



Saint Raphael Academy
A Catholic, Lasallian School of Excellence



Live Jesus on our hearts... Forever!



SAINT
RAPHAEL
ACADEMY

2010-2011

STUDENT HANDBOOK

123 Walcott Street
Pawtucket, RI 02860

Telephone: 401-723-8100



This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE _____

STUDENT # _____

Printed on recyclable paper.

Saint Raphael Academy

SCHEDULE FORMAT

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
1st BLOCK 8:16-9:06	Course A	Course G	Course F	Course E	Course D	Course C	Course B
2nd BLOCK 9:12-10:02	Course B	Course A	Course G	Course F	Course E	Course D	Course C
3rd BLOCK 10:08-10:58	Course C	Course B	Course A	Course G	Course F	Course E	Course D
4th BLOCK LUNCH 11:04-11:27 11:29-11:52 11:54-12:17	Course D	Course C	Course B	Course A	Course G	Course F	Course E
5th BLOCK 12:23-1:13	Course E	Course D	Course C	Course B	Course A	Course G	Course F
6th BLOCK 1:19-2:09	Course F	Course E	Course D	Course C	Course B	Course A	Course G

**SAINT RAPHAEL ACADEMY
PARENT & STUDENT 2010/2011 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 2010/11 school year on a timely basis.

These are: **Registration Fee -- \$250 Tuition - \$9,900.00**
Graduation fee (Seniors only – due Dec. 1, 2010, non-refundable - \$300)

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. 9, 2010**.

Please complete the other side of contract

PLEASE PRINT:

Student's Full Name: _____
Last First M. I.

Student Resides With: Mother ____ Father ____ Both ____ Other ____

Address: _____

Parent Telephone #: _____ Birth Date: _____

Student Cell #: _____ Student Email: _____

Please fill in all pertinent information below. Your efforts are appreciated.

Father's Name _____
Last First M.I.

Company Name _____

Father's Occupation _____

Business Phone(____) _____ Extension _____

Cell Phone(____) _____

E-mail Address (Work) _____ (Home) _____

Mother's Name _____
Last First M.I.

Company Name _____

Mother's Occupation _____

Business Phone(____) _____ Extension _____

Cell Phone(____) _____

E-mail Address (Work) _____ (Home) _____

PLEASE LIST TWO EMERGENCY TELEPHONE NUMBERS: (PLEASE PRINT)

#1

(Name) (Relationship to Student)

Day Phone Number: _____

Cell Phone Number: _____

#2

(Name) (Relationship to Student)

Day Phone Number: _____

Cell Phone Number: _____

_____ By affixing my initials **I agree** to the Photo Release Statement of Saint Raphael Academy as stated on page 14 of this handbook.

_____ By affixing my initials **I do not agree** to the Photo Release Statement of Saint Raphael Academy as stated on page 14 of this handbook.

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BROTHERS OF THE CHRISTIAN SCHOOLS
District of Eastern North America

A Statement of Mission

The mission of the De La Salle Christian Brothers of the District of Eastern North America 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 1679-2009

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 them 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 September 10, 1924, welcoming 59 young men into what was once a residence on Walcott Street. The De La Salle Christian Brothers have operated the Academy since its inception. Brother Anselm Moore, F.S.C., the first Principal, was joined by two Brothers and a priest in educational ministry. In consultation with Bishop William Hickey, the local pastors whose parishes provided students for the new high school decided that the Academy should be dedicated to Saint Raphael, one of the seven Archangels and the patron saint of youth.

With the support of the Diocese of Providence and the local parishes, a two-story brick structure including classrooms, cafeteria and a gymnasium, was constructed and officially opened in January 1929, just to the east of the 123 Walcott St. building. This structure is now known as the West Building.

In 1974, the Academy became co-educational, welcoming young women from St. Jean Baptiste Academy. To accommodate the influx of additional students, the Academy entered into a lease agreement with St. Joseph's parish for the use of their former elementary school building, now known as the East Building. In 1999, SAINTS purchased this building and the adjacent parking lot from the parish.

With increased enrollment and the need to provide additional space for computers, the arts, music and athletics, a new annex to the West Building was built in 1986.

SAINTS launched a capital campaign in 1996 to provide funds for new technology, faculty and curricular development programs, the acquisition of 38 Maynard St. for conversion into an Administrative Center and for the landscaping of the West campus. Additionally, the Healey Library and Media Center was constructed on the second floor of the White Building, the original Academy building at 123 Walcott St. In the Summer of 2001, the second floor of the West building was completely renovated to create three new science labs and an additional classroom.

Our most ambitious expansion project, the new 30,000 sq. ft. Athletic and Wellness Center known as Alumni Hall, opened in September 2007 and plans are underway for a new Fine Arts Center to be constructed within the former gymnasium in the West Building.

The reputation of Saint Raphael Academy over the years has been enhanced by the accomplishments of our students and alumni in the fields of academics, athletics and Christian service. The success of SAINTS can be attributed to the vision of the De La Salle Christian Brothers and lay teachers, the support of parents and alumni, as well as to the efforts of the students themselves. The enthusiasm of our present student body is a continuation of 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 LI-NE Province of the Brothers of the Christian Schools
TBA	Superintendent of Schools
Mr. David M. Beaudoin, D. Min	Secretary for Catholic Education, Spiritual Formation, Evangelization

SAINT RAPHAEL ACADEMY SCHOOL BOARD

Mr. Philip Barr `69	Mr. Edward Bastia
Mr. Edward Burgess `74	Ms. Mary Carney - Vice Chair
Mr. Ronald Dalton `79	Brother Frederick DelAntonio, F.S.C.
Dr. Laurent Gousie, Ph.D.	Br. Robert Hazard, F.S.C.
Mrs. Ann Kashmanian	Mrs. Rose McHale
Br. Edmond Precourt, F.S.C. `63	Mr. Henry Silva `82 - Chair

ADMINISTRATION

Mrs. Darby Castigliero, B.A., Vice President for Operations
Mr. Michael Sweeney, M.A., Principal
Mr. Philip Solomon, B.A. – Assistant Principal

ALUMNI/DEVELOPMENT

Mrs. Laura Loffredo, B.A. – Director of Development
Mr. Terrence Murray, M.Ed. – Alumni Relations Coordinator
Mrs. Maureen Hurley – Event Planner

DIRECTORS

Admissions – Mr. Shawn McKay, B.A.
Athletics – Mr. Bruce Gammell, B.S.
Business Manager – Mr. Richard Kissell, M.A.
Pastoral Services – Ms. Rita Pratt, M.A.
Computer Services – Mr. Stanley Dickervitz, MCSE, ASE, CCNA
Guidance – Mrs. Donna Ferguson, M.A., 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. David O'Connell, M.A.
Fine Arts – Mr. Terrence Murray, M.Ed.
Mathematics – Mrs. Sandra Smith, M.A.T.
Foreign Languages – Mrs. Leslie Durigan, M.A.T.
Physical Education – Mr. Michael Drake, M.A.
Science – Mr. Michael Santilli, M.Ed.
Social Studies – Mrs. Joan Seward, M.A.
Theology – Mr. Stephen Vargas, B.A.

STAFF

Mrs. Nancy Buss – Business Office
Mrs. Mary Lynn Calderone – Secretary to the Guidance Department
Mr. Bryan Fredette – Asst. Director of Buildings & Grounds
Mrs. Patricia Gorman – Administrative Assistant to the Principal
Mrs. Pauline Lambert – Administrative Assistant to the Assistant Principal
Ms. Kelly Marshall – Administrative Assistant for Operations

FACULTY

Mrs. Caroline Aldrich, B.A.	Theology
Mrs. Elizabeth Anderson, M.A.	English
Mr. Steven Babiec, M.A.	Science
Mrs. Nancy Benoit, M.Ed.	Pastoral Services
Sr. Regina Brennan, R.S.M., M.A.T.	Guidance
Ms. Megan Buonanno, B.S.	Foreign Language
Dr. Mary Burke, Ph. D.	Social Studies
Mrs. Moira Carraher, B.S.	English, Fine Arts
Mrs. Sara Costanzo, B.S.	Science
Mr. Ryan DeWolfe, B.A.	Fine Arts
Mrs. Elizabeth Donovan, M.A.	Foreign Language
Mr. Matthew Duska, M.A.	Theology
Mrs. Christine Estes	Theology
Mr. Michael Foster, M.A., M.S.	Librarian
Ms. Kristen Fredette, B.A.	Foreign Language
Mr. Bruce Gammell, B.S.	Social Studies
Ms. Caitlin Jamiel, B.S.	Physical Education
Ms. Michelle Lariviere	English
Mrs. Barbara Larned, B.S.	Fine Arts
Ms. Linda Michalczyk, B.A.	English
Ms. Elizabeth Monahan, M.Ed.	Computers
Mrs. Malaina Murphy	Guidance
Mr. Terrence Murray, M. Ed.	English/Social Studies
Mr. John Nasuti, M. Ed.	Mathematics
Mr. Dennis Pelletier, M.A.	Science
Mr. Michael Sassi, B.S.	Mathematics/Business
Ms. Elizabeth Sica, B.S.	Mathematics
Mr. Thomas Soucar, B.S.	Mathematics
Reverend Gregory P. Stowe	Chaplain
Mr. Stephen Vargas, B.A.	Theology

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 \$12,000.00. 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

Registration fee	\$250
Tuition for 2009/10	\$9650
Graduation fee	\$300
<u>(seniors –due December 1, 2010 non-refundable)</u>	

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 3 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.

PHOTO RELEASE STATEMENT of Saint Raphael Academy

I give permission to record my child's name, image, voice, statements and/or writing to Saint Raphael Academy (SRA). I further irrevocably grant to SRA, its advertisers, customers, agents, successors and assigns, unrestricted rights to use the above mentioned sound, still, or moving images in any medium for educational, promotional, advertising, or other purposes without limitation consistent with the mission of the Academy. I agree that all rights to the sound, still, or moving images belong to SRA. I voluntarily waive the right to inspect or approve such images. If I am a student, I understand that this release constitutes a waiver of my privacy rights under The Federal Educational Rights and Privacy Act. This release is effective as of the start of the current academic year and will remain in effect indefinitely.

TRANSPORTATION

It is expected that Saint Raphael Academy students will conduct themselves in a mature manner on buses both public and private. Disorderly behavior on the bus will result in disciplinary action up to and including revocation of riding privileges. 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:

Subject	Credits
Theology	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 9 th grade Social Studies)
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). The first ten hours must be completed by the end of the first semester. 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 Principal 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

9th 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; Fine Arts; Social Studies; Arts; Physical Education/Health; Keyboarding

10th 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

11th 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; Music Theory; Acting.

12th Grade

Required: Religion; English or AP English; Mathematics: Algebra II,
Pre-Calculus, AP Calculus, Math Reasoning; The United States in the
20th 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; Music Theory; Acting.

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 Assistant Principal, 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 Assistant Principal. Any request for such consideration must be made well in advance. **This request must be made to the Assistant Principal, 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 12 or more days in a given semester, or 12 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 Attendance Coordinator 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 Edline (www.edline.net) 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 Assistant Principal **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. EDLINE

Edline (www.edline.net) 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 Principal 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 Principal 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 Principal.

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 Principal.
- 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, the Assistant Principal and then the Principal 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 Academy Principal, and the Assistant Principal.

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 Academy Principal and the Assistant Principal. 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 Academy Principal 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), Standard College Prep (B), and Signum Fidei (C). The goal of the Signum Fidei (C) program is to academically prepare students to enter the advanced level programs by the start of their Junior year. 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 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 Principal has final say on all course changes.
- b) All requests to add, drop or change a course must be made within the first week 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 (IEP) 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 two or more courses in one marking period puts a student on academic probation. This means:

- a. The Principal 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.
- e. Students may be required to report to a designated area on their study period.
- f. Students may be required to attend an after-school tutoring program.

GUIDANCE DEPARTMENT

Mrs. Donna Ferguson, M.A., M.Ed. – Director
Sister Regina Brennan, R.S.M., M.A.
Mrs. Malaina Murphy, B.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 Gregory P. Stowe – Chaplain
Mrs. Nancy Benoit - Assistant

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
 - “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.
- **Lasallian Youth**
Lasallian Youth try to live out the ideals of St. John Baptist de La Salle: Faith, Service & Community. To do this, they attempt to explore their faith as young adult Christians through service and reflection. They serve the needs of their community by volunteering to work in soup kitchens, parishes, tutoring and recreation programs, transitional housing, residences for the elderly, and other programs that assist those who would otherwise be neglected. Lasallian Youth also builds a community of concern and friendship among themselves and others through regular meetings, monthly gatherings and social activities.
- **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 Assistant Principal on the detention form. The Assistant Principal 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 Assistant Principal 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. A student who is dismissed from the school will not be allowed to attend any school events.

The Assistant Principal 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. Suspension is not considered over until all assigned work is completed. 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 Assistant Principal 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 Vice-President, the Academy Principal 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 three hours of detention as well as a zero for all work missed. A second cut in a school year will result in a Saturday detention and notification to parents. A third cut in a school year will result in an internal suspension and notification to parents. A fourth cut will result in 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 offices.

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 Assistant Principal. 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 2009-2010

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.

The Saints “warm weather” uniform is worn from the start of school until Columbus Day and after Spring Vacation to the end of the school year; it consists of the Saints Polo shirt and shorts, (or gray skirt with black tights for the girls). Our “standard” uniform will consist of a white Saints Oxford style shirt with the Saints logo above the breast pocket. For boys this will be accompanied by the necktie of their choice. This “standard” uniform can be worn in the warmer weather as well. We ask all students to tuck in both Polo and Oxford shirt during the school day.

STANDARD UNIFORM

Shirts:

- Boys must wear white Oxford style shirt (short or long sleeve) with “SAINTS” logo embroidered on it and their choice of neck-tie (shirt tails must be tucked in and ties must be worn at the neck).
- Girls must wear white Oxford style shirt (short or long sleeve) with “SAINTS” logo embroidered on it (shirt tails must be tucked in and only the top button may be left open).

Slacks:

- Students should wear “Dockers” 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:

- Girls may wear the gray, box pleat uniform skirt.
- 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.

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.

WARM WEATHER UNIFORM

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

- Pullover Polo knit shirt, in purple or white, with “SAINTS” logo embroidered on it is the warm weather uniform top.
- Students may wear "Docker" style walking shorts, in khaki, with “SAINTS” logo embroidered on the bottom. Shorts should not be rolled. Cargo shorts or any variant may not be worn.

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. 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.
- Student should wear Polo and Oxford shirts 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 the Saints pullover fleece 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.

A student who comes to school out of uniform may be required to change into uniform articles stored in the Main Office 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.

Hats and other headwear may not be worn indoors.

With the exception of the necktie, and footwear, all uniform components are to be obtained from Donnelly Uniforms, Providence, RI (1-800-498-0045) or at www.donnelysuniforms.com.

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; this will be determined at the administration’s discretion. 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 Assistant Principal 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 Assistant Principal. 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 Assistant Principal 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/TATTOOS

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

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. If a student has a cell phone out during the school day the phone will be confiscated. For the first offense the student will receive one hour of detention and the phone will be returned at the end of the day it was confiscated. A second cell phone offense will result in the student receiving three nights of detention and the cell phone being confiscated. The phone will be released to a parent ONLY and will not be released any sooner than the day after the phone was confiscated. A third cell phone offense will result in the phone being confiscated for seven calendar days and nights. The student will also receive a Saturday detention, and the phone will ONLY be released to a parent. Parents are asked to refrain from calling or texting their child during the school day.

Parents should call the main office to reach their child. Parents are encouraged to contact their cell provider to sign up for the 8 AM-2 PM phone block, which would allow their child to call only 911 and the parents number during the day. This service can be obtained for as little as \$3 per month from most providers.

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.

GUM

The chewing of gum is not allowed on campus.

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 Assistant Principal. 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

Cell phones, iphones, ipods/mp3 players, cameras and 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 Assistant Principal.

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. All lockers must be locked. The school is not responsible for any books or other valuables stolen, misplaced, or left unattended.

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 Assistant Principal'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	9:16 - 10:02
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 Assistant Principal.

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. The school is not responsible for any books or other valuables stolen, misplaced or left unattended.

STUDENT LIFE

STUDENT GOVERNMENT

The Student Government 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 Society	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 Assistant Principal will determine when a student's behavior is so poor that he/she can no longer represent the school in its extracurricular activities. The Principal 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 Seniors who have been inducted into the French and Spanish Honor Societies 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 two 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.

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.

Student 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 and locks on lockers.
Saint Raphael Academy offers the following athletic activities:

FALL ATHLETICS

<u>VARSITY</u>	<u>JUNIOR VARSITY</u>	<u>FRESHMEN</u>
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

<u>VARSITY</u>	<u>JUNIOR VARSITY</u>	<u>FRESHMEN</u>
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

<u>VARSITY</u>	<u>JUNIOR VARSITY</u>	<u>FRESHMEN</u>
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		

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

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

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) **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.
- 4) **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.
- 5) **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.
- 6) **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.
- 7) **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.

- 8) **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>
Mrs. Aldrich	caldrich	Mrs. Anderson	eanderson
Mr. Babiec	sbabiec	Mrs. Benoit	nbenoit
Sr. Regina Brennan	rbrennan	Mrs. Buss	nbuss
Mrs. Carraher	mcarraher	Mrs. Castiglieo	dcastiglieo
Mrs. Calderone	mcaldерone	Mrs. Costanzo	scostanzo
Mr. DeWolfe	rdewolfe	Mr. Dickervitz	sdickervitz
Mrs. Donovan	edonovan	Mr. Drake	mdrake
Mrs. Durigan	ldurigan	Mr. Duska	mduska
Mrs. Estes	cestes	Mrs. Ferguson	dferguson
Mr. Foster	mfoster	Mr. Fredette	bfredette
Ms. Fredette	kfredette	Mr. Gammell	bgammell
Mrs. Gorman	pgorman	Mrs. Hurley	mhurley
Ms. Jamiel	cjamiel	Mr. Kissell	rkissell
Ms. Lambert	plambert	Ms. Lariviere	mlariviere
Mrs. Larned	blarned	Mrs. Loffredo	lloffredo
Ms. Marshall	kmarshall	Mr. McKay	smckay
Ms. Michalczyk	lmichalczyk	Ms. Monahan	bmonahan
Mrs. Murphy	mmurphy	Mr. Murray	tmurray
Mr. Nasuti	jnasuti	Mr. Newton	knewton
Mr. Pelletier	dpelletier	Ms. Pratt	rpratt
Mr. Rouleau	rrouleau	Mr. Santilli	msantilli
Mr. Sassi	msassi	Mrs. Seward	jseward
Ms. Sica	esica	Ms. Smith	ssmith
Mr. Solomon	psolomon	Mr. Soucar	tsoucar
Mr. Sweeney	msweeney	Rev. Stowe	gstowe
Mr. Vargas	svargas		

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 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.