until all financial obligations are liquidated.

In the event that there is any outstanding tuition at June 30, unless alternative arrangements in writing and approved by the Pastor and Business Manager of Saint Raymond Parish have been made, a student will not be enrolled for the following school year. A student will be allowed to be re-enrolled after all financial obligations have been met. However, the student's ability to return will be contingent on space availability in the grade/class in which he or she would have otherwise been placed.

The Reverend Robert J. Loftus Endowment and Scholarship Fund

The Reverend Robert J. Loftus Endowment and Scholarship Fund was established in 1987 for the purpose of supporting Catholic education in St. Raymond School by providing:

Scholarship grants for tuition and fees to families with a demonstrated financial need for such assistance; and grants and awards to school faculty members, in recognition of their commitment to Catholic education.

The fund is an independent, tax-exempt organization.

With respect to scholarship grants, the Fund is here to help when families experience financial strains due to illness, unemployment, separation/divorce, large and unanticipated expenses or losses, or limited income. However, there is an expectation that parents accept some responsibility for the cost of educating their children. The Fund recognizes that this may entail some sacrifice but it is only through the cooperative efforts of the school parents, the Fund, and its benefactors that the Fund can remain viable for continued help to others in the future.

A special note regarding the 3 year old Pre-School Program and the Day Care portion of Full Day Pre-School and the Full Day Kindergarten Program. If you have, or anticipate placing, any children in either of these programs please be aware that the Fund will not provide any financial assistance with respect to these programs. The Fund's Board of Directors, after consultation with the School Administration, has determined that the principal "Day Care" aspects of these programs do not come within the educational mission of the Fund.

Requests for Scholarship Aid Application Forms should be directed to:

The Reverend Robert J. Loftus
Endowment and Scholarship Fund
300 S. Elmhurst Avenue
Mt. Prospect, IL 60056

All requests for financial aid, the information provided in the applications and the granting of awards are held in strict confidence.

St. Raymond School Advisory Commission 2011 -- 2012

Rev. Steven Dombrowski, Pastor

Mr. Andrew Galus, Principal

Mrs. Tina DiLorenzo, Assistant Principal

Mrs. Margaret Denten, Co-Chair

Mrs. Pam Mueller, Co-Chair

Mr. Randy Braverman

Mrs. Mary Lou Cacioppo

Mrs. Clare Connolly

Mrs. Julie Cowen

Mr. Sam Frasco

Mrs. Carol Gray

Mrs. Mary Lopez

Mrs. Rina McGuire

Mrs. Carla Spanier

Mr. Ed Wiertel

The function of the St. Raymond School Advisory Commission is to support and work with the administration of the school. It concerns itself with matters of budgetary controls, the establishment of school policies, and operates within the framework of policies enacted by the Archdiocesan School Board.

The School Advisory Commission is not a grievance committee for settling parent-teacher disagreements -- the school principal handles any such issues.

For information regarding monthly commission meetings, please check the monthly school calendar. School Advisory Commission meetings are open to all school parents and guardians.

**Athletic Association
St. Raymond Athletic Board
2011 – 2012**

Tier I

| | |
|---------------|---------------|
| Chairman | Bob Gattuso |
| Vice-Chairman | Karen Haaning |
| Principal | Andrew Galus |

Tier II

| | |
|--------------------|--------------------|
| Athletic Director | Brian Godziszewski |
| President | Scott Shields |
| Vice-President | Glen Wiley |
| President Emeritus | Kevin McTigue |
| Treasurer | Meegan Gibbons |
| Secretary | Kerry Knapp |
| Communications | Eileen Cole |
| Fund Raising | Bill Cantieri |

All parents are encouraged to participate by attending Athletic Association meetings held on the first Wednesday of each month, September through May. Spring and Fall sign-up nights are held for team registration and to encourage parent involvement.

**Family & School Association
2011 – 2012**

| | |
|--------------|---------------|
| Co-President | Libby Bullock |
| Co-President | Linda Maggi |
| Secretary | Tom Carrico |
| Treasurer | Padra Meyer |

The Family & School Association is a school/parent organization which provides our school children with special student activities, cultural events, and a variety of educational programs. We are able to provide these “essential extras” because of our on-going volunteer programs and fund raising activities. You are invited to join us as at our first meeting in September.

STATEMENTS IN THIS HANDBOOK ARE SUBJECT TO AMENDMENT WITH OR WITHOUT NOTICE. THE SCHOOL WILL ATTEMPT TO KEEP YOU INFORMED OF ALL CHANGES AS SOON AS PRACTICAL. SOME CHANGES MAY BE MADE IMMEDIATELY DUE TO UNFORSEEN CIRMUMSTANCES.