



SAINT  
RAPHAEL  
ACADEMY

**2008-2009**  
**STUDENT HANDBOOK**

123 Walcott Street  
Pawtucket, RI 02860  
Telephone: 401-723-8100



*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

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**SAINT RAPHAEL ACADEMY  
PARENT & STUDENT 2008/2009 CONTRACT**

In consideration of the acceptance of the below named student by Saint Raphael Academy, we the undersigned parents and student, hereby acknowledge that we have read, and are in accord with, the contents of the PARENT and STUDENT HANDBOOK.

It is our understanding that attending Saint Raphael Academy is a privilege, which may be revoked at any time. By sending our son/daughter to the Academy, we agree that the Administrators of Saint Raphael Academy have the right to expect our child to comply with the rules and regulations as set forth in the PARENTS and STUDENT HANDBOOK. We also understand that such Administrators have the right to set policies and make decisions as they, in their exclusive discretion, find not only to be in the best interest of our child, but also in the best interests of the whole student body.

We do hereby contract with Saint Raphael Academy that we, the undersigned parents, will pay tuition and fees charged by the school for the 2007/08 school year on a timely basis.

These are: **Registration Fee -- \$250 Tuition - \$9,000.00**  
**Graduation fee (Seniors only – due Dec. 1, 2008, non-refundable - \$275)**

We do hereby contract with Saint Raphael Academy that we, the undersigned parents and our son/daughter, will comply with the school rules and regulations, and that we, the parents as well as our child, will accept those decisions made by the school and the Administration.

**Parent's Name (Printed)** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Student's Name (printed)** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_ **Year of Graduation** \_\_\_\_\_

This page must be signed by the parent the student resides with and the student him/herself. A student who is 18 years or older cannot sign his own notes, etc. This signed page will be turned into the office and become part of his/her official file. This page is to be returned no later than the sixth day of classes, **Sept. 5, 2008.**

**Please complete the other side of contract**



**BROTHERS OF THE CHRISTIAN SCHOOLS**  
**Long Island – New England District**

**A Statement of Mission**

The mission of the De La Salle Christian Brothers of the Long Island New England District is to give a human and Christian education to the young, especially the poor, according to the ministry which the Church has entrusted to the Institute of the Brothers of the Christian Schools.

As consecrated laymen in the Roman Catholic Church, the Brothers seek to touch the lives of the young and their families in ways that remind all of the loving presence of God. The faith and zeal of their personal and communal lives empower the Brothers to be authentic witnesses to the Gospel of Jesus Christ.

As professional educators, the Brothers minister in the setting of Catholic schools and through other agencies that address the educational needs of youth and their families. The Brothers are the heart and memory of an evolving tradition of service imbued with the charism of John Baptist De La Salle. They share this mission with a variety of people who embrace a Christian vision within the Lasallian heritage and who, together and by association, contribute to its development.

The Brothers recall with reverence that John Baptist De La Salle founded the Institute in response to the human and spiritual distress of “the children of the artisans and the poor.” Therefore, they offer their presence and service to all, and especially those who are lacking in some of the basic social, economic, and spiritual elements which are necessary for authentic, human development. The Brothers can be found serving diverse classes, in many geographical locales, and at all levels of education. Whatever the form or setting of their service, the Brothers seek always to make Jesus live more fully in their lives and the lives of those entrusted to their care.

### **The Lasallian Heritage 1679-2008**

Saint John Baptist de La Salle (1651 - 1719) opened his first school in Reims, his birthplace in northeastern France, in 1679. He was convinced that without Christian schools some poor children would be lost both to the Church and to civil society. His initial efforts led him to organize the teachers whose services he had secured into a religious community called the Brothers of the Christian Schools, also known today as the De La Salle Christian Brothers. De La Salle inspired these teachers with the following principle: "You are under the obligation to instruct the poor. You should therefore have a great tenderness towards them and supply their spiritual needs to the best of your ability, looking upon these children as members of Jesus Christ and as his much loved ones" (Meditation for the feast of St. Nicholas). Over a period of thirty years, he opened schools in several French cities and towns and worked with numerous teachers and students from various socioeconomic levels. By the time of his death he had founded different types of educational institutions: primary schools, teacher training centers, boarding schools, and homes for delinquents.

Alert to the needs of his time, he was an innovator in the development of teacher training programs and in curricular and pedagogical practices. Teachers ranked with servants in seventeenth century France. De La Salle, however, recognized that teachers stand in a providential and grace-filled relationship to children. Because of the special dignity of this calling, he provided teachers with extensive pedagogical preparation and on-going supervision. In consultation with his teachers, de La Salle designed a curriculum and wrote practical and effective textbooks infused with gospel values. De La Salle was one of the early Catholic proponents of universal education. Although de La Salle's schools were primarily for the poor, they attracted children from families of differing economic backgrounds. However, he tolerated nothing of the social segregation which was the practice of the day. He prescribed uniform management procedures for the classroom instruction of students from different social and academic levels.

De La Salle regarded a school as a community of believers working cooperatively to achieve a shared vision. De La Salle envisioned teachers as ministers of grace who exercise their vocation daily by instructing youth in the principles of the gospel as well as in the various academic and vocational subjects. His teachers thus helped young people to commit themselves to the teachings of the gospel, to develop loyalty to the Catholic Church, and to prepare themselves for productive citizenship.

De La Salle's educational ideas are embodied in several major works: *Rule of the Brothers of the Christian Schools*, *Meditations for the Time of Retreat*, and *The Management of Schools*, as well as in the textbooks he wrote for students. His contributions to Catholic education led Pope Pius XII in 1950 to proclaim him the Patron of Teachers.

Today, students in more than 80 countries throughout the world receive their education in Lasallian schools which differ greatly in terms of clientele, curriculum, and methodology as well as in social and cultural conditions. These schools are unified in their Lasallian heritage.

## **SAINT RAPHAEL ACADEMY**

(Pawtucket, Rhode Island)

### **FOUNDATION**

Saint Raphael Academy officially opened its doors on 10 September 1924, welcoming 59 young men into what was once a residential home on Walcott Street. The Brothers of the Christian School have operated the Academy since its inception. Brother Anselm Moore, F.S.C., the first principal of Saint Raphael Academy, was joined by two additional Brothers and a Catholic priest in educational ministry.

Under the direction of Bishop Hickey, the local church pastors decided that the school should be dedicated to Saint Raphael, one of the seven archangels.

With the support of Bishop Hickey and many local pastors, a two-story brick structure, including classroom and athletic space, was constructed and officially opened in January 1929, next to the 123 Walcott Street building.

In 1974, the Academy became co-educational, welcoming young women from Saint Jean Baptiste Academy and other local women's schools. In order to accommodate the influx of new students, the Academy entered into a lease agreement with Saint Joseph's Parish to use the classrooms in their former elementary school building. In the fall of 1999, the Academy purchased the building and the adjacent parking lot.

In 1986, facing increased enrollment and a need to provide additional space for computers, the arts, and athletics, a new wing was built on the West Campus.

In 1996, the Academy launched a capital campaign which has allowed the school to invest in a variety of technology initiatives; faculty and curriculum development programs; the acquisition of the new Administration Center on 38 Maynard Street; in addition to these purchases, in 2000, the Academy underwent the construction of the new Healey Library/Media Center in the original building at 123 Walcott Street. In the summer of 2001, the second floor of the West building was completely renovated to create three new science labs, as well as an additional classroom. In the spring of 2006, construction began on Alumni Hall, our new Athletic/Wellness Center which opened August of 2007.

The school's reputation over the years has been heightened by our students' accomplishments in the fields of academics, athletics, and Christian service. The school's success can be attributed to the vision of the De La Salle Christian Brothers and lay teachers, the support of parents, and the efforts of the students themselves. The enthusiasm of the present students continues the **SAINTS** tradition of excellence.

### **SCHOOL MISSION STATEMENT**

**Saint Raphael Academy is a Catholic, coeducational, college preparatory school founded in the tradition of Saint John Baptist de La Salle and rooted in the gospel of Jesus Christ. The Academy welcomes a student body that is academically, economically and culturally diverse. Through its commitment to Christian values, the Academy strives for excellence in all programs for the spiritual, academic, cultural and physical development of each student. Saint Raphael Academy seeks to provide a safe environment that places priority on mutual respect as well as self-discipline. The Academy prepares each student for a life dedicated to learning, leadership and service to the Church and community.**

### **GOALS**

- ◆ The reason for our existence as a school is the commitment to develop and nurture the religious dimension of each individual in the context of a Catholic-Christian Community. This premise should be an ongoing concern of each segment of the Saint Raphael Academy Community.
- ◆ Saint Raphael Academy fosters a sound academic environment and meaningful extracurricular programs that complement the religious dimension and complete the education of the whole person. To maintain, strengthen and enhance this Christian environment, we cultivate alternative avenues to respond to future conditions.
- ◆ In order to meet the needs of the Saint Raphael Academy Community, it is necessary to integrate the activities of the administration, teachers, students and parents through effective and concise communication. To make this ideal practical requires a total commitment on the part of the entire Community to this philosophy and the subsequent rules and guidelines.

### **OBJECTIVES**

- To manifest its Catholic and Lasallian identity as proclaimed in the Gospels through curriculum, spiritual formation programs and Christian Service.
- To nurture an environment of Catholic Christian Community in which students, staff, families, alumni(ae) and School Board members grow in awareness of and responsibility towards self, others, and God.
- To encourage use of talents as servant leaders by asking the entire Saint Raphael Academy Community to become aware of the need to minister to one another, including the poor and marginalized peoples of the global community.
- To establish and maintain a rigorous college preparatory curriculum that challenges the students of differing abilities and interests through required and elective courses.
- To provide a faculty that has expertise in particular subjects, and whose professionalism is enhanced by being representatives of a Christian role model.
- To evaluate and update continually our program in light of current directions and alternatives.
- To encourage and provide opportunities for the entire Saint Raphael Academy community to participate in the Civic Community, the Church, and especially the Family.
- To encourage staff and students to participate in extracurricular activities and Christian Service programs.
- To provide a program of interscholastic activities and extracurricular activities that encourage a spirit of cooperation, participation, competition, and fair play, thus enhancing the curriculum and complementing the cultural and aesthetic education of students.

**ORGANIZATION AND ADMINISTRATION OF SAINT RAPHAEL ACADEMY**

**SAINT RAPHAEL ACADEMY CORPORATION BOARD**

Most Reverend Thomas J. Tobin, D.D.	President and Treasurer
Reverend Msgr. Paul Theroux	Vice President
Reverend Msgr. John J. Darcy	Secretary
Br. Edmond Precourt, F.S.C.	Provincial of the Long Island – New England Province of the Brothers of the Christian Schools
Ms. Sheila Durante	Superintendent of Schools
Mr. David M. Beaudoin, D. Min	Secretary for Catholic Education, Spiritual Formation, Evangelization

**SAINT RAPHAEL ACADEMY SCHOOL BOARD**

Mr. Edward Bastia	Mr. Joseph Beaudette '82, Vice-Chair
Fr. Ronald Brassard '64	Mr. Edward Burgess '74
Ms. Mary Carney	Mr. Greg Carrara
Fr. Kevin Fissette	Dr. Laurent Gousie, Ph.D.
Br. Raymond Hoyt, C.F.X.	Mr. Kevin Nowak, Secretary
Br. Edmond Precourt, F.S.C.'63	Mr. Henry Silva '82
Mr. Terrence Tracey '72, Chair	

**ADMINISTRATION**

TBA, President/Principal

Mr. Michael Sweeney, M.A., Vice-Principal for Academics

Mr. James Pierce, M. Ed., Vice-Principal for Student Life

**ALUMNI/DEVELOPMENT**

Mr. Bryan Ferguson, B.A. -- Director of Academy Advancement

Br. Thomas Carney, F.S.C., M.S. Ed. – Alumni Coordinator

Mrs. Barbara Bourque – Archivist/Alumni Assistant

**DIRECTORS**

Administrative Assistant to the President – Ms. Kelly Marshall

Admissions – Mr. Shawn McKay, B.A.

Athletics – Mr. Bruce Gammell, B.S.

Business Manager – Mr. Robert Abbott, M.A.

Pastoral Services – Ms. Rita Pratt, M.A.

Computer Services – Mr. Stanley Dickervitz, MCSE, ASE, CCNA

Guidance – Mrs. Susan Wyatt, M. Ed.

Library – Mr. Michael Foster, M.A., M.S.

Buildings & Grounds – Mr. Kevin Newton

**DEPARTMENT CHAIRPERSONS**

Business – Mr. Michael Sweeney, M.A.

English – Ms. Linda Michalczyk, B.A.

Fine Arts – Mr. Terrence Murray, M.Ed.

Mathematics – Mrs. Sandra Smith, MAT

Foreign Languages – Mrs. Leslie Durigan, M. A. T.

Physical Education – Mr. Michael Drake

Science – Mr. Michael Santilli, M.Ed.

Social Studies – Mrs. Joan Seward, M.A.

Religious Studies – Mr. Michael Lavigne, B. A.

**STAFF**

Mrs. Nancy Buss – Business Office

Mrs. Mary Lynn Calderone – Secretary to the Guidance Department

Mrs. Patricia Gorman – Administrative Assistant to the Vice-Principal for Academics

Mrs. Pauline Lambert – Administrative Assistant to the Principal and VP for Student Life

Mr. Bryan Fredette – Asst. Director of Buildings & Grounds

## FACULTY

Mrs. Caroline Aldrich, B.A.	Religion, Social Studies
Mrs. Elizabeth Anderson, M.A.	English
Mr. Steven Babiec, M.A.	Science
Sr. Regina Brennan, R.S.M., M.A.T.	Guidance
Br. Thomas Carney, FSC	Social Studies
Mrs. Moira Carraher, B.S.	English
Mrs. Sara Costanzo, B.S.	Science
Mr. Ryan DeWolfe, B.A.	Music
Mrs. Elizabeth Donovan, M.A.	Foreign Language
Mr. Michael Ross Drake, M.A.	Physical Education
Mrs. Leslie Durigan, M.A.T.	Foreign Language
Mr. Matthew Duska, M.A.	Religious Studies
Mr. Michael Foster, M.A., M.S.	Librarian
Miss Kristen Fredette, B.A.	Foreign Language
Mr. Bruce Gammell, B.S.	Humanities, Social Studies
Mr. Eric Izzi, B.A.	Social Studies
Ms. Caitlin Jamiel, B.S.	Physical Education
Mr. Jonathon Kahle, M. Ed.	Social Studies
Mrs. Barbara Larned, B.S.	Art
Mr. Michael Lavigne, B.A.	Religious Studies
Mr. Wesley Loper, M.A.	Mathematics
Mr. Peter McLaughlin, M.A.	English
Miss Linda Michalczyk, B.A.	English
Miss Elizabeth Monahan, M.Ed.	Accounting
Mr. Terrence Murray, M. Ed.	Comp. Applications
	English/Theater Arts
	Public
	Speaking/Psychology
Mr. John Nasuti, M. Ed.	Mathematics
Mr. David O'Connell, M.F.A.	English
Mr. Dennis Pelletier, M.A.	Chemistry
Ms. Julia Polana, B.S.	Foreign Language
Ms. Rita Pratt, M.A.	Pastoral Services
Mrs. Dalia Pucci, B.S.	Science
Mr. Michael Santilli, M. Ed.	Science
Mr. Michael Sassi, B.S.	Mathematics
Mrs. Joan Seward, M.A.	Humanities
	Social Studies
Ms. Sandra Smith, M.A.T., M.Ed.	Mathematics
Mr. Thomas Soucar, B.S.	Mathematics
Fr. Dan Sweet	Chaplain
Mr. Stephen Vargas, B.A.	Religious Studies
Mrs. Marilyn Whittet, M.Ed.	Foreign Language
Mrs. Susan Wyatt, M.Ed.	Guidance

## TUITION AND FEES

Saint Raphael Academy depends upon the prompt payment of tuition in order to operate. The actual cost per student this year well exceeds \$10,000.00. Thus the school must make up the difference in order to meet operating expenses. This occurs through a variety of fund-raising endeavors. We urge full cooperation by all members of the Saint Raphael Academy community in these endeavors.

**GENERAL CHARGES**

<b>Registration fee</b>	<b>\$250</b>
<b>Tuition for 2008/09</b>	<b>\$9000</b>
<b>Graduation fee</b>	<b>\$275</b>
<b><u>(seniors –due December 1, 2008 non-refundable)</u></b>	

**SANCTIONS:**

1. No student will be allowed to attend class in late August unless his/her tuition payment schedule is paid in full.
2. No student will be allowed to take mid-term or final exams until all financial obligations to the school have been settled.
3. No student will be allowed to participate in school sponsored social activities and trips.
4. No senior will be allowed to participate in graduation activities unless all bills are paid in full.
5. Neither final grades nor transcripts will be released until all financial obligations to the school have been settled.

**TUITION REFUNDS:**

The school's expenses are incurred on an annual basis; therefore, the school is obligated to meet costs it cannot cancel because of student withdrawals. Any refund of tuition is based on the full amount of tuition due for the year. A student who voluntarily withdraws from school will receive a refund of tuition paid except the non-refundable deposit and fees on the following basis:

If a student leaves the school during the school year, tuition will be assessed consistent with the terms of the Option 4 payment plan as detailed in the tuition contract. This plan requires that tuition be paid in ten equal monthly installments beginning July 1 and concluding April 1. Any amounts paid in excess of what is contractually due by the terms of this payment plan as of the date a student officially withdraws from the school will be refunded to whoever has paid tuition. For example:

- Withdrawal after July 1 – 10% of the tuition is due
- Withdrawal after August 1 – 20% of the tuition is due
- Withdrawal after September 1 – 30% of the tuition is due, etc.

If a student is expelled, there is no refund of tuition. Financial aid and scholarship awards are not considered as payment for tuition owed when a student withdraws.

**NONDISCRIMINATORY POLICY STATEMENT:**

Saint Raphael Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin, in administration of educational policies, admission policies, and scholarships.

**TRANSPORTATION**

It is expected that Saint Raphael Academy students will conduct themselves in a mature manner on buses. Disorderly behavior on the bus will result in disciplinary action. Transportation officials will receive the full cooperation of the school in dealing with any student whose conduct is out of order.

### PROGRAM OF STUDIES

Within its over-all college preparatory program, Saint Raphael Academy makes provisions for both the exceptionally talented and for the usual aspirant to higher education. Students are generally grouped according to their abilities. Periodic adjustments may be made to move students to the section more in keeping with their abilities.

The philosophy which guides the faculty at Saint Raphael Academy in its attitude towards students and the curriculum, is a sound one. Personal involvement, self-initiation, evaluation—all are felt to be integral to any search for a significant or experiential system of learning. Basic to its understanding is the element of accountability. The entire school community realizes that with freedom in scheduling and in handling of unstructured time comes responsibility and accountability for such choices. The **SAINTS** way of life attempts to prepare all students to face such decisions which will be an integral part of their academic and post-scholastic lives.

### GRADUATION REQUIREMENTS

To be eligible for a diploma from Saint Raphael Academy, a student must complete the following course of studies.

The course of studies includes the following:

<u>Subject</u>	<u>Credits</u>
Religion	4.0
English	4.0
Mathematics	4.0
Laboratory Science	2.0 (3 preferred)
Foreign Language	2.0 French or Spanish {3 years strongly recommended}
Social Studies	3.0 (includes 1.5 credits in U.S. History; 1 credit in Western Civilization, and .5 credit in Humanities)
Computer Competency	0.5
Arts	0.5 (1 credit preferred)
Physical Education/Health	1.0 (.25 credit per year)
Electives	2.0 (2 years)

In addition to passing these courses listed above, students must pass a sufficient number of elective courses to accumulate 25.5 credits. Students are required to elect six academic courses each semester.

**Additionally, juniors and seniors are required to complete a minimum of twenty hours of Christian service each year (for a total of forty hours). Students may choose to volunteer at such locations as food banks, churches, hospitals, schools, nursing homes or any direct volunteer activity that provides a positive contribution to the community. At the end of each year students will be required to share their reflections on the insights that they gained through their service and connect such reflections to the Lasallian call to justice for all humans. Though required for graduation, this program is not factored into the computation of the student's grade point average.**

In all course selections, the Department Chairperson and the Vice-Principal for Academics have final approval. The Administration reserves the right to withdraw a course offering because of insufficient student enrollment or to change a student to balance class size.

**All requests to add, drop or change a course must be made within the first (10) days of the academic semester.**

### COURSE OFFERINGS

#### 9<sup>th</sup> Grade

**Required:** Religion; English; Mathematics: Algebra I, Algebra I ( part I), Geometry A; Foreign Language (French or Spanish) or Academic Foundations; Physical Science or Biology; Humanities; Arts; Physical Education/Health; Keyboarding

#### 10<sup>th</sup> Grade

**Required:** Religion; English; Mathematics: Algebra I (part II), Algebra II or Geometry; Biology or Chemistry; Foreign Language; Western Civilization; Computer Applications; Physical Education/Health

#### 11<sup>th</sup> Grade

**Required:** Religion, English; Mathematics: Algebra II, Geometry or Pre Calculus United States History or EEP United States History; Science; Physics, Chemistry or Advanced Placement Biology; Physical Education and electives to complete six academic credits.

**Electives:** Foreign Language (French II, III; Spanish III); Public Speaking; Drawing and Painting; American Popular Music; Chorus; Introduction to Theater Arts; Drawing and Painting II; Sculpture; American Government; Creative Writing; Sports & Entertainment Marketing; Business Management; Forensics; Advanced Computers; Design & Print Making.

#### 12<sup>th</sup> Grade

**Required:** Religion; English or AP English; Mathematics: Algebra II, Pre Calculus, AP Calculus, Calculus; The United States in the 20<sup>th</sup> Century; Physical Education; and electives sufficient to complete six academic credits.

**Electives:** Physics; AP Biology; Anatomy; Foreign Language (French, IV, EEP IV; Spanish IV, EEP IV; Public Speaking; Psychology I, II; Drawing and Painting; Introduction to Theater Arts; Drawing and Painting II; Sculpture; American Government; Creative Writing; Reel History, American Popular Music; Chorus; Sports & Entertainment Marketing; Business Management; Forensics; Advanced Computers; Design & Print Making.

### ACADEMIC REGULATIONS

The Administration is responsible for the ordinary daily running of the school. For good order and efficiency the following requirements are to be observed.

#### 1. ABSENCES: ABSENT – CALL (401) 723-8100 Ext. 145

- a) For each day that a student is absent, we must insist that parents call the school office before 10: 00 a.m. (401-723-8100). When your child returns to school, the student **must** present a note from his parents to the Vice-Principal for Student Life, explaining his/her absence. Failure to do either of the above will result in disciplinary action.

**Do not plan vacation during school time.** However, in circumstances where time away from school cannot be avoided, there will be consideration given on an individual basis by the Vice-Principal for Student Life. Any request for such consideration must be made well in advance. **This request must be made to the Vice-Principal for Student Life, not to the teachers.** If this procedure is not followed, the days absent can be designated as unexcused absences and subject to academic penalties.

- b) Regular attendance is essential. If a student is to make satisfactory progress and receive credit for his/her year's work, parents must be sure that their children are absent only when absolutely necessary because excessive absenteeism can result in a failing grade. It is the school policy that if a student is absent 15 or more days in a given semester, or 15 or more class periods in a given subject, in a given semester, that student's record will be reviewed and a determination will be made as to whether or not said student will be allowed to continue his/her education at Saint Raphael Academy. A letter from the Vice-Principal for Student life will be mailed home once a student has reached 8 absences in a given semester. Extended absences documented by a doctor's note will not factor into this policy. Participation in school-sponsored field trips and school related events will not be considered absences for the purposes of this rule. A student will be considered absent from a class because of absence from school, or tardy to school, or late for class by more than 10 minutes, or by cutting the class.
- c) Students absent for one or two days should complete assignments posted on Ed-Line or contact other students in their classes. If a student is absent for a prolonged period of time due to serious illness or other extraordinary circumstances, he/she should contact their guidance counselor for study assignments or tutorial arrangements.
- d) If a student is absent on any given day, he/she cannot attend or participate in any after school function that day without the expressed consent of the Principal. The student must attend at least two classes to be marked present. The Principal reserves the right to waive this regulation.
- e) The day of your child's return, it is the student's responsibility to see his/her teacher to arrange make up work and to complete that work as soon as possible. Students with prolonged illness will arrange for the completion of make up work in consultation with their guidance counselor and teachers.
- f) Teachers are not obligated to give make-up work to students with unexcused absences.
- g) College visits should be planned for the October PSAT Test Day, faculty Professional development days, holidays and school vacations, not during school time.
- h) We do not recognize a student who reaches the age of 18 while attending Saint Raphael Academy to be legally responsible for him/herself. The Academy will only recognize parents/guardians as the responsible agents for their child.

## 2. EARLY DISMISSAL

If a parent feels there is an urgent need for a student to be excused before the end of the school day, the student must bring a note to the Vice-Principal for Student Life **prior to 8:00 am** on the day of early dismissal. We reserve the right to deny this privilege if we deem the reason to be insufficient. **Parents are advised to schedule doctor and dentist appointments outside of the school day. A student will only be allowed 3 early dismissals a quarter unless there is an emergency.**

**3. STUDY PERIOD**

There are two alternatives offered to all students during study period; the library for SILENT study or research and the cafeteria for lunch or group study. Students found in unsupervised areas during the study period without a pass are subject to disciplinary action.

**4. ED-LINE**

Edline is an online tool which gives students and parents access to view homework assignments and grades posted by teachers. Other information such as attendance records, news and updates can be accessed on Edline. Students and parents will have separate access codes to obtain this information. Teachers will be asked to update homework assignments a minimum of every 7 school days and grades a minimum of every 10 school days.

**5. HOMEWORK**

- a) Students are expected to be fully prepared for their classes each day. This will require considerable homework as well as proper use of unstructured periods during the school day. Homework is an integral component of grading.
- b) In this regard, it is to be noted that homework does not only mean written work or reading. A day's assignment may include some written work or reading, but the larger part of the assignment should be the study and review of the matter covered in class that day; the preparation of assignments for the next class; and the preparation of long term assignments.
- c) Students often must be employed. Although working teaches responsibility, a college preparatory school is demanding; therefore, Saint Raphael Academy recommends that the student does not work late and/or excessive hours (more than 15 hours a week) that might impair the quality of his/her schoolwork.

**6. MAKE-UP WORK**

At the discretion of the teacher, students may have up to five (5) days to make up class work, quizzes, and tests. It is the student's responsibility to see the teacher(s) involved to determine the work missed. If proper arrangements are not made, credit will be lost. Class work due on the day(s) of unexcused absences will receive no credit. An excused absence is an absence documented by a note from a parent. The Vice-Principal for Academics is the final arbiter in determining credit for make-up work. Teachers are not required to make any special arrangements or provide special instruction for students who are absent due to a family vacation or other non-school activity.

**7. SEMESTER EXAMS**

Two- hour semester examinations are given in the last week of the semester according to a special schedule. It is important for students to take scheduled examinations. Students who miss semester exams must present a doctor's note to the Vice-Principal for Academics indicating that serious illness was the reason for the absence from the exam.

- a) There is no minimal failing grade for the semester exams.
- b) Semester exams will be 120 minutes in length. No student will be dismissed from the exam room until the two hours have lapsed.

- c) The dress code will be in effect during semester exams.
- d) No student may leave the property until his/her last exam of the day is complete.
- e) No student will be allowed late entry into an exam without a pass from the office. A student who arrives late to an exam for an unexcused reason may receive a grade deduction on the exam. The deduction will be determined by the Vice Principal of Academics.

**Exemption:**

Senior Exemption Policy: Seniors enrolled in a full year class who achieve an overall average of 90 or above for the year may be exempt from taking the final exam at the discretion of the teacher. Seniors enrolled in a semester class who achieve an overall average of 90 or above for the semester may be exempt from taking the semester exam at the discretion of the teacher.

**8. PROMOTION**

- a) No one can pass on to the next level with a failure on his/her record.
- b) One or two failures can be made up for credit in an accredited summer school or with a tutor approved by the Vice-Principal for Academics.
- c) A student who fails a particular subject two years consecutively, will have his or her academic record reviewed and dismissal could be possible.
- d) A failure of three credits or more means an automatic transfer to another school.

**9. HONOR ROLL**

The Honor Roll has three categories. The first is Highest Honors, which is a simple GPA average of 95 to 100 with no grade lower than 90. The second is First Honors, which means a simple GPA average of 90 to 94.9 with no grades lower than 85. The third is Second Honors, which means a simple GPA of 85 to 89.9 with no grade lower than 75. These honors will be granted at the end of each quarter.

**10. MOORE SCHOLARS PROGRAM**

The Saint Raphael Academy Moore Scholars Program requires students to:

- a) take Honor Courses;
- b) maintain an 85% average with no grade lower than 80%
- c) participate in enrichment courses and activities that supplement the academic program of the Academy.
- d) Freshmen and sophomores are invited to apply in April for the coming academic year.

**11. SCHOLASTIC PROGRESS**

- a) Progress reports will be issued midway through each quarter.
- b) Report cards are distributed to parents at the November parent-teacher night and mailed home after each subsequent quarter.
- c) The semester exams account for 20% of the semester grade. The grade for each of the constitutive quarters accounts for 40% of the semester grade.

- d) In a semester course the final grade is the semester grade. In a year long course the final grade is the average of the two semester grades. Year long courses carry one full credit. Semester classes earn 0.5 credit.
- e) 70% is the passing grade at Saint Raphael Academy.
- f) 55% is the minimum failing grade for a marking period, but it can be lower if performance dictates.
- g) All students who wish to contest a grade received in a course must do so within two weeks of the mailing of all report cards. Once the two-week period has concluded, no student or parent may contest a grade.
- h) Parents should feel free at any time to call or email their child's teachers, their child's Guidance Counselor and then the Vice-Principal for Academics regarding the academic program or progress of their child.

## 12. CHEATING AND PLAGIARISM POLICY

In a moral environment, academic dishonesty cannot be tolerated. Cheating of any kind—copying math homework, using a translator for Spanish class, or plagiarizing an internet source for an English paper, for example—will result in no academic credit and a disciplinary sanction. In episodes of cheating, teachers will clarify to the student, if necessary, how the student cheated. The teacher will inform parents, the Vice Principal for Academics, and the Vice Principal for Student Life.

Plagiarism is an especially egregious form of cheating. Plagiarism, according to Webster's II New College Dictionary, is defined as "to steal and use the ideas or words of another as one's own." Thus, plagiarism can be easily avoided by never passing off as original an idea obtained from another and crediting correctly an existing source of information. Although Saint Raphael Academy recognizes various ways to plagiarize, for all cases of plagiarism the following steps should be taken.

Teachers should meet with students privately and alert them that plagiarism is suspected. In some cases, a student may not be aware that he or she has committed plagiarism, so it is imperative that the faculty member discuss the work in question and inform the student about plagiarism and its penalties.

If plagiarism has occurred, the teacher will inform parents and the Vice Principal for Academics and the Vice Principal for Student Life. The plagiarized assignment will receive no credit, and the plagiarized assignment will be kept in the student's personal file. A student who has cheated and/or plagiarized may be subject to in-house suspension.

Any student who cheats and/or plagiarizes repeatedly runs the risk of expulsion from Saint Raphael Academy. Any student who cheats and/or plagiarizes while a member of the National Honor Society and/or the Rhode Island Honor Society will be banned permanently from those groups.

**The Vice Principal for Academics is the final arbiter for all issues dealing with plagiarism and cheating.**

**13. INCOMPLETES**

A grade of "Incomplete" is given in cases where students have not been able to complete course requirements for the quarter or the semester because of illness or other extraordinary circumstances. A student has two weeks to make up the work for a passing grade. Otherwise the "Incomplete" converts to a failing grade.

**14. QUALITY POINTS AND CLASS RANK**

Saint Raphael Academy offers courses of different degrees of difficulty in order to meet the varied needs of the students. The degrees of difficulty are designated Advanced Placement (AP), Honors (A), Advanced College Prep (B), and College Prep (C). These distinctions form the basis for the allocation of quality points used to determine a student's class rank.

**15. EXTRA HELP**

Students are encouraged to seek extra help from subject teachers who are usually available upon request and at certain periods throughout the day. Students encountering difficulty in any subject are encouraged to seek assistance before they reach a point where it will become extremely difficult for them to pass. Students should also see teachers to make up work missed in class or to gain deeper insight into the subject.

**16. TUTORIAL HELP**

If a student is experiencing difficulty in a subject, he/she should first approach his teacher for extra help, then his/her Guidance Counselor or the Vice-Principal for Academics who will help to arrange tutoring.

**17. COURSE CHANGES**

- a) To initiate a course change, a student should consult his Guidance Counselor. Course Change forms are available from the Guidance Department. The Vice-Principal for Academics has final say on all course changes.
- b) All requests to add, drop or change a course must be made within the first ten (10) days of the semester.
- c) Permission to change a student's schedule will be granted only in extraordinary circumstances.

**18. PARENTS AND TEACHERS**

On specified dates in November and March, parents will have the opportunity to meet briefly with teachers and to discuss their child's progress. (Please note these dates on the calendar.) If further consultation is needed, parents should make a personal appointment with the teacher by calling the school during school hours (8:00 a.m. – 3:30 p.m.) or e-mailing the teacher.

**19. TRANSCRIPTS**

A transcript of a student's records will be sent to any college designated by him/her as long as all financial obligations are being met. The Guidance Department provides transcripts for current students. The first transcript is free; a fee of \$3.00 each is assessed for additional transcripts. Seniors should apply early. The Guidance Office automatically sends midyear and end-of-the-year grades to college. Transcripts for alumni/ae are provided at a \$3.00 charge by the Guidance Office.

## 20. LEARNING DISABILITIES

Saint Raphael Academy does not have the resources or the personnel to administer or provide individual services to students who have diagnosed learning disabilities. Saint Raphael Academy does not, therefore, follow Individual Educational Plans formulated by other schools and school districts. Saint Raphael Academy counselors would be available to attend IEP reviews to offer insights and seek recommendations for helping our students succeed. What Saint Raphael Academy tries to do is make reasonable accommodations for the recommendations that are listed in an evaluation or assessment. Parents and prospective students are informed of the Learning Disabilities Policies at Open House and other information sessions. Parents should note that in order for a student to qualify for extended time or other accommodations during College Board tests, (e.g., SAT), Saint Raphael Academy must have in its files specific documentation, current within three years, in accordance with the new policies of the College Board. This process is initiated by parental request. Students who are conditionally accepted with diagnosed learning disabilities will be placed on probation for the first quarter to determine if Saint Raphael Academy can indeed provide a sustainable educational environment for said student.

## 21. ACADEMIC PROBATION

Failure in three or more courses in one marking period puts a student on academic probation. This means:

- a. The Vice-Principal for Academics will notify parents in writing.
- b. The probationary period is for the following academic quarter.
- c. The student will be reevaluated at the end of the probationary period and may be dismissed if adequate improvement is not in evidence.
- d. Any student who is on academic probation is ineligible to participate in team or club extracurricular activities.

### GUIDANCE DEPARTMENT

Mrs. Susan Wyatt, M.Ed., Director  
Sister Regina Brennan, R.S.M., M.A.

### Counselor's Responsibilities

#### Academic:

- Provides counseling to students who are encountering academic difficulties
- Assists students in course selection
- Maintains an updated file on each student
- Oversees each student's progress

#### Parents:

- Provides information to parents
- Confers with parents regarding their child's progress and future plans

#### College / Career:

- Interviews students
- Provides career information
- Tests and distributes test results
- Assists students with post secondary plans
- Provides college information
- Writes letters of recommendation
- Provides financial aid and scholarship information

#### Additional:

- Maintains a Guidance bulletin board
- Maintains college catalogues
- Sponsors college day and college nights
- Organizes information evenings for parents

### **Confidentiality**

Students should be aware that any information they provide to faculty or staff members that concern possible bodily harm to themselves or another individual must be shared with the proper school authorities.

### **College and Military Recruitment**

Saint Raphael Academy provides its students with many opportunities to explore and evaluate the full range of college and university programs. Within this context, the school receives representatives from the United States service academies and extends to them the same courtesies it does for all bona fide two and four year institutions of higher education.

Consistent with our stated purpose, Saint Raphael Academy does not provide a forum for those promoting active military service directly out of high school.

### **PASTORAL SERVICES**

Miss Rita Pratt, MA -- Director  
Father Dan Sweet – Chaplain

The Pastoral Service Team at Saint Raphael Academy exists to empower our community to live out the mission of the Lasallian School. Our goal is to enhance the awareness of God's presence within our community of students, administrators, faculty, staff, parents and alumni. Accepting the Trinitarian nature of the Divine (God-in-relationship), we believe that God is manifested most dynamically through our interactions with each other and with the world around us.

We, therefore, seek to promote discernment within the community of how each member relates to God, to self and to one another.

To God:

- through lively, relevant, and meaningful liturgy
- through retreat programs
- through encouraging the community to be people of prayer

To self:

- by meeting individually for pastoral counseling when appropriate
- by strengthening self-confidence and Christian identity through proper training and preparation to be servant leaders and peer ministers

To Others:

- by providing opportunities to reach out to marginalized members of our society
- by providing opportunities to minister to one another

Grounded in the Catholic tradition we acknowledge, welcome, and include all people on journeys of "faith seeking understanding" (praxis). Our primary understanding of ministry is a call to service and we believe that all baptized Christians are called to be servant leaders to one another.

**Objectives:**

- To manifest our identity as a Lasallian School through programs and prayer experiences rooted in the charism of Saint John Baptist De La Salle, founder of the Brothers of the Christian Schools.
- To provide meaningful liturgical and prayer experiences for the school community through:
  - ∇ school-wide liturgical celebrations
  - ∇ community building retreat experiences at all grade levels
  - ∇ daily morning prayer program.
- To build community within all Pastoral Services programs.
- To encourage administration, faculty and staff to join in Christian ministry within the Pastoral Services programs.
- To develop formation programs that enable juniors and seniors to function as peer ministers to underclassmen.
- To provide a team model of ministry, coordinator by a director, as a model of church for the entire school community.
- To develop programs for each grade level that nurture faith and human development.
- To foster a consciousness of the reality of poverty and marginalized peoples and the Gospel mandate of Christian service both locally and globally.
- To foster consciousness of the message of Christian non-violence and justice in one's approach to life and in one's relationships to the world and others.
- To affirm its relationship and interdependence with the goals and objectives of the Religion Department.
- To collaborate with the Guidance Department to provide necessary and appropriate support services for students.

**Requirements:** A full-day retreat is required each year as an extension of the Religion requirement.

**Freshman Retreat**

Faith Experience: Students are invited to discover Christ in each other. Through talks, small group interaction, video, music, prayer and liturgy, students learn that Christ is actively involved in their lives. The day is conducted by the Pastoral Services Team and trained seniors who offer their insight and experience to the freshmen.

**Sophomore Retreat**

Faith Experience: This retreat encourages students to continue to open their hearts to God as they learn through meditation and prayer that God truly loves them and wants to live in their hearts.

The day is coordinated by the Pastoral Services Team and an invited guest retreat guide.

**Junior Retreat**

Faith experience: The Junior year experience leads students to a retreat center away from school. Small groups are led to look at their relationship with themselves and God and sort through how they make decisions and choices. A process of reconciliation is offered.

Pastoral Services Team facilitates this experience.

**Senior Retreat**

Faith experience: Following on the work of the Junior year, Seniors are invited to enter a Christ-centered path for their lives. Small group sharing, individual reflection and prayer are intended to allow the student to focus on their faith and future.

Bethany Renewal Center and the Pastoral Services Team coordinate this day.

### **Faculty Retreat**

Faith experience: Each year retreat opportunities are offered to the faculty in the form of days of renewal or overnight retreat experience, encouraging members to look again at the ways they are called to minister and serve in Jesus' name.

### **Peer Ministry Program**

Peer Ministry invites students who are Juniors and Seniors to build Christian leadership skills by offering service in the school, as well as in the local and world communities.

Each ministry segment seeks to foster personal and spiritual growth in its members, through specific programs and developmental training.

- Who is eligible?  
Any student, at the end of their Sophomore or Junior year, may apply for admission to the full Peer Ministry program or to one of the ministry segments.  
These students should exhibit:
  - a desire to grow and to help others to grow through service to the community
  - a desire to grow in spiritual awareness
  - a desire to build self-esteem and to improve communication skills
  - a willingness to develop commitment and dedication by attending all training sessions and regular meetings.

### **Ministry Segment**

- **Peer Ministry** – A full year program
  - An Orientation workshop
  - An Overnight Leadership Workshop
  - “Building the Team” meetings in September through October.
  - “Strengthening the Team” meetings in November through March

As a member of Peer Ministry, students may also participate in the following segments:

- Eucharistic Ministry (Seniors only)
- Big Brother / Big Sister
- Peer Mediation
- Project Respect
- Liturgy
- Social Justice Team

- **Eucharistic Ministry**

A full year program open only to Seniors who are confirmed Catholics and participating members of their parish. Participation in the Eucharistic Ministry Training Retreat is required. Ministers serve at Liturgies throughout the year.

- **Big Brother/Big Sister Program**

- A workshop day in May and some participation at the Freshman Orientation night in May.
- Summer contact with Freshmen through the phone-tree.
- Attendance at the Freshman Welcome Workshop in August.
- Participation in Freshman Orientation, Part I & II

- **Project Respect**

A Peer oriented program to raise the awareness of basic courtesies and respect skills, to create a more accepting and polite atmosphere in the school community.

- **Liturgy Committee**

Students participate in preparation of Liturgical themes and serve as lectors and servers.

- **Social Justice Team**  
Coordinates service projects for the entire school community to benefit those in need locally and throughout the world.
- Thanksgiving/Christmas Adopt-a-Family. Students adopt local families and provide for some of their needs through the gathering of food, clothing and Christmas gifts.
- Rice Bowl and Lasallian Twinning School Program. Throughout Lent, students pledge to be mindful of those who are hungry by fasting from something they take for granted and donating the money to be sent to our Twin School in Kenya, Africa and to Rice Bowl.

#### **Liturgical Life and Prayer**

The Pastoral Services Team believes that Saint Raphael Academy must be rooted in the gospel of Jesus Christ. Through its liturgical life and opportunities for prayer, the school community is provided with spiritual nurturing and growth. Monthly opportunities are offered for the celebration of Liturgy and community prayer. **All students are required to participate.** Reconciliation is offered during Lent and by appointment. The liturgical and prayer life of the school is the responsibility of pastoral services with the assistance of the administration, faculty and students.

#### **Pastoral Counseling**

The Pastoral Services Team endeavors to provide spiritual and pastoral counseling and programs that support and nurture individuals in their life of faith and spiritual journey. We seek to let Jesus live in our hearts both individually and as a community.

### **REGULATIONS TO FOSTER THE SAINT RAPHAEL ACADEMY COMMUNITY**

#### **PHILOSOPHY OF DISCIPLINE**

Self-development, self-expression and self-discipline are major themes expressed in the Lasallian philosophy of education. The philosophy of discipline is, therefore, based on the same principles. It is realized that young men and women need direction in the process of self-growth and that errors along the way must be called to their attention.

Every student has the responsibility to respect one another's person, property, space and opinion. All students should have the privilege to further their education in a peaceful, secure atmosphere. The attainment of this goal requires the full cooperation of the administration, the faculty, the student body and the parents.

#### **DISCIPLINE**

Violations of the school's rules or regulations are controlled by the Detention System. Any member of the faculty observing a student committing an act contrary to good order should take action. If a faculty member deems it serious enough to merit sanction, he/she should report the incident to the Vice-Principal for Student Life on the detention form. The Vice-Principal for Student Life will award the sanction and see that it is carried out.

A student whose behavior outside of the school jeopardizes the school's good name, may, at the discretion of the Administration, be asked to either leave school, do home study, be barred from participation in school activities, or be subject to other disciplinary action.

The Vice-Principal for Student Life will maintain records of offenses reported for each student. He will inform the parents of all serious offenses or an accumulation of minor

offenses, and when necessary, he will request the parents to meet with him to discuss the student's conduct.

Continued poor conduct or a single very serious offense may call for suspension or dismissal from school. After a suspension, a student may be placed on probation. This will be done only after consultation with the parents and the student. A student on probation will be ineligible for all extracurricular activities. He/she is subject to dismissal for any violation of school rules or regulations.

The Vice-Principal for Student Life has the authority to suspend a student for disciplinary reasons. Suspensions may be for a specific number of days or they may be indefinite. In any case, the student with his parent(s) will be given notification before he/she is suspended. IN-HOUSE SUSPENSION is the most utilized form at the current time. This means that the student will report to school each day but will not be in his regular classes or any school activities. Work missed because of suspension may only be made up with 4/5ths credit. Upon return, the student may be asked to identify an adult within the school or a professional counselor who will stay in contact for an appropriate length of time. Before a student is dismissed, the Vice-Principal for Student Life will investigate the situation thoroughly and recommend to the Principal the dismissal of the student. The Principal will have a hearing with the student and his/her parents. If the decision is to dismiss the student, it may be appealed to the Appeal Board.

The Appeal Board is composed of the President, the Vice Principal for Academics or his designee, the student's Guidance Counselor, an appointed faculty member and a faculty member of the student's choice. The function of the Appeal Board is to assure that policies and procedures have been carried out fairly by all involved.

#### **ATTENDANCE**

##### **1) Class attendance**

- a) Cutting a class will result in a Saturday detention as well as a zero for all work missed. A second cut in a school year will result in an internal suspension and notification to parents. A third cut in a school year may result in an external suspension or expulsion.
- b) If a student cuts a particular class more than once, each additional cut will result in a 5 point deduction of the grade for that particular marking period.
- c) If a teacher does not arrive for a class, a student representative is to inform either of the Vice Principals.

##### **2) Late for school**

A student who arrives in school after 8:00 am is late and if they arrive after homeroom (8:10) must secure an admittance slip from the West Office before reporting to class. Excessive tardiness will result in disciplinary action. Students who arrive after 8:30 may be liable to immediate disciplinary action.

##### **3) Late for class**

Students tardy for class will report directly to class, and the subject teacher will take appropriate measures to ensure that this does not happen again. A student must get a slip from the office if they are more than five minutes late for class. If a student should come fifteen minutes or more late to a class, it will be considered as a class cut, and his/her name will be sent to the Vice-Principal for Student Life. If a teacher detains a student, a note must be given to admit that student to his/her next class. Class tardiness will result in disciplinary actions.

#### 4) Pregnancy

In the case of a student's pregnancy at Saint Raphael Academy, the following will apply:

- 1) In the case of the young woman, efforts to have her complete her education at Saint Raphael Academy will be made. Guidance and counseling will be made available.
- 2) In the case of the young man, guidance and counseling will be made available.
- 3) Either individual may be referred to an appropriate agency in order to receive further counseling as deemed necessary.

#### SAINTS UNIFORM DRESS CODE 2008-2009

##### Appearance and Attire

Students at Saint Raphael Academy are expected to dress appropriately at all times while on campus before, during, and after school. With the exception of athletes engaged in after-school practice sessions, all students are expected to be in uniform while on campus between 7:30am and 2:30pm. Those who do not have an assigned class during the last period must remain in uniform while on campus.

##### Shirts:

- Pullover "polo" knit shirt, in purple or white, with "SAINTS" logo embroidered on it (long or short sleeve) is the standard uniform top.
- Boys may also wear a pastel blue or white Oxford style shirt (short or long sleeve) with their choice of neck-tie (shirt tails must be tucked in and ties must be worn at the neck).
- Girls may wear either a pastel blue or white Oxford style shirt (short or long sleeve/shirt tails must be tucked in and only the top button may be left open). Girls' Oxford blouses must have no stretch fiber and must be loose fitting.

##### Slacks:

- Students should wear "Docker" style, khaki pants with a "SAINTS" "S" embroidered along the lower edge of the front pocket to identify them as "SAINTS" uniform slacks.
- Girls may also wear the new MID-RISE khaki pants with a "SAINTS" "S" embroidered along the lower edge of the front pocket to identify them as "SAINTS" uniform slacks.

##### Belts:

- Boys & girls must wear belts with their pants and shorts.

##### Skirts:

**At our request, skirts will no longer be available for purchase through our uniform distributor. Skirts may still be worn by female students who have purchased them in the past for the remainder of the 2008-2009 school year. This is the beginning of SAINTS phasing out the skirt as a uniform choice by the 2009-2010 school year. Girls will be required to wear black, opaque tights under their skirts during 2008-2009 school year (NOTE: if the wearing of tights is a successful tool in tempering revealing clothing then SAINTS MAY reinstitute skirts through the uniform distributor for the following year and beyond).**

- Girls may wear the uniform "kilt style" skirt, in gray.
- Skirts are not to be worn more than two inches above the knee; any student in violation will lose her right to wear a skirt.
- Girls must wear full black, opaque tights beneath skirts at all times; any student in violation will lose her right to wear a skirt.

### **Shorts**

**Shorts may be worn from start of school until Columbus Day and after Spring Vacation to the end of the school year.**

- Students may wear "Dockers" style walking shorts, in khaki, with "SAINTS" logo embroidered on the bottom. Shorts should not be rolled. Cargo shorts may not be worn.

### **Footwear:**

- Both practical walking shoes and sneakers are acceptable for the school day.
- No Sandals may be worn; backless shoes are not acceptable and heels over 2 inches are not permitted.
- Socks are required at all times when wearing slacks or shorts– tights are required with skirts.

A student who comes to school out of uniform may be required to change into uniform articles stored in the Administrative Center or may be suspended for the day or may be sent home. His/her parent(s) will be informed and will be required to reimburse the school for the cost of dry-cleaning the uniform articles he/she used.

**With the exception of the Oxford-style dress shirt, the tie, and footwear, all uniform components are to be obtained from Donnelly Uniforms, Providence, RI (1-800-498-0045).**

## **UNIFORM GUIDELINES**

**Saint Raphael Academy students are expected to wear the uniform properly. This means that the uniform components fit the student appropriately.**

- Slacks, sweatshirts, shirts, and shorts may not be oversized to the point that, in the judgment of the administration, the clothes do not fit the student appropriately.
- Polo shirts may be worn untucked, but no undershirt should be visible except at the collar.

**Only solid, white short sleeve tee-shirts should be worn under polo shirts. Other shirts of any nature should not be worn under or over the uniform.**

- Oxford style shirt should only be pastel blue or white; student should have them tucked in at all times.
- Skirts are not to be worn more than two inches above the knee and black, opaque tights are to be worn at all times. \*Any student in violation will lose her right to wear a skirt. \*

Although students are permitted to wear their choice of **outer jacket**, they will be required to take their jackets off in class. No additional tee-shirts or Rugby shirts will be permitted over uniform or Oxford shirts. Only a plain, black sweater (without large, visible logos) of the student's choice (crew neck, V-neck, or cardigan) may be worn in the classroom over uniform polo or Oxford shirts; this will not be considered "outer wear" and may be worn in the classroom.

### **Hats and other headwear may not be worn indoors.**

**The school holds that different modes of dress are appropriate for different circumstances. Our young men are asked to wear a collared shirt (tucked in) and neck-tie at school related funerals, certain field trips, off-campus competitions, and other occasions of a more formal nature. Our young ladies are asked to wear appropriate collared blouses with skirt/slacks or dresses for such occasions.**

### **HAIR CODE**

All students must keep their hair clean and well groomed. Outlandish hair styles [ex. any designs, lettering, ponytails (females excepted), mohawks, etc. engraved/cut into their

hair; spiked; hair dye can only be of natural colors, [reds, blues, greens, etc. are not natural colors] are not in keeping with the school's educational mission and will not be tolerated. A boy's hair may not be longer than the top of his shirt collar. Hair should be neat and not flamboyant for all students. Students who do not conform to these regulations are subject to disciplinary action and possible dismissal if the problem persists.

**Boys must also be clean shaven. Boys will be made to shave in school if they are unshaven or may be sent home. Disciplinary action may follow.**

#### **SPECIAL EVENTS**

The School holds that different modes of dress are appropriate for different circumstances. Our young men are asked to wear a shirt and tie at school-related funerals, certain field trips and other occasions of a formal nature. Our young ladies are asked to wear appropriate skirts or dresses for such occasions.

**The Vice-Principal for Student Life is the final arbiter in matters concerning dress code.**

#### **ALCOHOL/DRUGS**

This policy is in described in the appendix of this book.

#### **AUTOMOBILES**

Students who are legally licensed and have permission may drive to/from school and park in designated areas. All student vehicles must be registered with the Vice Principal for Student Life. Cars are not to be parked in the West campus parking lot or behind the Greek Church of the Assumption.

The school has no insurance covering the use of private cars for transportation of students to/from school-related activities. Owners of private vehicles used for this purpose (e.g., parents, teachers) can be held personally liable in the event of accident or injury. Therefore, Saint Raphael Academy discourages the use of private cars for transportation of students to/from school-related activities.

No student is permitted to go to his/her vehicle during school hours except in case of emergency and then only with the permission of the Vice Principal for Student Life or in his absence, another administrator.

Students should exercise caution when driving and speed limits are to be observed at all times. Students whose driving could endanger the safety of others will be subject to disciplinary actions. All student drivers must acquire a parking permit from the East Office.

#### **BODY PIERCING**

No visible body piercing is allowed outside of the earlobes. Boys are permitted only one studded earring in each ear.

#### **CARD PLAYING**

No card playing is allowed on campus during the school day.

#### **CELL PHONES**

Since we understand that cell phones are a modern convenience for many people, students will be allowed to have them on their persons. They should not be visible during school hours. However, they are to be turned off during the school hours and are not to be used during the school day or they will be confiscated for a period of two weeks.

### **COMPUTER AND INTERNET POLICIES**

If a student is found using the internet or web communication in a way that negatively reflects the school or is disparaging to any member of the SAINTS community, said student will be subject to disciplinary action. Other policies are in detail in the appendix at the back of this book. Please consult the index.

### **CONTAGIOUS DISEASE POLICY**

Saint Raphael Academy respects the dignity of all students. Any student who has a contagious or life threatening disease will be treated with compassion and dignity. All applicable state health regulations will be enforced.

### **E-MAIL**

Faculty list and e-mail policy can be found in the appendix at the back of this book.

### **GAMBLING**

Gambling in any form is not allowed. This includes, cards, dice, coin games, sports betting cards, etc.

### **GRAPHING CALCULATOR**

The purpose of the graphing calculator is not to provide entertainment; students should be careful what programs they store on the calculator. Games and other programs tend to distort the original settings and may cause difficulty with everyday uses of the graphing calculator. Students inappropriately using the calculator will be subject to disciplinary actions.

### **GUM**

The chewing of gum is not allowed in the buildings.

### **HAZING**

State law prohibits the practice of hazing and imposes heavy penalties. This policy is described in the appendix of this book.

### **LANGUAGE**

The use of vulgar, obscene or offensive language is contrary to the Christian philosophy of the school. Such language will not be tolerated. Students who use such language will be subject to disciplinary action. Repeat infractions of this rule could lead to suspension or possible dismissal from the school.

### **LAPTOP COMPUTERS**

Laptop computers will only be allowed in the classroom with individual teacher permission. A student bringing a laptop to school must register it with the Vice-Principal for Student Life. The laptop must also be battery operated.

### **LEAVING CAMPUS**

Students are not permitted to leave the campus during the school day without expressed authorization from an Administrator. This pertains to students' study periods, with the exception that students may leave the school grounds if they do not have a class the last period of a given school day. Leaving the school grounds without permission during the school day will make the student liable for suspension. **Campus is defined as Walcott Street between the East and West buildings. Students at cars during the school day are considered off-campus.**

### **MULTI-MEDIA**

Portable radio, TV's, telephones, CD/MP3 players, Sidekicks, cell phones, or other similar equipment are not to be used in school. They will be confiscated if they are used in school buildings during school hours.

### **RESPECT FOR PROPERTY**

Human dignity requires that each of us respects the personal property of one another and the school property that is intended for the responsible use of all the members of the Saint Raphael Academy Community. Stealing and vandalism will result in disciplinary sanctions up to and including suspension or permanent exclusion from school.

Our expectation is that students who find books and other personal property should return them to the Lost & Found departments either in room 25 or in the office of the Vice-Principal for Student Life.

Saint Raphael Academy is co-tenant of all lockers. School authorities will inspect any and/or all lockers, as they deem appropriate. Only Saint Raphael Academy locks are permitted on all school lockers.

Students are not allowed to go on any property surrounding the school grounds. Property surrounding the school is private property. Students found on these properties will be held accountable.

### **RESPECT FOR SCHOOL PERSONNEL**

Parents are held to the same standard as students with regards to respect for school personnel. Enrollment of the child in the school implies a partnership between the school and the parent(s)/child. If the partnership breaks down, parents can be required to withdraw their child from the school.

### **SEXUAL HARASSMENT**

Saint Raphael Academy is committed to providing an educational environment that is free of sexual harassment. Sexual harassment is completely unacceptable and will not be tolerated in any form. This policy is described in the appendix at the back of this book. Please consult the index.

### **SMOKING**

In view of the clear and convincing evidence that smoking and chewing tobacco is injurious to your health, possession of smoking and chewing tobacco are prohibited at any time or anywhere on the campus, surrounding properties, and at any and all student activities. A student violating this prohibition, will be liable for suspension.

### **STUDENTS DISMISSED FROM CLASS**

Any student sent from class by a member of the faculty must report at once to the appropriate Administrator. Under no circumstances may a student stand outside the classroom or wander the corridors or wander Walcott Street. A student must report to the office in the same building as that class.

### **TRUANCY**

Students are expected at school on every scheduled day. A student who is truant will be liable to multi-day suspension and a grade of zero for all work missed.

There are no "skip days" provided within the school calendar. Any student who participates in a skip day will be liable for suspension and a grade of zero for all work missed.

### **WEAPONS**

No student shall bring onto school property any instrument that may be used to attack or threaten another individual or their property. A violation of this rule will result in suspension or expulsion from school.

### **LUNCH PERIODS**

All students have been scheduled for a lunch period. The students may take the entire twenty-two minutes for lunch or they may use some of the time to:

1. Confer with a teacher for extra help/study.
2. Go to the library. Food and beverages are not allowed to be taken out of the cafeterias.

The following rules apply in the cafeterias:

1. Each student is responsible for the cleanliness of the table he/she sits at. A student who does not clean his/her area is liable for disciplinary action. Deposit all trash or leftovers in the wastebaskets, and wipe up spills.
2. Good manners must be observed at all times.

### **MESSAGES**

Please limit your requests only to cases of extreme emergency. Review doctor's appointments, transportation, etc. before your child leaves for school. Your help in this area is appreciated. If your child has a cell phone, please do not call him/her on that phone during the school day.

### **SCHOOL CANCELLATIONS**

Official announcements for "NO SCHOOL" because of bad weather will be broadcast on WPRO AND WHJJ and television stations 6, 10, and 12. They must specify that Saint Raphael Academy is canceling classes.

### **DELAYED OPENING**

An official announcement will be broadcast on WPRO and WHJJ as well as television stations 6,10, and 12. Delayed opening will be one or two hours. The delay would be a result of weather conditions. Thus, we give this time so your child would have more time to get to school. We would not expect your child to leave the house one or two hours later thus causing him/her to be late for the delayed opening. Buses will normally run on a regular schedule. **CONSULT DELAYED OPENING SCHEDULE LISTED WITH THE BELL SCHEDULES.**

### **SCHOOL DAY**

The school officially opens at 7:30 for the school day. Parents should not drop their child off before this time since there is no supervision. The school's offices close at 3:30 p.m.. Students involved in athletics should be picked up right after practice. No supervision is provided before 7:30 am or after 2:09 pm unless the student belongs to an extracurricular activity that meets in the early morning or after school on a given day.

### **MEDICATIONS**

When a student is taking medication, whether prescribed or non-prescribed, parents are to notify the Vice-Principal for Student Life's Office in writing. Parents are to identify the medication, the reason for use, duration of use, and times during the school day when the medication needs to be taken. All medications will be kept in one of the main offices. Students are never permitted to carry medication (except inhalers for asthma) during the school day.

### **BELL SCHEDULE**

<u>Period</u>	<u>Regular</u>	<u>Delayed Opening</u>
Homeroom	8:00 - 8:10	9:00 9:10
1	8:16 - 9:06	
2	9:12 - 10:02	10:08 - 10:58
3	10:08 - 10:58	11:04 - 12:17
4	11:04 - 12:17	12:23 - 1:13
5	12:23 - 1:13	12:27 - 1:11
6	1:19 - 2:09	1:19 - 2:09

### **FIRE DRILLS**

Whenever the fire signal sounds, all classes proceed immediately in **SILENCE** in orderly lines along the route designated for each room and the building. When the return signal is given, students are to return to the building in **SILENCE**. The first student through a swinging door should hold the door until all have past. Any student who acts inappropriately will be reported to the Vice-Principal for Student Life.

### **FIELD TRIPS**

- a) A school field trip is an educational experience and is an extension of the classroom. All school rules and regulations apply.
- b) Students must have a permission slip signed by a parent/guardian to attend.
- c) To attend a field trip is a privilege, not a right.

### **FOREIGN TRAVEL**

Saint Raphael Academy will follow Diocesan policy with regard to foreign travel.

### **DANCES**

If a student violates the dress code or dancing policy set forth, he/she may be asked to leave. Students are to leave the school grounds immediately after a school dance. They are to provide their own transportation. Any student being picked up by a parent or relative must be picked up within 30 minutes after the dance. Any student who is not picked up by that time will not be able to attend another dance at Saint Raphael Academy for the remainder of the school year. Any infractions of rules and regulations will result in disciplinary action.

### **LOST AND FOUND**

Lost and Found is in the East and West Offices. Saint Raphael Academy is not responsible for lost or stolen items. **Saint Raphael Academy is not responsible for lost or stolen items.**

## **STUDENT LIFE**

### **STUDENT COUNCIL**

The Council enables students to actively participate in the decision-making process and day-to-day functioning of Saint Raphael Academy. By their participation, the students experience, first hand, the intricacies of planning and executing programs and projects that are initiated by students, for students. A student in each of the academic years (9-12) must be elected or appointed to his/her position.

### **EXTRACURRICULAR ACTIVITIES:**

The school offers the following extracurricular activities apart from those offered through pastoral services:

Ambassador's Club	Model Legislature
Chess Club	National Honor Society
Choir	Rhode Island Honor Society
Drama Club	Recycling Club
Drum Line	S.A.D.D.
Forensic Club	Science Club
Intramural Volleyball	Senior Prom Committee
French Honor Society	Societe Honorarie de Francais
Instrumental Band	Spanish Honor Society
Junior Prom Committee	Student Government
LaSallian Youth	Technology Club
Literary Magazine	Winter Ball Committee
Math League	Yearbook

### **ELIGIBILITY**

All students are urged to participate in extracurricular activities. All students in good standing are eligible to participate. A student may lose eligibility through poor conduct or unsatisfactory school work. The Vice-Principal for Student Life will determine when a student's behavior is so poor that he/she can no longer represent the school in its extracurricular activities. The Vice-Principal for Academics will declare a student ineligible who is on academic probation. A student who is ineligible will be required to sever his/her ties with all extracurricular activities.

## **NATIONAL HONOR SOCIETY**

### **Lewis Chapter**

The National Honor Society (NHS) is an organization through which a participating school gives recognition to members of its student body whose scholarship, character, leadership and service are especially worthy of commendation.

The Lewis Chapter of the National Honor Society at Saint Raphael Academy was established in 1959 and named in honor of Brother B. Lewis, F.S.C., who died in 1955 after fifteen years of devoted service to Saint Raphael Academy. Election to a chapter of the NHS is based on four criteria:

Scholarship, Character, Leadership and Service:

Membership is determined by a Faculty Council convened by the principal which assesses the qualifications of the candidates and presents its findings to the principal.

Scholarship

To be eligible for membership, the candidate must be a junior or senior in attendance at Saint Raphael Academy for a minimum of one semester and have a cumulative (high school) scholastic average of 85%. The candidate must have been enrolled in five honors level courses at Saint Raphael Academy, or their equivalent at another school, in the course of their years of high school study in order to meet eligibility requirements. Students who have not been enrolled in five honor level courses, but who have a scholastic average of at least 90%, are also eligible for membership. Academic eligibility will be determined at the end of the first semester of the junior and senior year.

Activities/Service

Students who qualify scholastically will be invited to complete an Activities/Service form. All school and community activities, service, leadership positions and work experience should be listed and validated with signature of advisor, employer, supervisor, etc. The faculty council will rate each candidate in the area of service based on the data submitted.

Character and Leadership

The entire faculty of Saint Raphael Academy will be requested to fill out a rating form on character and leadership for each student with whom they are acquainted.

The Faculty Council will then review the Faculty survey. The final list of NHS members shall be established and presented to the principal. The students who are selected will then be notified. The induction ceremony will follow according to announcements.

A student jeopardizes his/her membership in the National Honor Society if aspects of his/her scholarship, character, leadership, or service fall below the norm expected of a member. Instances of cheating or plagiarism on the part of any student may eliminate that student from consideration for the National and Rhode Island Honor Societies, and is cause for the dismissal of a National Honor Society or Rhode Island Honor Society member.

Flagrant disregard for school rules or civil laws on the part of any student will eliminate that student from consideration for the National Honor and Rhode Island Honor Societies, and is cause for the dismissal of a NHS or RIHS member.

A copy of the NHS Handbook and the Lewis Chapter By-laws which details dismissal procedures, is on file in the library.

**RHODE ISLAND HONOR SOCIETY**

Membership in the Rhode Island Honor Society is an honor limited to seniors. Selection for membership is by the Faculty Council and is based on outstanding character and scholarship. To be eligible for membership, the candidate must be a senior in attendance at Saint Raphael Academy for a minimum of one semester. Candidates must have a cumulative (high school) scholastic average of 85%. Academic eligibility will be determined at the end of the first semester of the senior year. Candidates will then be evaluated on character and selection will be by a majority vote of the Faculty Council.

### **FRENCH AND SPANISH HONOR SOCIETIES**

- ◆ Students in the third year of a modern language are eligible for induction.
- ◆ Students must have the following averages for three consecutive semesters:
  - 84 or better in an A group
  - 94 or better in a B group
  - B average/Honor Roll overall
  - No failures
- ◆ Students must maintain the required average up to the time of their induction/reinduction into the honor societies.
- ◆ Students must maintain the same standards of character and service as are required by the National Honor Society.
- ◆ Students must attend all mandatory meetings unless excused by the advisor.
- ◆ Those students who have maintained the required average through the fourth or fifth year of modern language will be entitled to wear the white cord at graduation.

### **SENIOR CLASS AWARDS**

Annually, special awards are given to seniors at the Senior Awards Banquet. Any senior who is suspended for disciplinary reasons in the course of his/her senior year may become ineligible to receive one of these awards.

### **JUNIOR CLASS AWARDS**

Annually, several area colleges and universities present Book Awards to members of the junior class for excellence in scholarship and achievement in other fields. The guidance department recommends award recipients to the administration.

### **ATHLETICS**

#### **ATHLETIC PHILOSOPHY**

Participation on a Saint Raphael Academy athletic team can be a rewarding experience. It is important that students realize the time demands, commitment, dedication, and sacrifices required for participation on an athletic team before trying out for a team. The emphasis of the program at the sub-varsity level is one on the development of basic skills, appropriate attitudes, and team concepts. Varsity levels concentrate on advanced skills and strategies. Participation at the varsity level is generally limited to the most highly skilled and those with the ability to interact with other players for team success. Assessments will be made by the coach throughout the sports season relative to the level most beneficial to the development and progress of each player. It should be understood that at the varsity level, playing time could be limited under certain conditions.

The Athletic Director supervises the Interscholastic Athletic Program of the school in accordance with the school's philosophy, goals and objectives.

The Athletic Director and coaches abide by and enforce RIIL rules and regulations.

At the beginning of each season, the Athletic Department will conduct a meeting for athletes and their parents. At that time, both parents and students will be asked to sign a contract concerning the athlete's behavior while a member of a particular team.

All students must have a medical exam on file each year to try out and to participate on a team.

Student athletes must be present in school on the day of a contest in order to participate in either practice or contest. The student athlete must attend at least two classes to be marked present. The Principal reserves the right to waive this regulation.

Academically, a student is ineligible if he/she is failing three or more courses.

Students planning to participate in college athletic programs (Division I, Division IA, and Division II) must qualify under NCAA guidelines. See your guidance counselor for further details.

**Chemical Health:**

- a) A student athlete found in the possession of or under the influence of drugs (including steroids), alcohol and/or tobacco will automatically be suspended for two games or two weeks of a season, whichever is greater. The student will not be allowed to attend practices during this suspension time.
- b) When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall lose eligibility for the next 6 consecutive interscholastic events or three consecutive weeks, whichever encompasses the greater number of contests in which the student is a participant. Again, there will be no practice sessions allowed.

Poor conduct by a student athlete may be cause for loss of eligibility to participate for a given period of time.

The Coach, the Athletic Director and then the Principal (in that order) hear an appeal made by a student athlete first.

Students athletes are responsible for the return of all equipment and uniforms issued. If equipment or uniforms are not returned, the student athlete will be billed for the appropriate replacement cost. No student will be allowed to take semester or final exams until all restitution is made.

Student athletes are responsible for keeping the locker room clean.

The school offers the following athletic activities:

**FALL ATHLETICS**

<b><u>VARSIITY</u></b>	<b><u>JUNIOR VARSITY</u></b>	<b><u>FRESHMEN</u></b>
Football	Football	Football
Boys' Soccer	Boys' Soccer	
Girls' Soccer	Girls' Soccer	
Boys' Cross Country		
Girls' Cross Country		
Girls' Tennis		
Football Cheerleading (Competition Squad)		

**WINTER ATHLETICS**

<b><u>VARSIITY</u></b>	<b><u>JUNIOR VARSITY</u></b>	<b><u>FRESHMEN</u></b>
Boys' Basketball	Boys' Basketball	Boys' Basketball
Girls' Basketball	Girls' Basketball	Girls' Basketball
Boys' Ice Hockey	Boys' Ice Hockey	
Boys' Indoor Track	Boys' Indoor Track	
Girls' Indoor Track	Girls' Indoor Track	
Basketball Cheerleading (Competition Squad)	Basketball Cheerleading	

**SPRING ATHLETICS**

<b><u>VARSITY</u></b>	<b><u>JUNIOR VARSITY</u></b>	<b><u>FRESHMEN</u></b>
Boys' Baseball	Boys' Baseball	Boys' Baseball
Girls' Softball	Girls' Softball	
Boys' Outdoor Track	Boys' Outdoor Track	
Girls' Outdoor Track	Girls' Outdoor Track	
Boys' Tennis		
Golf		
Boys' Volleyball		

**APPENDIX**

**ALCOHOL/DRUG POLICY**

- A student who has an alcohol or drug problem is encouraged to seek the aid of any member of the school staff or any other outside assistance.
- If a student is detected to be under the influence of, or in possession of, alcohol or drugs during a school session or a school related activity, this must be reported to the Vice-Principal for Student Life who shall notify the student's parents. The student will be liable for suspension or dismissal from school. Any student found under the influence of alcohol or drugs will not be able to attend any social functions offered by the school for a period of two months.
- If a student is detected to have sold or distributed alcohol or drugs, the Vice-Principal for Student Life will notify the student's parents and the legal authorities, and the student will be expelled from school.

**HAZING**

Any violation of the State of Rhode Island law regarding hazing (reprinted below) is a criminal offense and may be subject to arrest and prosecution of any student(s) involved with the alleged hazing. Saint Raphael academy may also exercise disciplinary action over such offenses. In the event of Saint Raphael academy disciplinary action, individual students and/or student organizations may be subject to action.

**Rhode Island State Law (11-21-1 Hazing)**

Penalty for hazing. –(a) Any organizer of, or participant in, an activity constituting hazing as defined in subsection (b), shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than five hundred dollars (\$500) or punished by imprisonment, or both.

(b) The term "hazing," as used in this chapter, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include, but not be limited to, whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of the student or any other person, or which subjects the student or other to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**RULES GOVERNING STUDENT USE OF SCHOOL COMPUTERS**

Saint Raphael Academy provides computer resources to enhance the educational experiences of its students. Students are expected to exercise their privilege to use these

facilities in a manner consistent with the educational objectives of the school. Any activity that is disruptive or offensive to other students or teachers is inappropriate.

Students who use school computers for unethical, illegal or mischievous purposes will be referred to the Vice-Principal for Student Life for disciplinary action.

**Students are prohibited from doing the following on school computers:**

- Copying copyrighted software.
- Changing machine or software settings and configurations.
- Installing programs or data files on a hard drive without the consent and authorization of the Director of Computer Services.
- Using, altering, creating, or distributing a password not specifically issued to them.
- Adding, deleting, or altering files without teacher permission.
- Setting up and/or running CD-ROMs other than those provided by the school or approved by the Director of Computer Services.
- Running any programs, including games, other than those provided by the school or approved by a teacher for educational use related to a particular course or school activity.
- Downloading illegal or explicit material.

Students are responsible for reporting to their teachers or the Vice-Principal for Student Life any violations of these rules by another individual.

- Destroying any component of a computer will be considered vandalism and appropriate disciplinary action will be taken.

**INTERNET USE POLICY**

Saint Raphael Academy provides Internet access to promote educational excellence by facilitating resource sharing, innovation and communication. With this access comes the availability of material that may not be considered to be of educational value. Access to such material is actively discouraged, but on a global network it is impossible to control all materials. It is the responsibility of each user to access only materials consistent with the educational goals of the school.

**Terms and Conditions**

- 1) **Acceptable Use** – Use of the Internet must be in support of education and research, and consistent with The educational objectives of Saint Raphael Academy. Transmission of material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyright material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is also prohibited.
- 2) **Privileges** – USE OF THE INTERNET IS A PRIVILEGE, NOT A RIGHT, AND INAPPROPRIATE USE WILL RESULT IN A CANCELLATION OF THOSE PRIVILEGES. The system administrator will deem what is inappropriate use and his/her decision is final. Also, the network administrator may deny access

privileges at any time as required. The administration, faculty, and staff of Saint Raphael Academy may request the network administrator to deny or suspend specific user access.

- 3) **Netiquette** – All users are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to the following:

- a) Be polite. Do not get abusive in your messages to others.
  - b) Use appropriate language. Swearing, use of vulgarity or any other foul language is strictly forbidden.
  - c) Do not reveal your personal information (home address, phone number, credit card or checking account numbers) or that of others.
  - d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e) Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f) All communications and information accessible via the network should be assumed to be copyrighted material.
- 4) **Rights of Access and Review** - All material which is electronically stored on the school's computers is the property of Saint Raphael Academy. The school retains the right to access, review, edit, and delete all user files and any material stored on any system provided by the school. The right of access and review includes e-mail.
- 5) **Limits of Liability** – Saint Raphael Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages, such as loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via on-line services is at the user's risk. Saint Raphael Academy specifically denies any responsibility for the accuracy or quality of information obtained through these services.
- 6) **Security** – Security on any computer system is a high priority, especially when the system involves many users. Any security problems with the school's computer system or on-line services must be reported to the network administrator. Attempts to log in as a network administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- 7) **Vandalism** – Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Vandalism will result in cancellation of privileges, in addition to actions as dictated by existing school policies.
- 8) **Wasteful Use of Educational Resources** – Using Saint Raphael Academy's computers for such uses as game playing or participating in recreational Internet Relay Chats is wasteful use of a valuable resource during times which others might want to be using those computers for educational purposes. Game playing is often destructive to equipment and is for that reason not permitted on school computers.
- 9) **Damages** – The user specifically agrees to reimburse Saint Raphael Academy and the system administrator for any losses, costs, or damages, including reasonable attorney's fees, incurred by Saint Raphael Academy and the system administrator relating to or arising out of any breach of this Internet Use Policy by the user.

*Students should only be given access to networked computers while a teacher or staff member is present to supervise their activity. No student is allowed to use networked computers in the absence of a supervising teacher or staff member.*

#### **GUIDELINES FOR PARENT/STUDENT USE OF E-MAIL**

Saint Raphael Academy maintains its e-mail system to enhance communications among all constituencies of the school by complementing the traditional methods of communications; i.e. face to face contact, the telephone, and written communications. E-mail is not intended as a replacement for other types of communications but rather as an additional media available for use when appropriate. Individuals using the e-mail system are expected to abide by the following policies. Throughout the academic year there will be ongoing evaluation of the system.

- Appropriate disciplinary action will be taken by the school against any student who sends inappropriate or offensive e-mail to a teacher, administrator, or other school official.
- Parental communications regarding absence from school, tardiness, or personal messages to students concerning scheduled appointments must be handled over the telephone. These correspondences will not be accepted via e-mail.
- E-mail is not to be used as a way to communicate messages to your child at school through school personnel.
- E-mail is useful for some types of communications but not for lengthy discussions regarding a student's progress. Parents should call the school to request a parent conference if they feel there is need to discuss their child's progress in one or more classes.
- E-mail is not intended to be used as a replacement for class attendance – students are expected to submit assignments to teachers in person during scheduled classes, not via e-mail. Assignments submitted using e-mail will not be accepted except with prior approval by the receiving teacher.
- School personnel move through the school buildings following daily class schedules that usually prevent them from accessing e-mail messages more than once a day. School personnel will make every attempt to respond to e-mail messages in a timely fashion when school is in session.
- Urgent messages should be communicated to school personnel either in person or over the telephone, not using e-mail.
- E-mail is not a confidential means of communication. All documents and attachments passing through the school's e-mail system are subject to review by the SRA administration and may be shared with appropriate faculty, administrators and other agents of Saint Raphael Academy in accordance with the policies and procedures of Saint Raphael Academy.
- To expedite responses to e-mail messages, your child's name should appear in the subject line of all correspondence.
- Faculty e-mail addresses are published as a convenience solely for school related correspondence. Addresses are not to be published, distributed or shared with outside agencies, businesses or organizations.

**Any user who is found to have violated the above policies is subject to the following:**

- ⇒ Suspension or termination of computer privileges as well as disciplinary action by the appropriate school officials.
- ⇒ Referral to appropriate law enforcement authorities for criminal prosecution; or other legal action, including action to recover civil damages and penalties.

**Saint Raphael Academy**  
**E-Mail List**

address format : **username@saintrays.org**

<u>FULL NAME</u>	<u>USERNAME</u>	<u>FULL NAME</u>	<u>USERNAME</u>
Mr. Abbott	rabbott	Mrs. Aldrich	caldrich
Mrs. Anderson	eanderson	Mr. Babiec	sbabiec
Mrs. Bourque	bbourque	Mrs. Carraher	mcarraher
Sr. Regina Brennan	rbrennan	Mrs. Buss	nbuss
Mrs. Calderone	mcalderone	Br. Tom Carney	tcarney
Mrs. Costanzo	scostanzo	Mr. DeWolfe	rdewolfe
Mr. Dickervitz	sdickervitz	Mrs. Donovan	edonovan
Mr. Drake	mdrake	Mrs. Durigan	ldurigan
Mr. Duska	mduska	Mr. Ferguson	bferguson
Mr. Foster	mfoster	Mr. Fredette	bfredette
Miss Fredette	kfredette	Mr. Gammell	bgammell
Mrs. Gorman	pgorman	Mr. Izzi	eizzi
Ms. Jamiel	cjamiel	Mr. Kahle	jkahle
Mrs. Lambert	plambert	Mrs. Larned	blarned
Mr. Lavigne	mlavigne	Mr. Loper	wloper
Ms. Marshall	kmarshall	Mr. McKay	smckay
Mr. McLaughlin	pmclaughlin	Miss Michalczyk	lmichalczyk
Ms. Monahan	bmonahan	Mr. Murray	tmurray
Mr. Nasuti	jnasuti	Mr. Newton	knewton
Mr. O'Connell	doconnell	Mr. Pelletier	dpelletier
Mr. Pierce	jpierce	Ms. Polana	jpolana
Miss Pratt	rpratt	Mrs. Pucci	dpucci
Mr. Rouleau	rrouleau	Mr. Santilli	msantilli
Mr. Sassi	msassi	Mrs. Seward	jseward
Mrs. Smith	ssmith	Mr. Soucar	tsoucar
Mr. Sweeney	msweeney	Fr. Sweet	dsweet
Mr. Vargas	svargas	Mrs. Whittet	mwhittet
Mrs. Wyatt	swyatt		

**POLICY ON SEXUAL HARASSMENT**

**I. Policy**

Saint Raphael Academy is committed to providing an educational environment that is free of sexual harassment. Sexual harassment is completely unacceptable and will not be tolerated in any form.

It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to “condone” sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment.

Also prohibited is any retaliation against any other person because he/she complains of sexual harassment or assists a school investigation of harassment and any intimidation, coercion, or sexual attempted interference with an investigation of harassment complaint.

**II. A. Sexual Harassment by Students**

Students are prohibited from making unwelcome sexual advances or requests for sexual favors and from engaging in any other verbal or physical conduct of a sexual nature when those advances, requests or conduct have the purpose or effect of unreasonably interfering with the education of another student or the working environment of any employee of the school by creating an intimidating, hostile, humiliating or sexually offensive educational or working environment. This includes students’ conduct on buses and school related activities.

Any condonation of the sexual harassment of a student and any retaliation against a

student because he complains of sexual harassment or assists a school investigation of such a complaint is also prohibited.

**B. Malicious Accusation**

Malicious accusation is defined as any willful, wanton, or reckless statement, which could damage a person's reputation. Any student engaging in such behavior is subject to immediate disciplinary action, which could result in suspension or dismissal from Saint Raphael Academy.

**C. Sexual Harassment by a School Employee**

It is a violation of school policy for any teacher, administrator or other school employee, male or female, to sexually harass a student. For purposes of this prohibition, sexual harassment means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

- when submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of educational benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or
- when such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

As noted above, any condonation of sexual harassment of a student and any retaliation against a student because he complains of sexual harassment or assists a school investigation of such a complaint is also prohibited.

**III. Examples and Further Policy Discussion**

Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by the school on a case-by-case basis. The following are, however, some examples of language and conduct which all students of the School are cautioned to avoid. This is not an exhaustive list.

- Comments to, or about, any student or school employee on his/her appearance that are sexually graphic or would otherwise tend to be degrading.
- Any physical contact of a sexual nature.
- Jokes or other remarks with sexual content that is graphic or may otherwise be offensive to others.
- Sexually suggestive sounds or gestures.
- Display of objects, posters, or pictures of a sexual nature.

**IV. Procedure for Complaint and Investigation**

If any student believes that he/she has been subjected to sexual harassment, whether by a student, a school employee or any other person who comes on school property with permission, or that he/she has witnessed the sexual harassment of another, the student should report the incident promptly to the Principal or any other administrator with whom the student feels comfortable.

A complaint of sexual harassment by a student or by a parent on the student's behalf may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will promptly notify the appropriate administrator to initiate an investigation.

It is the policy of the school to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation.

Normally, the investigation of a complaint of sexual harassment will be conducted by the Principal and will include separate interviews with the complainant, each person accused of harassment and each witness, if any. The administrator conducting the investigation will ordinarily document the interview, but those interviewed may also be asked to provide a written statement. All students are expected to cooperate fully with any investigation of sexual harassment.

Information provided during the investigation of sexual harassment will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only. The parent or guardian of the complainant and those accused may be notified. In appropriate circumstances, as determined by the school, the accused may be informed of the identity of the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisals or recrimination or any attempted intimidation or coercion of the complainant or witnesses.

At the conclusion of the investigation, the administrator will prepare a report, which will be shared with both the complainant and person or persons accused of harassment.

#### **V. Disciplinary Action**

Any student found to have sexually harassed another individual is subject to disciplinary sanctions, up to and including suspension or permanent exclusion from the school.

Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student or school employee because he/she complains of sexual harassment or assists an investigation of harassment will also result in disciplinary sanctions, up to and including suspension or permanent exclusion from the school.

Any student found to have condoned sexual harassment by another may, depending upon the extent of his/her participation may be subject to disciplinary action.

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