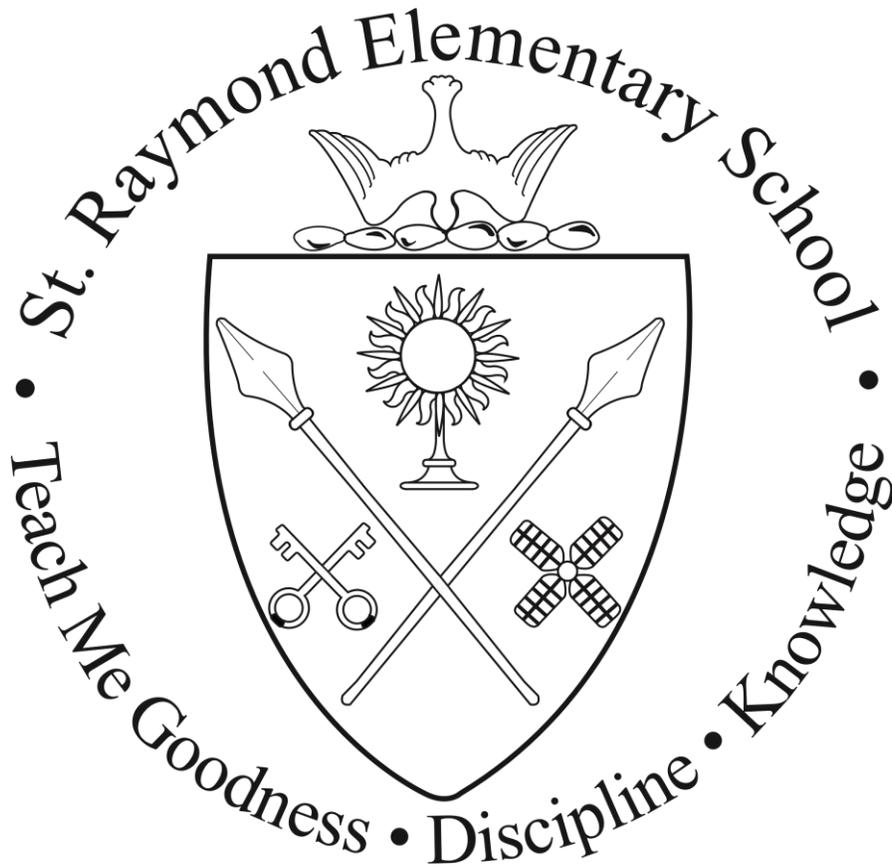


# **St. Raymond Elementary School**



**2380 East Tremont Avenue**

**Bronx, N.Y. 10462**

**Tel: 718-597-3232**

**Fax: 717-892-4449**

**[www.straymondelementary.org](http://www.straymondelementary.org)**

# **SCHOOL PHILOSOPHY**

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

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

# **MISSION STATEMENT**

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

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

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

Parents are the children’s first teachers and an indispensable resource for our school. Therefore, the administration, staff and community of St. Raymond Elementary School work together with the parents to help each child attain the skills and confidence necessary for his/her

education. In addition, the administration employs and supports a teaching staff dedicated to these ideals.

At St. Raymond Elementary School, we know that we are committed to providing a high-quality education to the children entrusted to our care. We want to learn ways in which we can improve this process. At the end of it all, we will have learned how to better prepare our students to take their places in the world.

### **BREAKFAST/LUNCH PROGRAM**

St. Raymond Elementary School provides a hot lunch through the Board of Education. In order to participate in a free lunch program, parents must complete a form that will be distributed in September. If the form is not filled, you will automatically be billed for full price. Criteria for eligibility are noted on the form. If your child is not eligible for a free lunch program and you wish your child to participate in the hot lunch program, you must send lunch money to the school on a monthly basis, in an envelope marked with your child's name, your child's class and the amount of money. The envelope must clearly state LUNCH MONEY. If you opt to have your child bring his/her own lunch every day, please fill the appropriate form. As an attempt to encourage healthy nutrition ALL students are encouraged to take part in the school lunch program. Children with restrictive diets must provide doctor documentation for special diet requirements ONLY. Those students will receive permission for "bag lunch".

### **METRO CARDS**

Children may be eligible for free or half-fare METRO CARDS which the Bureau of Pupil Transportation issues. The distance a child lives from school determines eligibility for a Metro Card. Please check with the school secretary to ascertain if your child is eligible for the Metro Card.

### **STUDENT CONDUCT**

Discipline is an integral part of a student's education at St. Raymond School. All students are required to conduct themselves in a manner consistent with Christian behavior. At St. Raymond School students are learning to model their lives after Christ and must always be examples of Christian behavior to all who see them. All students are members of both the education community and the local community. Conduct in the areas of good manners, politeness, and courtesy should be in line with this. If an infraction does occur and disciplinary action is necessary, the school intent is educational, never punitive. It is in this spirit that we hope parents will assist us in helping our young people develop their own self-discipline. Parents can ensure that Christian behavior is fostered in the school by teaching respect for the school.

It is the aim of our school to work positively with all students. Every student is expected to obey all rules of the school and to treat all with cooperation and respect. In order to form good

habits and attitudes, the following rules of good conduct are constantly emphasized in St. Raymond School:

- \*\*\*\* Obedience to all authority
- \*\*\*\* Courtesy at all times and in all places
- \*\*\*\* Self-respect and respect for others
- \*\*\*\* Sense of fair play and trustworthiness
- \*\*\*\* Proper safety habits

It is the expectation of St. Raymond School that student behavior is exemplary both on and off school grounds. Whenever a child is wearing our school uniform he or she represents his or her parents and the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not necessarily limited to fighting, vandalism and stealing off school grounds when the child is in the vicinity of the school or wearing the St. Raymond School uniform. The principal determines what is within the vicinity of the school.

If a student demonstrates disruptive or unacceptable behavior, that student may be assigned an after-school detention at the discretion of the teacher or the principal. Disruptive or unacceptable behavior may be defined as behavior that interferes with the learning of a student, the rights of a student, or the performance of a duty, by a staff member. Detention is held each Tuesday and Thursday from 2:45 to 3:30 PM for students in grades 3 – 8. The principals' representative will notify the parent/guardian of a student who is assigned detention at least 24 hours in advance.

Detention may be assigned for the following:

- \*\* Unexcused or excessive lateness
- \*\* Misconduct in any classroom, corridor, lavatory, the church, school yard, or the cafeteria
- \*\* Defacing school property
- \*\* Fighting
- \*\* Chewing gum or candy on school property
- \*\* Endangering the safety of another student
- \*\* Improper social/moral behavior
- \*\* Being out of Uniform
- \*\* Verbal abuse directed toward a teacher and/or other adult or toward another student
- \*\* Misconduct on the school bus
- \*\* Harassment
- \*\* Use of foul or inappropriate language
- \*\* Running in the corridors, cafeteria, classrooms, or school yard
- \*\* Not returning test papers, progress reports, report card envelopes or any other notice required by the administration or the teacher
- \*\* Other behavior deemed inappropriate by the faculty and Administration

## **FINANCIAL POLICY**

Our school pays its own way through tuition payments, fundraising and the support of the Archdiocese of New York and the parish of St. Raymond. The burden for paying for our school must be shared by every family. The school's expectation at the time of registration is that all tuition and ancillary fees will be paid on time. Failure to do so serves to rupture the contract that we make with parents and could result in a child being suspended from attending class for delinquent tuition or fees.

Each year, during the Fall and Spring, our school holds its Annual Fundraisers. All families are REQUIRED to participate in these fundraisers. The money raised from these fundraisers are used to defray tuition expenses, pay for special programs, provide for needed capital improvements, etc. This year each family is REQUIRED to remit \$135.00 for the Annual Fundraisers. NOTE: DONATIONS ARE TAX-DEDUCTABLE.

## **GUIDELINES for the EDUCATION of NON-CATHOLICS**

Parents must be made aware of the intentional Catholic witness in our schools.

St. Raymond School is a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

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

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

## **HOMEWORK**

Homework is an essential part of the instructional program of St. Raymond School. Homework is assigned on a daily basis to reinforce the instruction given and also to help introduce and review material. Homework is given at the discretion of the grade level teacher. Written homework is given each weekday evening. Some teachers make exceptions on weekends. Students in grades 1-8 are REQUIRED to read 30 minutes each evening. Parents are encouraged to review their child's homework and assignment book each night. Every student is responsible for completing all of his/her homework assignment each evening.

## **INSTRUCTIONAL PROGRAM**

The Academic Program at St. Raymond School follows the course of study prescribed by New York State and approved by the Archdiocese of New York. It is a program of which we can be very proud. In addition to the curriculum, homework, standardized tests, and religious services are all part of the instructional program and are not optional. Graduation and promotion are based on mastery of the material, which makes up the course of study.

Report Cards are distributed two (Pre-K and Kindergarten) and four (Grades 1-8) times a year so parents can be appraised of their child (ren)'s progress.

## **MEDICAL REQUIREMENTS**

All students entering a New York City School for the first time *must* have a complete physical examination. In addition, all required immunizations must be up-to-date. A list of required immunizations is available in the school office. Children who are not fully immunized *will not* be permitted to attend class until they fully meet the immunization requirements.

## **PARENT COOPERATION WITH THE SCHOOL**

Because St. Raymond School strives to be a faith community, parental cooperation and support for the school program are essential.

While the school is excellent in many areas, no person within the school is perfect, and problems may occur. Parents or family members who experience any problems with their children's education or with school policy are asked to respectfully approach school authorities who will take time to further investigate problems or clarify school policies. In this way, positive solutions will be reached.

Parents are asked to use the following procedures to express their concern over a school matter:

1. If the problem involves routine procedures such as homework, class work, classroom behavior, or student-to-student problems, the parent should first contact the teacher.
2. If the problem is of a more serious nature, the parent should inform the principal of the situation in writing or via telephone. Due to job responsibilities, the principal may not be immediately available to see parents. Parents may need to wait to see a member of the administration or make an appointment for a meeting at a time convenient for all parties.

All staff members at St. Raymond School promise:

- \*\*\*\* Prompt attention to problems
- \*\*\*\* Privacy in discussing matters
- \*\*\*\* Professional courtesy and respect when problems are presented
- \*\*\*\* Sincere effort to resolve problems so that Christian community is maintained at all times

Using these procedures, parents are expected to demonstrate appropriate conduct at all times in dealing with school administrators, staff and other members of the school community/ Thus, the following misconduct by parents or family members is unacceptable.

- \*\*\*\* Assaulting or harassing any staff member, parent or student
- \*\*\*\* Threatening or physically intimidating any staff member, parent or student
- \*\*\*\* Engaging in any behavior such as but not limited to the above.

Such misconduct by parents or family members may lead to a warning and/or the following actions by the school:

- \*\*\*\* **Not permitting the child(ren) to re-register for the following school year**
- \*\*\*\* **Asking that persons exhibiting poor behavior have another person represent them on school matters for the remainder of the school term**
- \*\*\*\* **In extreme cases, and with the approval of the district superintendent, asking families to withdraw their children from the school**

## **PERSONAL APPEARANCE**

Simplicity should mark the grooming of all students.

- \*\*\*\* Complete uniform should be worn at all times
- \*\*\*\* Make-up, nail polish and nail wraps are *NOT* permitted
- \*\*\*\* Jewelry – Girls are allowed to wear one (1) pair of small post earrings
  - \*\* Dangling and large hoop earrings are *NOT* allowed
  - \*\* Boys are NOT permitted to wear earrings
  - \*\* A watch may be worn
  - \*\* All other types of jewelry are not allowed
- \*\*\*\* Hair – Hair should be neat at all times; hair should not be wild
  - \*\* Boys hair should not be longer than the top of the collar of their shirt
  - \*\* “Shaved” or “razor” cuts are *NOT* permitted
  - \*\* Boys are *NOT* permitted to have ponytails or braids
  - \*\* Any haircut deemed inappropriate by the administration is *NOT* permitted

## **SCHOOL HOURS**

School is generally open Monday through Friday from 7:45AM to 3:45PM during the academic year. Please consult the school office for the hours during the summer months. The school telephone number is (718) 597-3232. The Nurse’s telephone number is (718) 597-3232 ext.2250. The After-School telephone number is (718) 892-2980. Our fax number is (718) 892-4449.

## **SCHOOL DAY**

Good attendance and punctuality are qualities of responsibility we wish to instill in the children. The students in grades Pre-K – 5 are all on the same schedule. The building is open at 8:00AM - All children must be in their place by 8:10AM.

8:10AM --- LINE-UP BELL

8:15AM --- MORNING BELL

2:35PM --- DISMISSAL – Pre-K – GRADE 2

2:45PM --- DISMISSAL – GRADES 3, 4, 5

Children should not be left in the schoolyard before 7:55AM. The school will not be responsible before that time. Once a child has reached the school he/she **MUST** remain there. Ball playing and running in the yard are *NOT* permitted.

All children in grades K-5 are to enter the auditorium at 7:55AM. The principal or his/her representative will supervise the children while they are in the auditorium. Each child is to remain in the auditorium, sitting in an orderly fashion in his or her assigned seat.

### **Grades 6 – 8**

7:45AM – ARRIVE SCHOOL (Middle School Entrance)

8:00AM – MORNING BELL RINGS

2:50 PM – DISMISSAL

## **SCHOOL UNIFORMS**

The school uniform is part of our identity, and it promotes the development of pride and dignity. The school uniform is to be worn at all times unless otherwise directed. The school uniform regulations are strictly enforced at St. Raymond's School. If a child is missing any part of the school uniform, he/she is considered in violation of the school regulations. Detention will be administered if a violation occurs repeatedly. The required uniform is as follows:

### **GIRLS:**

PRE-K – K – Navy elastic waist pull on pants – Pink Polo –Long Sleeved. Navy or Black Rubber Sole Shoe, Tie or Buckle

GRADES 1- 5 (PreKg. 3 – Kg. optional) – White long sleeved blouse (peter pan collar); uniform jumper; Navy blue knee socks or tights; Navy or Black Rubber Sole Shoe, Tie or Buckle

GRADES 6 – 8 – White blouse (pointed collar); Uniform skirt; Navy blue V-neck white trim sweater; Navy blue knee socks or tights; Navy blue or black School Shoes (no high heels) (Hush Puppies) – Rubber Soles. No patent leather shoes or sneakers.

OPTIONAL WINTER UNIFORM – Gr. 1 – 8 - Grey flat front slacks, Heather Grey V-Neck Pullover sweater with St. Raymond embroidery, white long sleeved blouse (pointed collar), Navy or black School shoes.

### **BOYS:**

PRE-K – K – Navy elastic waist pull on pants – Grey Polo –Long Sleeved. Navy or Black Rubber Sole Shoe, Tie or Buckle

GRADES 1 – 8 – Grey uniform slacks; White shirt; Navy blue V-neck sweater (Gr. 1 – 5); Navy blue V-neck white trim sweater (Gr. 6 – 8); Uniform tie; Navy blue or black dress shoes (rubber soles) -- No patent leather shoes or sneakers; Blue or Black socks.

### **GYM UNIFORM:**

GRADES PreKg.3 – 5 - Navy blue sweatshirt and Navy blue sweat pants/shorts with school logo. St. Raymond School T-Shirt; White athletic socks and sneakers.

GRADES 6 – 8 – Navy and white warmup jacket and pants, Navy gym tee shirt.

Students must wear their gym uniform on the day they are assigned physical education. White athletic socks and sneakers.

Heely's ARE NOT ACCEPTABLE FOOTWEAR AND ARE NOT TO BE WORN IN SCHOOL.

### **SUMMER UNIFORM:**

There is a summer uniform for ALL children Grades PreKg – 8. Children must wear the summer uniform from the first day of school until Mid October and from Mid May until the last day of the school year. The summer uniform is as follows:

### **GIRLS:**

PRE-K - Navy elastic waist pull on pants – Pink Polo –Short Sleeved. Navy or Black Rubber Sole Tie or Buckle

GRADES 1 - 5 – Khaki Skort with Royal Blue Polo Shirt- white knee socks – Navy blue or black school shoes (NO high heels) or brown boat shoes.

GRADES 6 – 8 – Khaki Skort with Burgandy Polo Shirt- white knee socks – Navy blue or black school shoes (NO high heels) or brown boat shoes.

#### BOYS:

GRADES 1 - 5 – Khaki Pants with Royal Blue Polo Shirt- Navy blue or black school shoes or brown boat shoes.

GRADES 6 – 8 – Khaki Pants with Burgundy Polo Shirt- Navy blue or black school shoes or brown boat shoes.

Flynn & O'Hara is the official uniform supplier for St. Raymond's School. You may contact them at 718-863-7561 and they have a retail store at 2415 Westchester Avenue.

### **TESTING**

The following tests are administered to St. Raymond Elementary School students:

- \*\*\* Iowa Tests of Basic Skills – Grades 1 – 8
- \*\*\* Archdiocesan Religion Test – Grades 3 – 8
- \*\*\* Test for Admission into Catholic High Schools (Grade 8)
- \*\*\* Teacher-made tests for students' evaluation are administered throughout the school year.
- \*\*\* Mid Term Exams – January - Grades 5 – 8
- \*\*\* End Term Exams – June – Grades 5 – 8

The following New York State Assessments are administered:

- \*\*\* English/Language Arts and mathematics in Grades 3 – 8.

### **TUITION**

St. Raymond Elementary School uses the SMART TUITION MANAGEMENT PROGRAM to collect tuition. All tuition payments are paid directly to the SMART PROGRAM. SMART allows parents to choose from the following payment methods:

\*\*\* AUTOMATIC MONTHLY DEDUCTION – PAYMENTS ARE AUTOMATICALLY DEDUCTED FROM YOUR CHECKING OR SAVINGS ACCOUNT.

\*\*\* MONTHLY PAPER BILLING – ALLOWS YOU TO PAY TUITION IN TEN MONTHLY INSTALLMENTS BY CHECK OR MONEY ORDER TO SMART TUITION.

Tuition payments are due on the 7<sup>th</sup> of each month beginning on August 7<sup>th</sup>. The final payment, the 10<sup>th</sup> payment is due on or before May 7<sup>th</sup>.

Failure to pay tuition and/or ancillary fees may deprive your child (ren) of the following:

- \*\*\* Participation in classroom activities
- \*\*\* Participation in Graduation, Honor Society and Award Assembly Programs
- \*\*\* Report Card(s) / Progress Report (s)
- \*\*\* A Seat for the upcoming school year.

TRANSCRIPTS WILL NOT BE FORWARDED TO ANY OTHER SCHOOL UNTIL ALL FEES ARE RECONCILED.

\*\*IN SCHOOL PAYMENTS ARE TO BE MADE VIA MONEY ORDER OR BANK CHECKS ONLY.