Saint Raphael Academy
A Catholic, Lasallian School of Excellence

Live Jesus in our hearts......Forever!

2018-19
STUDENT HANDBOOK
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SAINT RAPHAEL ACADEMY
MISSION STATEMENT

SAINT RAPHAEL ACADEMY
SCHOOL MISSION STATEMENT

Saint Raphael Academy is a diocesan, Catholic, college preparatory school founded in the tradition of Saint John Baptist De La Salle and rooted in the Gospel of Jesus Christ. The Academy provides a comprehensive secondary education to young men and women from diverse backgrounds and prepares each student for a life dedicated to learning, leadership and service.

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.
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
1679-2019

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 that 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.

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, FSC, 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 Street 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 Street. 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 30,000-sq.-ft. Athletic and Wellness Center known as Alumni Hall, opened in September 2007 and the Joseph and Blanche Coutu Theater, located in the former gymnasium in the West building was opened in February 2014.

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.

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.
SAINT RAPHAEL ACADEMY CORPORATION BOARD
Most Reverend Thomas J. Tobin, D.D. President and Treasurer
Msgr. Albert Kenney Vice President
Father Riley Secretary
Br. Dennis Malloy, F.S.C. Provincial of DENA District Brothers of the Christian Schools
Mr. Daniel Ferris Superintendent of Schools

SAINT RAPHAEL ACADEMY ADVISORY BOARD
Mr. Kevin Donahue ’71
Mr. Stephen Eno ’64
Mr. Keith Lacy ’85
Mr. Peter Miniati ’80
Brother Edmund Precourt ’63
Mrs. Tracy Rabar ’87
Mr. John Taylor ’84
Mr. Tony Wang
Mr. Robert Weygand ’66

ADMINISTRATION
Mr. Daniel Richard, B.A., M.Ed. Academy Principal
Mrs. Judith Baxter, B.S., M.Ed. Vice Principal of Academics
Mr. Marc Thibault, B.S., M.A. Vice Principal of Student Life

DIRECTORS
Mrs. Mary Alexandre, B.S. Development
Mrs. Vanessa Carroll Admissions, Assistant Director
Mrs. Nancy Cifune, B.F.A. Communications
Mr. Richard Cipolla, MBA Chief Financial Officer
Mrs. Maureen Hurley ’83, B.S.N. Alumni/Development, Assistant Director
Mr. Michael Janicki, Ed.D. Guidance
Ms. Alie Lawrence Benilde Program
Mrs. Jennifer Luiz, B.A. Admissions
Mr. Kevin Newton Building and Grounds
Mr. Brian Taveira Building and Grounds, Assistant Director
Mr. Raymond Tanguay, B.S., M.S. IT Services
Mr. Stephen Vargas Athletics, P.E. and Health

STAFF
Mrs. Ernestina Ball Administrative Assistant to Guidance Dept.
Mrs. Judy Costa Bookkeeper
Mrs. Suzanne DePalo Assistant Bookkeeper
Ms. Nancy Forte, RN School Nurse
Mrs. Amy Garces ’94 Administrative Assistant to the Vice Principal of Student Life
Mr. Ryan Laverdiere IT Assistant
Ms. Aimee Tortolano ’94 Alumni Coordinator
DEPARTMENT CHAIRS
Mrs. Caroline Aldrich, B.A., M.A. Theology
Mrs. Sara Costanzo, M.A. Science
Ms. Morgan Gallagher, B.S., M.A. English
Mr. Kenneth Kirejczyk, B.A., M.A. Social Studies
Mrs. Barbara Larned, B.S. Fine Arts
Ms. Elizabeth Monahan, B.S., M.Ed. Business
Mrs. Kristin Murphy ’02, B.A., M.Ed. Foreign Language
Mr. Michael Sassi ’86, B.S. Mathematics
Ms. Ray Tanguay, B.S., M.S. Physical Education and Health

FACULTY
Mrs. Caroline Aldrich, B.A., M.A. Theology
Ms. Jocelyn Alexandre, B.A.S. Mathematics
Sr. Regina Brennan, R.S.M., B.A., M.A.T. Guidance
Mr. Timothy Boisvert, B.A., B.S. Music
Mr. AidenCampolettano, B.A. Theology
Mr. Scott Corain ’08, B.A., M.Ed. Social Studies
Mrs. Sara Costanzo, M.A Science
Ms. Anna Daley, B.A. Foreign Language
Mr. James Fargnoli, B.S. Science
Reverend Carl Fisette, B.S., M.S. Chaplain
Ms. Karen Lam Flint, B.S. Science
Mrs. Heather Gaffney-Hsu, B.A. English
Mrs. Morgan Gallagher, B.S., M.A. English
Ms. Hailey Heater, B.A., M.Ed. Foreign Language
Ms. Kelsea Hindley, B.A., M.Ed. Foreign Language
Mr. Kenneth Kirejczyk, B.A., M.A. Social Studies
Mrs. Barbara Larned, B.S. Fine Arts
Ms. Adrienne Lorange, B.S. Science
Mr. Andre Martins, B.S. Physical Education
Mr. Danny Martins, B.A. Theology
Ms. Victoria Maxson, B.A.S. Mathematics
Mr. Michael McNamara, B.A. Social Studies
Ms. Linda Michalczzyk, B.A. International Student Liaison
Mrs. Kristin Murphy ’02, B.A., M.Ed. Foreign Language
Mrs. Malaina Murphy ’85, B.A., MSW Guidance
Mr. Terrence Murray, B.A., M.Ed. English, Social Studies
Ms. Rebecca Nelson, B.A. English
Mr. Jacob Norberg, B.A. Physical Education
Ms. Erika Paiva ’00, B.A. Mathematics
Mrs. Deborah Provencal, B.A. Theology
Mr. Timothy Robbins, B.A. English
Mr. Christopher Saeli, B.A. Mathematics
Mr. Michael Sassi ’86, B.S. Science, Art
Ms. Catherine Sciortino, B.S. Mathematics
Ms. Catherine Smith, B.S. Athletics, P.E. and Health
Mr. Raymond Tanguay, B.S., M.S. Social Studies
Ms. Maria Turner, B.A., M.Ed. Guidance
Ms. Leslie Walbridge, M.Ed.
TUITION AND FEES

Registration Fee $500.00
Tuition for 2018-2019 $12,650.00 (includes the Registration Fee)
Technology Fee $100.00
Graduation Fee $300.00 (for seniors only) due December 1, 2018

SANCTIONS

* No student will be allowed to attend class in late August unless his/her tuition payment schedule is paid in full.

* No student will be allowed to take mid-term or final exams until all financial obligations to the school have been settled.

* No student will be allowed to participate in school-sponsored social activities and trips.

* No senior will be allowed to participate in graduation activities unless all bills are paid in full.

* 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:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Percentage of Tuition Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal after July 1</td>
<td>10% of the tuition is due</td>
</tr>
<tr>
<td>Withdrawal after August 1</td>
<td>20% of the tuition is due</td>
</tr>
<tr>
<td>Withdrawal after September 1</td>
<td>30% of the tuition is due</td>
</tr>
</tbody>
</table>

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.
PROGRAM OF STUDIES

Within its overall 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 sections 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, and 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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology</td>
<td>4.0</td>
</tr>
<tr>
<td>English</td>
<td>4.0</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.0</td>
</tr>
<tr>
<td>Science</td>
<td>3.0 (includes 2 credits in laboratory sciences)</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2.0 (3 years strongly recommended)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.0</td>
</tr>
<tr>
<td>Computer Technology/Fine Arts</td>
<td>.50 (1 preferred)</td>
</tr>
<tr>
<td>Physical Education/Health</td>
<td>1.0 (.25 credit per year)</td>
</tr>
<tr>
<td>Christian Service</td>
<td>1.0 10 hours per year for freshmen and sophomores and 20 hours for juniors and seniors.</td>
</tr>
</tbody>
</table>

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 sit for six academic courses each semester.

Freshmen and sophomores are required to complete a minimum of ten hours of Christian service per year while juniors and seniors are required to complete a minimum of 20 hours of Christian service each year. 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.

In all course selections, the Vice Principal of Academics along with 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 week of the academic semester with the approval of the Department Chair and the Vice Principal of Academics.
COURSE OFFERINGS

9th Grade
Required: Theology 9; Mathematics: Algebra I, Algebra II; Foreign Language (French or Spanish); Biology; English 9; World Cultures; Fine Arts elective in music or art; Physical Education/Health

Electives: Foundations of Art, Introduction to Graphic Design, Visual Studies, Concert Choir, Instrumental Program, Guitar, Rhythm and Drumming, Computer Applications I (see Program of Studies for complete list and descriptions)

10th Grade
Required: Theology 10; English 10 (American Literature); Mathematics: Algebra II, Algebra I (part II), Geometry, Chemistry; Spanish or French II or appropriate level; U.S. History 1 or AP Human Geography; Physical Education/Health

Electives: Digital Workspace, Guitar 10, Rhythm and Drumming 10, Art Studio, Microsoft Excel, Microsoft Word, Concert Choir, Instrumental Program, Music of Western Culture, World Music, Music Technology (see Program of Studies for complete list and descriptions)

11th Grade
Required: Theology 11; English 11 (British Literature) or AP Language and Composition; Geometry, Algebra II, Pre-Calculus, AP Calculus AB or AP Calculus BC; Physics, United States History II or AP United States History; Physical Education and electives to complete 6.25 academic credits.

Electives: Foreign Language (French or Spanish Level III or appropriate level), Public Speaking, Creative Writing, American Government, World History through Film, Modern European History, Sociology, Anatomy/Physiology, AP Biology, AP Chemistry, AP Environmental science, Drawing and Painting I, Drawing and Painting II, Digital Art and Design, Sculpture, Art Studio, Accounting, Principles of Management, Sports and Entertainment Marketing, FBLA (Future Business Leaders of America), Introduction to Computer Programming, AP U.S. History, Business and Criminal Law, Personal Finance, Concert Choir, Instrumental Program, Music of Western Culture, World Music, Music Technology, Music Theory (see Program of Studies for complete list and description)

12th Grade
Required: Theology 12; English 12 (World Literature) or AP Literature and Composition; Algebra II or Geometry, Pre-Calculus, AP Calculus AB, AP Calculus BC; Physical Education; and electives sufficient to complete 6.25 academic credits.

Electives: Foreign Language (French or Spanish Level III or appropriate level), Public Speaking, Creative Writing, American Government, Psychology I, Psychology II, AP Psychology, Modern European History, Sociology, Forensics, Anatomy, Anatomy/Physiology, AP Biology, AP Chemistry, AP Environmental science Drawing and Painting I, Drawing and Painting II, Sculpture, Accounting, Sports and Entertainment Marketing, Principles of Management, FBLA (Future Business Leaders of America), Computer Code, Digital Art and Design, Art Studio, Music Theory, World History through Film, Business and Criminal Law Concert Choir, Instrumental Program, Music of Western Culture, World Music, Music Technology (see Program of Studies for complete list and descriptions)
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.

ABSENCES IN REGARD TO ACADEMICS
For information on the absences policy, please see page 30.

STUDY PERIOD
Students will be assigned to a classroom for SILENT study or research. Students found in unsupervised areas during the study period without a hall pass are subject to disciplinary action. All study halls will be structured and students are expected to get their academic work done. The atmosphere should be conducive to an academic environment and it should be a structured setting where students are respectful to all other individuals in the room.

STUDENT PLUSPORTALS
Student PlusPortals (www.plusportals.com/SaintRays) is an online tool which gives students and parents access to view homework assignments and grades posted by teachers. In addition, other information such as attendance records, news and updates can be accessed on PlusPortals. Students and parents will have separate access codes to obtain this information. Teachers will be asked to update homework assignments and grades weekly.

HOMEWORK
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.

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.

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.

MAKE-UP WORK
At the discretion of the teacher, students may have up to five (5) days to make up classwork, 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/guardian. The Vice Principal of Academics is the final arbiter in determining credit for make-up work. Teachers are not required to make any special arrangements or provide special instruction for students who are absent due to a family vacation or other non-school activity.

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

* There is no minimal failing grade for the semester exams.
* Semester exams will be 120 minutes in length. No student will be dismissed from the exam room until the two hours have passed.
* The dress code will be in effect during semester exams.
* No student may leave the property until his/her last exam of the day is complete.
* No student will be allowed late entry into an exam without a pass from East or West Office. A student who arrives late to an exam for an unexcused reason may receive a grade deduction on the exam. The deduction will be determined by the Vice Principal of Academics.
**GRADING SYSTEM**
The following is the grading system adopted in 2014 and going forward.
Saint Raphael Academy uses a numeric grading system with the following number-letter grade equivalents.

<table>
<thead>
<tr>
<th>Numeric Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 to 100</td>
<td>A+</td>
</tr>
<tr>
<td>93 to 96</td>
<td>A</td>
</tr>
<tr>
<td>90 to 92</td>
<td>A-</td>
</tr>
<tr>
<td>87 to 89</td>
<td>B+</td>
</tr>
<tr>
<td>83 to 86</td>
<td>B</td>
</tr>
<tr>
<td>80 to 82</td>
<td>B-</td>
</tr>
<tr>
<td>77 to 79</td>
<td>C+</td>
</tr>
<tr>
<td>73 to 76</td>
<td>C</td>
</tr>
<tr>
<td>70 to 72</td>
<td>C-</td>
</tr>
<tr>
<td>65 to 69</td>
<td>D (Unsatisfactory Pass)</td>
</tr>
<tr>
<td>64 and Below</td>
<td>Failing</td>
</tr>
</tbody>
</table>

**GRADING SYSTEM FOR PHYSICAL EDUCATION**
The following is the grading system for Physical Education adopted in 2015 and going forward.

**Skills** = 20%
- Game Rules
- Performance
- Technique/Skills
- Strategy
- Growth

**Preparation** = 25%
- Attendance
- Punctuality
- Change of clothes/appropriate footwear

**Written Test** = 15%

**Attitude/Effort** = 40%
- Attitude
- Sportsmanship
- Citizenship
- Effort

**PROMOTION/SUMMER SCHOOL**
- No one can pass on to the next level with a failure on his/her record.
- A student who fails a particular subject two years consecutively will have his or her academic record reviewed and dismissal could be possible.
- A failure of three credits or more may mean a transfer to another school with no credit for the year that was completed.
- One or two failures can be made up for credit in an accredited summer school or with a tutor approved by the Vice Principal of Academics. Students are required to attend a minimum of 30 hours per course. Any course made up in summer school will receive a passing grade of 65.

**HONOR ROLL**
The Honor Roll has three categories.

**Highest Honors**: a simple GPA average of 95-100 with no grade lower than 90.

**First Honors**: a simple GPA average of 90-94.9 with no grade lower than 85.

**Second Honors**: a simple GPA average of 85-89.9 with no grade lower than 75.

These honors will be granted at the end of each quarter.
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.

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.

Election to a chapter of the NHS is based on four criteria: Scholarship, Character, Leadership and Service.

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 high school study in order to meet eligibility requirements. Students who have not been enrolled in five honor 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/Leadership
The entire faculty of Saint Raphael Academy will be requested to fill out a rating survey 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 be notified. Students who are not selected may appeal the decision to the Vice Principal of Academics or the Principal.

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 an NHS or RIHS member.

A copy of the NHS Handbook and the Lewis Chapter Bylaws, which details dismissal procedure, 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 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/re-induction 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.

**THESPIAN HONOR SOCIETY**
The International Thespian Honor Society is an internationally recognized theatre arts honor society. Its aim is the advancement of excellence in educational theatre and the continuing appreciation and enrichment of theatre arts worldwide. Students may obtain eligibility for Saint Raphael Academy’s Thespian Troupe number 7783 with active participation and exemplary performance in the arts while maintaining academic excellence.

**MOORE SCHOLARS PROGRAM**
The Saint Raphael Academy Moore Scholars Program requires students to:

• Take Honor Courses
• Maintain an 85% average with no grade lower than 80%
• Participate in enrichment courses and activities that supplement the academic program of the Academy.
• Freshmen and sophomores are invited to apply in April for the coming academic year.

**VALEDICTORIAN AND SALUTATORIAN ELIGIBILITY**
For the graduating class, the Valedictorian and Salutatorian must have completed six semesters at Saint Raphael Academy to be eligible for this recognition.

**CLASS RANK POLICY**
Saint Raphael Academy calculates an internal rank to determine Senior Honor Graduates. Calculations are not completed until the end of third quarter senior year. Class rank is not shared with outside organizations, including colleges.

At graduation, students will be honored according to the following recognitions:

- *Summa Cum Laude* - 110+ average (weighted)  
  “With Highest Honors”  
  (gold and purple cords)
- *Magna Cum Laude* - 109.99-106 average (weighted)  
  “With Great Honor”  
  (gold cords)
- *Cum Laude* - 105.99-100 average (weighted)  
  “With Honor”  
  (purple cords)

**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 Academic Council recommends award recipients to the administration.

**SCHOLASTIC PROGRESS**
• Progress Reports will be issued midway through each quarter.
• Report Cards are distributed to parents at the November Parent-Teacher Night and mailed home after each subsequent quarter. 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.
• 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 credits. 65% is the passing grade at Saint Raphael Academy. 45% is the minimum failing grade for a marking period, but it can be lower if performance dictates.
* 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.
* Parents should feel free at any time to call or email their child’s teachers, their child’s guidance counselor, the Vice Principal of Academics, and then the Principal regarding the academic progress of their child.

**CHEATING OR PLAGIARISM POLICY**

In a moral environment, academic dishonesty cannot be tolerated. Cheating of any kind such as copying homework, using a translator for a Foreign Language class, or plagiarizing an internet source for any course or paper may 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, the Vice Principal of Academics and the Vice Principal of Student Life.

Plagiarism is an especially egregious form of cheating. Plagiarism, according to Webster’s II New College Dictionary, is defined as “to steal and use the ideas or words of another as one’s own.” Thus, plagiarism can be easily avoided by never passing off as original an idea that is 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 will be taken.

- Teachers will meet with the 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, the Vice Principal of Academics, and the Vice Principal of Student Life. The plagiarized assignment will receive no credit, and the plagiarized assignment will be kept in the student’s personal file. A student who has cheated and/or plagiarized will be subject to the consequences listed below.
- 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.

**Consequences for Cheating and Plagiarism:**

- **First offense:** Any student found guilty of cheating or plagiarism will receive a zero on the assignment and three nights detention.
- **Second Offense:** Any student found guilty of cheating or plagiarism will receive a zero on the assignment and be issued an in-school suspension. (Work completed in ISS will only receive 50% credit.)
- **Third Offense:** Any student found guilty of cheating or plagiarism will receive a zero on the assignment and be issued two days of in-school suspension. (Work complete in ISS will only receive 50% credit.)
- **Fourth Offense:** Any student found guilty of plagiarism or cheating will be required to attend a Disciplinary Board Hearing and maybe expelled from the Academy.

**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. Incomplete grades will not be issued for final grades at the end of the year, except in extraordinary situations as determined by the Vice Principal of Academics.

**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 Advance Placement (AP), Honors (A), Advanced College Prep (ACP), and College Prep (CP). The goal of the Signum Fidei 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.
EXTRA HELP
Students are encouraged to seek extra help from subject teachers who are usually available upon request and at certain points 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.

TUTORIAL HELP
If a student is experiencing difficulty in a subject, he/she should first approach the teacher for extra help, then the guidance counselor who will help to arrange tutoring. Supplemental educational services will be assigned to any student who fails or is in danger of failing two or more classes after the distribution of the 1st Progress Report and throughout the year after each marking period as warranted.

Saint Raphael Academy policy regarding tutoring is described below:
* Students will receive a personal after-school tutoring schedule from the Vice Principal of Academics.
* Students will be informed of the tutoring policy.
* A call home will be made if a student misses 3 sessions and the guidance department will be advised.
* After 3 missed tutoring sessions, students will be assigned in-house suspension.
* Supplemental educational services takes precedence over detentions, athletic opportunities, or any other activity. Permission must be granted by Vice Principal of Academics to be excused from mandatory tutoring

THE BENILDE PROGRAMS
Saint Raphael Academy accepts students who previously may not have been able to receive services related to a diagnosed learning difference or other special accommodation. This program is founded upon the premise of Universal Design for Learning, or UDL, which is a set of principles for curriculum development that give all individuals equal opportunities to learn. “UDL provides a blueprint for creating instructional goals, methods, materials, and assessments that work for everyone—not a single, one-size-fits-all solution but rather flexible approaches that can be customized and adjusted for individual needs.” The “ideal” Benilde candidate is a student who intellectually is capable of learning in a college preparatory environment along with its rigorous curriculum and is willing to take more responsibility for successful school performance. Students in this program attend regular classes and can participate fully in the co-curricular life of the school but have scheduled time for assistance and skill-building; they are not grouped together in one class but are integrated in their grade. Thus, their transcript is the same as any other Saint’s student, and they should be ready to attend college upon graduation. The Benilde Program presently admits only freshmen, however, there may be rare exceptions when we will consider upperclassmen, based upon the recommendation of the Admissions Committee. The duration of the opportunity to participate in this program will depend solely upon the needs assessment of each student. In addition to the regular application for Saint Raphael Academy, parents should supply any psycho-educational or other specialized testing that documents a student’s cognitive strengths and specific needs. Interested applicants should contact the Admissions Office for further information.

ACCOMMODATION FOR SAT’S
Parents should note that in order for a student to qualify for extended or other accommodations during College Board tests, (e.g., SAT), you must submit to Saint Raphael Academy specific documentation, current within three years, in accordance with the new policies of the College Board. This process is initiated by parental request.

COURSE CHANGES
* To initiate a course change, a student should consult his guidance counselor. Course Change forms are available from the Guidance Department. The Department Chair as well as the Vice Principal of Academics must approve all course changes.
* All requests to add, drop or change a course must be made within the first week of the semester.
* Permission to change a student’s schedule will be granted only in extraordinary circumstances.

PARENTS AND TEACHERS
On specified dates in November and March, parents will have the opportunity to meet briefly with teachers and 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 office hours (8:00 a.m. – 3:30 p.m.) or emailing the teacher.

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. Seniors should apply early. The first transcript is free; a fee of $3.00 each is assessed for additional transcript. The Guidance Office automatically sends mid-year and end-of-the-year grades to colleges. Transcripts for alumni/a are provided at a $3.00 charge by the Guidance Office.

ACADEMIC PROBATION
Failure in two or more courses (grading of D or F) in one marking period puts a student in the supplemental educational services program. Failure in three or more courses in one marking period puts a student on academic probation. Academic probation is based on a student’s cumulative grade in a particular subject. This means:

* The Vice Principal of Academics will notify parents in writing.
* The probationary period is for the following academic quarter.
* The student will be reevaluated at Progress Report time and at the end of each academic quarter and may be dismissed if adequate improvement is not in evidence.
* Any student with two or less failures will accomplish their academic tutoring requirements prior to participation in any after school activities.
* Any student who is on academic probation is ineligible to participate in sports or club extracurricular activities.
* Students may be required to report to a designated area on their study periods.

ELIGIBILITY CRITERIA
Saint Raphael Academy encourages every student to participate in one or more activity. To acknowledge the importance of the student’s daily efforts during each quarter’s grading period, eligibility for membership in athletics and/or activities is based on the student’s quarter grades as reported at the time of each official grade publication. In order to be eligible to participate in athletics, extra-curricular or co-curricular activities, a student may not carry more than two failures at each quarter grade report.

When a student does not fulfill this criteria, the student is ineligible for the quarter following the official publication of the grade report. Fourth-quarter grades are used to determine eligibility for the subsequent year’s first quarter. Students may regain eligibility for the next quarter by fulfilling the two academic criteria as recorded at the time of the next official grade publication. Student behavior, whether at extra-curricular, co-curricular or athletic activities, must be in compliance with school regulations as stated in the Student Handbook.
GUIDANCE DEPARTMENT

COUNSELOR RESPONSIBILITIES

Academic:
* Provides counseling to students who are encountering academic difficulties
* Assists students in course selection process
* Maintains an updated file on each student
* Oversees each student’s progress

Parents:
* Provides information to parents concerning the student
* 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 catalogs
* Sponsors a 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

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, coordinated 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.

RETREATS

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

FRESHMEN RETREATS
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 RETREATS
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 RETREATS
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 RETREATS
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/STAFF RETREAT
Faith Experience: Each year retreat opportunities are offered to the faculty and staff in the form of a day of renewal 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 involves students who are junior 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 development 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 the following:
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 with an Orientation workshop and meetings held in September through October on “Building the Team” and meetings held in November through March on “Strengthening the Team.” As a member of the 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
* A workshop day in May and some participation at the Freshmen Orientation night in May.
* Summer contact with freshmen through a phone-tree
* Attendance at the Freshmen Welcome Workshop in August.
* Participation in Freshmen 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.
* Liturgical 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 and 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.
SCHOOL DAY
The school day officially opens at 7:30 a.m. Parents should not drop off their child before this time since there is not supervision. The school’s offices close at 3:30 p.m.

AFTER-SCHOOL PROGRAM
Students involved in athletics should be picked up right after practice. Students may not gather outside the school buildings or in Alumni Hall unless they are playing a sport that season. An after-school program runs from 2:30 p.m. to 5:30 p.m. each day in the East cafeteria.

The after-school program is a privilege; students may use the time to complete homework while waiting for a ride home. Students will sign in each day and their conduct will be noted. If a student earns three unsatisfactory conduct marks, they will not be allowed to participate in the after-school program for the remainder of the semester. If the student voluntarily leaves the East cafeteria, they will not be re-admitted that day.

SCHEDULE DIRECTORY

<table>
<thead>
<tr>
<th>Period 1</th>
<th>8:16 – 9:05</th>
<th>Course A</th>
<th>Course G</th>
<th>Course F</th>
<th>Course E</th>
<th>Course D</th>
<th>Course C</th>
<th>Course B</th>
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<tbody>
<tr>
<td>Period 2</td>
<td>9:11 – 10:00</td>
<td>Course B</td>
<td>Course A</td>
<td>Course G</td>
<td>Course F</td>
<td>Course E</td>
<td>Course D</td>
<td>Course C</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:06-10:55</td>
<td>Course C</td>
<td>Course B</td>
<td>Course A</td>
<td>Course G</td>
<td>Course F</td>
<td>Course E</td>
<td>Course D</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:05-12:18</td>
<td>Course D</td>
<td>Course C</td>
<td>Course B</td>
<td>Course A</td>
<td>Course G</td>
<td>Course F</td>
<td>Course E</td>
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<td>1st 11:05-11:28</td>
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<tr>
<td>Period 5</td>
<td>12:24-1:13</td>
<td>Course E</td>
<td>Course D</td>
<td>Course C</td>
<td>Course B</td>
<td>Course A</td>
<td>Course G</td>
<td>Course F</td>
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<tr>
<td>Period 6</td>
<td>1:19-2:09</td>
<td>Course F</td>
<td>Course E</td>
<td>Course D</td>
<td>Course C</td>
<td>Course B</td>
<td>Course A</td>
<td>Course G</td>
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LUNCH PERIODS
At the beginning of the lunch period the students are allowed an extra 10 minutes (10:55-11:05) to go to their lockers. All students have been scheduled for a lunch period. **Students are required to take lunch in the cafeteria in the building where their current classroom is during the lunch period.** The students may take the entire 23 minutes for lunch or they may use some of the time to confer with a teacher, go to guidance, or go to one of the offices for business. They must obtain a hall pass from the teacher on lunch duty to be allowed to leave the cafeteria.

Food and beverages are not allowed out of the cafeterias.

The following rules apply in the cafeterias:

* Each student is responsible for the cleanliness of the table where they eat lunch. 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.
* Good manners must be observed at all times.

Any student refusing to comply with any cafeteria rule will be subjected to the following consequences:
1st violation = 1 Office detention
2nd violation = 2 Office detentions
3rd violation = 3 Office detentions including a Friday detention
4th violation = One week of Office detentions and parents will be notified
5th violation = 2 days In-School suspension and the parents will be notified.
The Vice Principal of Student Life will issue an External suspension and conference with the parents if the violation continues.

CANCELLATIONS/DELAYED OPENING

Cancellations: Official announcements for “NO SCHOOL” due to bad weather will be communicated in the following ways:

* Mass Notification to Parents sent to phones
* Facebook and Twitter
* Radio Stations: WPRO and WHJJ
* Television Stations: 6, 10 and 12 also on their websites

Please note that the broadcasts must specifically state the SAINT RAPHAEL ACADEMY is cancelling school.

Delayed Opening: Delayed opening will be one or two hours. The delay would be a result of weather conditions. This allows more time to get your child 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. The busses from various towns could also be delayed. You may check the status of the bus in your district by logging onto: http://www.ride.ri.gov/Finance/Transportation/default.aspx and search for the Inclement Weather link located on the right-hand side of the page.

An official announcement for a delay will be communicated in the following ways:

* Mass Notification to Parents sent to phones
* Facebook and Twitter
* Radio Stations: WPRO and WHJJ
* Television Stations: 6, 10 and 12 also on their websites
STUDENT LIFE GOVERNMENT AND ACTIVITIES

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 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:

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<th>Academic</th>
<th>Environmental Club</th>
<th>French and Spanish Honor Societies</th>
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<tbody>
<tr>
<td>Chess Club</td>
<td>Math League</td>
<td>Moore Scholars</td>
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<tr>
<td>Mock Trial</td>
<td>RI Honor Society</td>
<td>Moody Math Challenge</td>
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<tr>
<td>Model Legislature</td>
<td>National Honor Society</td>
<td>Yearbook</td>
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<th>Service</th>
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<tbody>
<tr>
<td>Lasallian Youth</td>
<td>Pastoral Ministry</td>
<td>Peer Ministry</td>
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<tr>
<th>Arts</th>
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<tbody>
<tr>
<td>Archery Club</td>
<td>Gala Chorus</td>
<td>RI Drama Festival</td>
</tr>
<tr>
<td>Art Club</td>
<td>Liturgical Choir</td>
<td>Thespian Honor Society</td>
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<tr>
<td>Vocal Ensemble</td>
<td>Drama Club</td>
<td>Photography Club</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Leadership</th>
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<tbody>
<tr>
<td>Ambassador’s Club</td>
<td>Student Government</td>
<td>National Honor Society</td>
</tr>
<tr>
<td>Multicultural Club</td>
<td>Future Business Leaders of America</td>
<td>RI Honor Society</td>
</tr>
</tbody>
</table>

ELIGIBILITY
All students are encouraged to participate in extracurricular activities. All students in good standing are eligible to participate. A student may lose eligibility through poor conduct or unsatisfactory schoolwork. A student may not carry more than two failures at each quarter grade report. The Vice Principal of Academics will declare a student ineligible who is on academic probation. The Vice Principal of Student Life will determine when a student’s behavior is so poor that he/she can no longer represent the school in its extracurricular activities. A student who is ineligible will be required to drop out of the extracurricular activity that he/she participated in.
ATHLETICS

PHILOSOPHY

Students who participate in sports are positive role models within our school and the community at large. Athletic competition builds character, shapes lifetime attitudes and also provides additional educational leadership benefits that come from participation in sports. Integrity, fairness and respect are inherent principals of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results.

As an athlete at Saint Raphael Academy, your sportsmanship goals should include:

- **Developing** a sense of dignity under all circumstances;
- **Respecting** the rules of the games, the officials who administer the rules and their decisions;
- **Respecting** opponents as fellow students and acknowledging them for striving to do their best while you seek your best at the same time;
- **Refraining** from engaging in all types of disrespectful behavior;
- **Looking** at athletic participation as a potentially beneficial learning experience, whether you win or lose;
- **Educating** other students and fans to understand the rules of the game and the value of sportsmanship.

You’re the spokesperson for our school when you represent us in an athletic competition. Your actions are viewed by family and friends, opposing fans, the local community and the media. Your display of good sportsmanship will show the most positive things about you and our school and hopefully, remind us all that, in the end, sports are meant to be fun.

STUDENT ATHLETE EXPECTATIONS & CODE OF CONDUCT

General Conduct

Players must adhere to all rules and regulations detailed in the Saint Raphael Academy’s Code of Conduct. Players are expected to attend school on a regular basis and be a successful student. Players will follow the guidelines as stated in the Saint Raphael Academy Handbook; there is zero tolerance for disrespect toward teachers or peers. Any disciplinary actions taken at school will also be reinforced on the team.

Players will be expected to maintain a level of sportsmanship both on and off the field. This includes any discussion with players from other teams. Be humble to players, coaches or anyone from the press. Always talk about the team and stay away from topics that specify individuals. You are expected to play and act as a team.

Foul language at any time will not be tolerated.

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.

Guidelines

- 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 be eligible 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.
* Student athletes will not be able to participate in the athletic program if they are on academic probation.
* 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.
* Students who are exempt from PE (seniors only) must report to a designated study area when they are scheduled to be in PE.
* 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 having locks on their lockers.

**ATHLETIC ELIGIBILITY CRITERIA**

Saint Raphael Academy encourages every student to participate in one or more activity. To acknowledge the importance of the student’s daily efforts during each quarter’s grading period, eligibility for membership in athletics and/or activities is based on the student’s quarter grades as reported at the time of each official grade publication. In order to be eligible to participate in athletics, extra-curricular or co-curricular activities, a student may not carry more than two failures at each quarter grade report.

When a student does not fulfill this criteria, the student is ineligible for the quarter following the official publication of the grade report. Fourth-quarter grades are used to determine eligibility for the subsequent year’s first quarter. Students may regain eligibility for the next quarter by fulfilling the two academic criteria as recorded at the time of the next official grade publication. Student behavior must be in compliance with school regulations as stated in the Student Handbook in order to be eligible to participate in athletics.

Saint Raphael Academy offers the following athletic activities:

**FALL ATHLETICS**
- Football
- Soccer (Boys and Girls)
- Cross Country (Boys and Girls)
- Tennis (Girls)
- Volleyball (Girls)
- Football Cheerleading and Competition Squad

**WINTER ATHLETICS**
- Basketball (Girls and Boys)
- Ice Hockey
- Indoor Track (Boys and Girls)
- Basketball Cheerleading

**SPRING ATHLETICS**
- Baseball
- Fast Pitch Softball
- Outdoor Track (Boys and Girls)
- Lacrosse (Boys)
- Tennis (Boys)
- Golf (Co-Ed)
- Volleyball (Boys)
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, space and opinion. All students should have the privilege to further their education in a peaceful, secure atmosphere. The attainment of this goal requires the full cooperation of the administration, the faculty, the student body and the parents.

DISCIPLINE

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

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

The Vice Principal of Student Life will maintain records of offenses reported for each student. He will inform the parents of all serious offenses or an accumulation of minor offenses, and when necessary, he will request the parents to meet with him to discuss the student’s conduct.

DETENTION

Detention is a form of punishment used in schools, where a student is required to spend extra time in school. School detention takes place at the end of the school day. However, other times may be used such as before the school day starts, weekends, and breaks in the school day such as a study period. A detention is typically carried out in a room that offers no amenities for leisure so that students serving detention will have no outlet to distract them from their punishment. If the situation presents itself, students may perform some task to decrease detentions owed. Such tasks may take the form of housekeeping, moving educational supplies etc. SRA detention is usually considered to be one of the milder punishments available at the school. Multiple detentions may be given for more serious offenses, however, if detention fails to cure the student’s behavior, or for more severe behavior, harsher punishments such as suspension or expulsion may be used. In addition, if a student fails to report to detention on the date given, the student will receive an additional detention for failure to report.

OFFICE DETENTION

Office detentions are served in a designated area after the school day from 2:20 – 3:15. Students will have 48 hours’ notice to serve the detention. They will be issued a detention slip as a reminder that detention will be served on a particular date. The students should already be aware that they have a detention to serve. Students will either be issued the slip directly from the Vice Principal of Student Life’s Office or from their homeroom teacher.

If a student misses the detention due to an absence, detention must be served on the day they return to school. If a student does not attend detention for other reasons they will be required to serve an additional detention for each day that was missed. In addition, if a student reaches 10 unserved detentions they will not be allowed to participate in an after-school activity such as a sport, club, team workouts/training, and/or fundraising event. If the original detentions are not served and the student accumulates another 10 unserved detentions, the consequences will multiply with the growing number of unserved detentions. Any unserved detention will carry over into the following school year and consequences will apply.

Consequences of reaching 10 unserved detentions:

1st violation (10 detentions unserved) = 1 day of ISS
2nd violation (20 detentions unserved) = 2 days of ISS
3rd violation (30 detentions unserved) = 1 days of external suspension
4th violation (40 detentions unserved) = 2 days of external suspension
School Vacation and Summer Detention

Students who have reached ten or more unserved detentions may be offered the opportunity to fulfill their detention obligations over the February and April school vacations if staffing is available. Students ending the school year with five or more detentions will be issued mandatory summer vacation detention following the conclusion of the school year. If the student chooses not to report to summer detention, then his/her detentions will carry over into the following school year. Any student who previously reached the ten-detention mark and/or a student who accumulated ten or more detentions will not be able to participate in a fall sport or participate in preseason workouts.

TEACHER DETENTION

Students are required to attend a teacher’s detention first. If a student fails to complete a teacher’s detention, then an office detention will be issued for failing to report to the teacher’s detention. The student will be required to complete both the teacher’s detention and the office detention.

MISSING DETENTION

Students may be excused from detention for the following reasons; early dismissal, absence, schedule tutoring from the Vice Principal of Academics, or doctor’s appointments. Students must bring in a written note from a parent/guardian regarding the doctor’s appointment 24 hours prior to the detention date. It is suggested that students complete detention before a scheduled sporting event. Students may complete detention prior to the date issued, however, if a student does not show for a scheduled detention, an additional detention will be added to the original detention for failure to report. It is highly encouraged for all students who receive detention to serve their detention in a timely manner. If a student is absent from homeroom, they are responsible for checking in with their homeroom teacher for any detention slips. In addition, students can check the Plus Portal for any detentions on file.

IN-SCHOOL SUSPENSION

In-school suspension (ISS) is the most utilized form for more serious offenses or for repeated minor violations. The Vice Principal of Student Life has the authority to suspend a student for disciplinary reasons. Suspensions may be for a specific number of days or they may be indefinite. In any case, the student’s parent(s)/guardian(s) will be given notification when he/she is suspended.

In-School Suspension requires the student to report to school each day of the suspension but will not be allowed in his/her regular classes or participate in any school activities. There will be a designated area for these students in the Vice Principal of Student Life’s office. Students assigned to ISS should only receive 4/5ths, or 80% credit, on assignments that they have missed in class due to having to serve ISS.

EXTERNAL SUSPENSION

Continued poor conduct or a single very serious offense may call for External 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. Additionally, if a student receives an external suspension, then the student will only receive 4/5ths, or 80% credit, for work missed during this time period. 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 activities.

Before a student is dismissed, the Vice Principal of Student Life will investigate the situation thoroughly and recommend to the Principal the dismissal of the student. The Principal will have a hearing with the student and his/her parents and make the final determination for dismissal.

DANCES AND DETENTION

Attending a school dance is a privilege. All student detentions must be completed in order to attend a school dance or prom. A concerted effort must be taken on the part of the student to fulfill detention obligations prior to the dance. It is the student’s responsibility to make sure any outstanding detentions are served and they are in good standing prior to the dance date.
DETENTION – ATHLETES, CLASS OFFICERS, STUDENT COUNCIL OFFICERS, AND CLUBS
Students are required to complete detention is a timely manner. If a student reaches ten unserved detentions and the student is a member of a club, a class officer, a student council officer, or on an athletic team, no participation will be allowed until all detentions have been served.
ATTENDANCE POLICIES

ABSENCES:

ABSENCES WITH REGARD TO ACADEMICS

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. Extensive absenteeism can result in a failing grade. It is the school policy that if a student is absent from school 10 days in a semester (a total of 20 for year-long courses), that student’s grade will be dropped by 10 points (the equivalency of a full letter grade). After 10 days of absences, students will begin accumulating zeroes for all days missed beyond the previous 10 days. All absences will be counted equally. A parent’s note or phone call will not be considered as an exempted reason for the student’s absence. It is very possible that for a number of reasons (e.g., tardiness, early dismissal), a student could violate the policy in one class (such as English) and not another (such as math), depending upon when the classes meet; or it is possible for a student to lose credit at the same time for all courses taken. Vacations taken during school time will count directly towards the number of days missed.

Letters will be sent home to inform parents when a student has accumulated 5 absences.

The following situations, however, are exempt from the total number of absences: Any illness IF the student was seen by a doctor and submits a doctor’s note on the day of their return; doctor’s note from a dentist or doctor for a scheduled appointment if necessary when they arrive late or are excused early; religious holidays or other religious commitments such as a funeral; a unique circumstance approved by the administration. Upon the day of your child’s return, it is the student’s responsibility to see his/her teachers to arrange make up work and to complete that work as soon as possible. However, once a student is in violation of this policy, they will not be permitted to make up any missed work unless a doctor’s note is submitted.

Students with prolonged/chronic illnesses MUST resubmit a doctor’s note every 4 weeks for exemptions to continue to apply. This medical supervision will be required until symptoms resolve. Should student NOT be reevaluated, the attendance will return to excused non-exempt status. Students should arrange for the completion of make-up work in consultation with their guidance counselor and teachers. Ultimately, the administration will continue to reserve the right to review any case regarding this policy without prejudice due to extenuating circumstances that are brought to their attention.

- Parents’ notes/phone calls only verify that the student is not subject to disciplinary actions. They do not exempt the tardy or absence.
- Please refrain from planning vacations 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 Principal and the Vice Principal of Academics. Any request for such consideration must be made in writing well in advance. Please Note: This request must be made in writing and given to the Vice Principal of Academics, not to the teachers or Guidance Department. If this procedure is not followed, the days absent can be designated as unexcused absences and subject to academic penalties.
- College visits for seniors and juniors should be planned for days when school is not in session such as: faculty professional development days, holidays and school vacations.
- 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.
- We do not recognize a student who reaches the age of 18 while attending Saint Raphael Academy to be legally responsible for himself/herself. The Academy will only recognize parent/guardians as the responsible agents for their child.
EARLY DISMISSAL
If a parent feels there is an urgent need for a student to be excused before the end of the school day, the student must bring a note to the Vice Principal of Student Life’s Office for approval prior to the start of school at 8:00 A.M. on the day of the dismissal. We reserve the right to deny this privilege if we deem the reason to be insufficient. Parents are advised to schedule appointments outside of the school day. A student will only be allowed 3 early dismissals a quarter unless there is an emergency.

EARLY DISMISSAL FOR SENIORS
Seniors are given the privilege of being dismissed at 1:13 p.m. on the days when they have no class during last period. This is a privilege that must be earned and not a right. They must fill out the appropriate privilege form and have it signed by a parent/guardian. Senior must be in good standing academically, behaviorally and have a good attendance record. The dismissal is contingent on the following criteria:
1. If a student has been suspended or has excessive detentions and/or outstanding detentions.
2. If a student has a poor academic record.
3. If a student has a poor attendance record such as excessive tardiness or absenteeism.

*The Vice Principal of Student Life is the final arbiter in matters concerning the Senior Privilege for early dismissals. The senior privileges will go into effect when the Vice Principal of Student Life feels the senior class overall displays exemplary academic and behavioral expectations.

LATE FOR SCHOOL
A student who arrives in school after 8:00 a.m. is late and must report directly to homeroom. If a student arrives after homeroom (8:10 or later), they must secure an admittance slip from the East or West Office before reporting to class. Excessive tardiness will result in disciplinary action. Arriving late to school is not an excuse not to use a crosswalk. Students are expected to cross Walcott Street at either crosswalk. Due to safety concerns, crossing the street in a non-marked zone is strictly prohibited. Any student found not to be using a crosswalk will be issued detention.

Please note: In order for the student to be excused from his/her tardiness, we must receive either a note from a parent or a call from a parent stating why the student is tardy on the day of the tardiness. Notes/calls will not be accepted at a later date. Oversleeping is not considered as an excused tardy.

3 Tardies per Quarter = 1 Office detention
6 Tardies per Quarter = 2 Office detentions
9 Tardies per Quarter = 3 Office detentions
12 Tardies per Quarter = 4 Office detentions
More than 12 Tardies = 1 Day In-School suspension and parent will be notified.

If a student arrives after 8:30 a.m. without a note or without the office receiving a phone call for the tardiness, he/she will serve one office detention. Tardiness will increase with every unexcused hour. In addition, Letters will be sent home informing parents when a student has reached 10 violations of our late to school policy.

Tardy after 8:30am = 1 office detention
Tardy after 9:30am = 2 office detentions
Tardy after 10:30am = 3 office detentions
Tardy after 11:30am = ISS

If the violation continues, the Vice Principal of Student Life will request a conference with the parents regarding the issue.

LATE FOR CLASS
Students with an unexcused tardy for class 5 minutes or less will report directly to class and the subject teacher will take appropriate measures (ex. teacher detention) to ensure that is does not happen again.

Students with an unexcused tardy for class over 5 minutes, must report to the office to obtain an admittance slip to class.

Having an unexcused tardy for class over 15 minutes will be considered a cut class.
Teachers who detain a student, therefore making him/her late for a class, should issue them a pass to enter their next class.

Class unexcused tardiness will result in the following disciplinary actions:

<table>
<thead>
<tr>
<th>Under 5 minutes</th>
<th>teacher may issue a teacher detention to be served with the teacher. Students not reporting to teacher detention will receive 1 Office Detention and will still be required to serve the teacher’s detention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 5 minutes</td>
<td></td>
</tr>
<tr>
<td>1st violation</td>
<td>1 Office detention</td>
</tr>
<tr>
<td>2nd violation</td>
<td>2 Office detentions</td>
</tr>
<tr>
<td>3rd violation</td>
<td>3 Office detentions including a Friday detention</td>
</tr>
<tr>
<td>4th violation</td>
<td>1 Day In-School suspension and parent will be notified.</td>
</tr>
<tr>
<td>5th violation</td>
<td>2 Days In-School suspension and parent will be notified.</td>
</tr>
</tbody>
</table>

Class Cut
Over 15 minutes is considered a Class Cut = 3 Office detentions

If the violation continues, the Vice Principal of Student Life will request a conference with the parents regarding the issue.

**TRUANCY**

Students are expected to be at school on every scheduled school day. A student who is truant will be liable to a multi-day suspension and a grade of zero for all work missed. There are no “skip days” provided within the school calendar. Excused absences must be reported to the school by telephone, email or a written note excusing your child’s absence within 24 hours.

Any student who is absent from school without their parents’ permission will be subjected to an internal suspension or more.
APPEARANCE AND ATTIRE
Students at Saint Raphael Academy are expected to dress appropriately at all times on campus before, during, and after school. All students are expected to be in uniform while on campus between the hours of 7:30 a.m. and 2:30 p.m., with the exception of athletes engaged in after-school practice sessions. Those who do not have an assigned class during the last period of the day must remain in uniform while on campus.

UNIFORM GUIDELINES
* Saint Raphael Academy students are expected to wear the uniform properly. This means that the uniform components fit the student appropriately.
* Pants, 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 properly.
* Only solid white, short-sleeved tee-shirts may be worn under polo shirts and oxfords. Other shirts of any nature should not be worn under or over the uniform.
* Students should wear Polo and Oxford shirts that are tucked in at all times with the exception of a banded shirt for the girls, which may be left untucked.
  Untucked shirts: Students are required to have their shirts tucked in at all times. Students who violate this rule will receive a verbal warning for the 1st offense and 1 night of office detention for each offense thereafter. If a student is having a chronic problem following this rule the Vice Principal of Student Life will implement tougher consequences at his discretion or may issue an out of school suspension and notify the parents of a possible dismissal if the violation continues.
* Skirts are to be worn not more than 2 inches above the knee with black opaque tights. If violated, the student will lose her right to wear a skirt.
* Shorts are to be worn not more than 2 inches above the knee and may not be rolled. Only shorts with the SAINTS logo are acceptable.
* Leggings are not acceptable.
* No sandals may be worn; backless shoes are not acceptable as well as heels over 2 inches high.

Violation of any of the above guidelines will result in a student being asked to change into a uniform, borrow a belt or asked to call home and have a parent/guardian bring in appropriate attire and the student will be subject to receiving detention.

WARM WEATHER UNIFORM (August – November 1st) (April 1st – June)
Boys and Girls:
* Pullover polo knit shirt in purple or white with SAINTS logo embroidered on the front and tucked in at all times.
* Oxford-style shirts in white with long or short sleeves with the SAINTS logo embroidered on the pocket and tucked in at all times. Boys must wear a necktie of their choice at all times.
* Docker style walking shorts in khaki with the SAINTS logo embroidered on the bottom.
* Practical walking shoes and sneakers are acceptable.
* Matching socks are required at all times.

COOL WEATHER UNIFORM (STANDARD UNIFORM) (November 1st – April 1st)
Boys:
* Oxford style shirts in white with long or short sleeves with the SAINTS logo embroidered on the pocket and tucked in at all times.
* Necktie of student’s choice must be worn at all times.
* Docker style pants in khaki or black with the SAINTS logo embroidered on the lower edge of the front pocket.
* Belt of student’s choice must be worn at all times.
* Practical walking shoes and sneakers are acceptable.
* Matching socks are required at all times.
Girls:
- Oxford style shirts in white with long or short sleeves with the SAINTS logo embroidered on the pocket. Only the top button may be left unbuttoned and the shirts must be tucked in at all times. Long-sleeve polo shirts with the Saints logo may also be worn.
- Docker style pants in khaki or black with the SAINTS logo embroidered on the lower edge of the front pocket.
- Box pleated skirts in gray, which may not be worn more than two inches above the knee.
- Belts must be worn with the pants.
- Full black opaque tights are to be worn beneath the skirts at all times; socks are not to be worn over the black opaque tights. However, during the winter months, black leggings and black socks may be worn over the tights for warmth. This exception will only be granted from November 1st until April 1st of each school year (cool weather policy).
- Practical walking shoes and sneakers are acceptable.
- Matching socks are required at all times.

BELTS/TIES/UNIFORM SHIRTS AND PANTS
Students are allowed to borrow a belt, shirt, tie or pants only if they report to the East Office/Room 25 prior to homeroom. No consequence will be issued for being out of uniform if a student reports prior to 8:00 a.m. Students who borrow any article of clothing are required to return what he/she has borrowed on the following day. Students who fail to return the article of clothing will be issued a detention for each day that passes without returning it.

OUTERWEAR
The only outerwear permitted in the classroom are:
- SAINTS fleece
- SAINTS cardigan or pullover sweater
- SAINTS polyester zip up jacket
- SAINTS sports teams hooded sweatshirts or SAINTS hooded sweatshirts in purple and gold or black.

HEAD GEAR
Head coverings worn as part of an accepted religious practice are permitted. Baseball hats, headbands on boys and girls, bandanas and/or do-rags are strictly prohibited and may not be worn on campus during the school day. SRA-approved headbands for girls are available for purchase in the East and West offices. Any student found wearing a baseball hat, bandana, or do-rag will receive 1 office detention. Any student wearing a hat on campus will be asked to remove the hat and hand it over to a staff member. The student will be able to pick up his/her hat in the East Office/Room 25 at the end of the day. If a student is having a chronic problem following this rule, the Vice Principal of Student Life will implement tougher consequences at his discretion or may issue an out of school suspension and notify the parents of a possible dismissal if the violation continues.

WINTER HATS
Students are permitted to wear winter hats outdoors only. Once a student enters a school building, all winter hats must be removed immediately. If the winter hat is not removed immediately, the student must hand the hat to a school staff member when asked. The winter hat will be stored in the East Office/Room 25 and will remain there for the remainder of the day. SRA is not responsible for the winter hat while being stored in the East Office/Room 25. If a student consistently is having difficulty following this rule, then detentions will be issued as a consequence per discretion of the Vice Principal of Student Life.

DRESS DOWN DAYS
Students are required to dress with modesty during dress down days. Female students are prohibited from wearing yoga pants. Also, leggings should only be worn with a skirt of appropriate length (2 inches above the knees.) Students are also not allowed to wear the following:
- Tank tops
- Cutoff shirts
- Shorts more than 2 inches above the knee
- Ripped jeans
- Tee shirts with inappropriate logos
- Pajama bottoms
- Ripped clothing – pants, shirts, skirts or jackets
Hats
Spaghetti-strap dresses
Flip flops
Yoga Pants
Shirt dress/T-shirt dresses
See-through or low-cut tops
Sagging pants – students must wear pants up to the waist.

All are strictly prohibited, and a student may ask to change into a uniform, borrow a belt or asked to call home and have a parent/guardian bring in appropriate attire.

Students must adhere to the warm/cold weather uniform guidelines during a dress down. For example, students should not come to school on a dress down day after November 1 wearing shorts.

Any student in violation of the dress down policy will receive detention and will not be allowed to participate in another dress down day until the next quarter. Continuous violation of the dress down policy will result in not participating in any dress down days throughout the remainder of the school year.

1st violation = 1 detention and student cannot participate in another dress down day until the next quarter.
2nd violation = 3 detentions for insubordination of the dress down policy. In addition, the student will not be able to participate in another dress down until the following semester and/or wait 60 days.
3rd violation = 1 day of ISS and complete removal of participation in all dress down days for the remainder of the school year.

SPECIAL EVENTS
Saint Raphael Academy 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.

Consequences for violating the dress code:
Student who do not follow the dress code will conference with the Vice Principal of Student Life.

1st violation = 1 Office detention
2nd violation = 2 Office detentions
3rd violation = 3 Office detentions
4th violation = 1 day of In-School suspension and parents will be notified
5th violation = 2 days of In-School Suspension and parents will be notified

The Vice Principal of Student Life is the final arbitrator in matters concerning dress code.

HAIR CODE
All students must keep their hair clean and well groomed. Outlandish hair styles (for example, designs and lettering engraved in hair, line cuts on the side of the head, ponytails, buns or braids on males, mohawks, long sideburns, spiked, mullets, half-shaved heads, dreadlocks longer than collar, fro-hawks, shaved head on three sides and hair overlapping, and unnatural hair dyes like reds, blue, greens and purples) are not in keeping with the school’s educational mission and will not be tolerated. Students are not permitted to dye or frost the tips of their hair. In addition, dying the hair a natural color in order to achieve two-tone colors throughout the hair is not permitted. Students are permitted to dye the hair a natural color, however, it must be dyed evenly throughout the entire head. A boy’s hair may not be longer than the top of his shirt collar or beneath the eyebrow, or two inches upward on the top of his head. A line-cut part is acceptable only if the part is straight and not curled or zig-zagged. Hair should be neat and not flamboyant for all students; this will be determined at the administration’s discretion.

Consequences for violating Hair Code
1st violation = Vice Principal of Student Life will conference with student and give him or her a few days to make the necessary changes to get the hair within the school’s standards.
2nd violation = If the student does not comply with the Vice Principals instructions, 3 detentions will be issued for insubordination. The Vice Principal of Student Life will issue an additional two days to comply.

3rd violation = If the student still does not change his or her hair after the additional two days, the student will be issued an in-school suspension and remain in ISS until the his or her hair is back within the school’s policy.

FACIAL HAIR CODE
Boys must be clean-shaven. Male students who are not clean-shaven will be given shaving cream and a disposable razor and asked to shave in school. If a student arrives before homeroom and needs to shave, he will be allowed to report to the East or West Office and shave without consequence. SRA encourages a student’s proactive approach and will grant them exception from any consequences before the school day has begun. Not liking the office razors or refusing to shave will not be accepted and consequences will be issued.

Consequences for violating Facial Hair Code
1st Offense – 1 detention
2nd Offense – 2 detention
3rd Offense – 3 detention
4th Offense – 4 detention
5th Offense – 1 in-school suspension
6th Offense – 2 in-school suspension
7th Offense- 1 external suspension and parent conference

BODY PIERCING/TATTOOS
• No visible body piercing is allowed outside of the earlobes. Ear tunnel hole, gothic, or spiked earlobe earrings are not allowed. Large looped earrings are considered to be excessive and are not allowed.
• Boys are permitted only one studded earring in each ear.
• The school administration is the final arbitrator in matters concerning acceptable ear lobe earrings.
• No visible body tattoos are allowed.

MAKEUP
Female makeup application is to be modest and not excessive. Eyelash extensions must not be extensive in length. Males may not under any circumstances wear any makeup, including eyeliner and nail polish.

GUM
The chewing of gum is not allowed on campus.
STUDENT LIFE POLICIES

ALCOHOL AND DRUGS
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.

* Any student entering school smelling like alcohol and/or drugs but does not appear under the influence will work out of the East Office/Room 25 and their parents will be notified. In addition, the student’s Guidance Counselor will be contacted to conference with the student.
* Any student entering the school smelling like marijuana will be immediately suspended externally with no questions asked.
* If a student is found to be under the influence of, or in possession of, alcohol or drugs during a school session or a school-related activity, such as an athletic event, school dance, club or any after-school activity, it must be reported to the administration as soon as it is discovered (in person, via telephone, email, etc.). The school’s administration will notify the student’s parents. In addition, the student’s parents and/or guardian will be requested to pick up their child immediately. The student will be liable for suspension or dismissal from the school. Any student found under the influence of alcohol or drugs will not be allowed to attend any social functions offered by the school for a period of two months. If the student is found to be under the influence of drugs or alcohol before or during an athletic practice or game, he or she will be removed from the team roster indefinitely. The faculty, coach or supervisor reporting the incident will be required to write an incident report within 24 hours and forward the report to the school principal.
* If a student is detected to have sold or distributed alcohol or drugs, the Vice Principal of Student Life will notify the student’s parents and the legal authorities. The School Discipline Board will review the matter for dismissal from the school.

SMOKING, HOOKA PENS, VAPING, JUULING AND/OR CHEWING TOBACCO
In view of the clear and convincing evidence that smoking and chewing tobacco is injurious to your health, possession of smoking and chewing tobacco products are prohibited at any time or anywhere on the campus, surrounding properties, and at any and all student activities.

Students who refuse to comply with these requests will conference with the Vice Principal of Student Life and receive the following consequences:

1st violation = 1 day of In-School suspension and parents will be notified
2nd violation = 2 days of In-School suspension and parents will be notified
3rd violation = 1 day of External suspension and parents will be notified
4th violation = 2 days of External suspension and parents will be required to conference with the Vice Principal of Student Life

AUTOMOBILES/TRANSPORTATION

* Students who are legally licensed and have permission may drive to and from school and park in designated areas.
* All student vehicles must be registered with the Vice Principal of Student Life Office.
* All student drivers must obtain a parking permit from the East Office when registering their car.
* Cars are not to be parked in the West or East campus Faculty/Staff parking lots or behind the Greek Church of the Assumption.
* No student is permitted to go to his/her vehicle during school hours except in case of emergency and then only with the permission of the Vice Principal of Student Life or in his absence, another appointed staff member.
* Student 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. Students driving to school should exercise judgment when playing their car radio. Loud music and offensive lyrics coming from a student’s vehicle will not be tolerated when driving to and from campus.

Students who refuse to comply with these requests will conference with the Vice Principal of Student Life and receive the following consequences:

1st violation = Verbal warning
2nd violation = 1 Office Detention
3rd violation = 2 Office Detentions
4th violation = 1 day In-School suspension
The Vice Principal of Student Life may revoke the student’s campus parking privilege if the violation continues.

The school does not carry insurance covering the use of private cars for transportation of students to and 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 an accident or injury. Therefore, Saint Raphael Academy discourages the use of private cars for transportation of students to and from school-related activities.

BUSSING
It is expected that Saint Raphael Academy students will conduct themselves in a mature manner on busses 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. Students who refuse to comply with these requests will conference with the Vice Principal of Student Life and receive the following consequences:

1st violation = 1 Office detention
2nd violation = 2 Office detentions
3rd violation = 3 Office detentions including a Friday detention
4th violation = 1 day of In-School suspension and parent will be notified
5th violation = 2 days of In-School suspension and parent will be notified

The Vice Principal of Student Life will issue an External suspension and notify the parents of a possible dismissal if the violation continues.

CARD PLAYING and GAMBLING
No card playing is allowed on campus during the school day. Gambling in any form is not allowed on campus. This includes cards, dice, coin games, sports betting cards, etc. Students who refuse to comply with these requests will conference with the Vice Principal of Student Life and receive the following consequences:

1st violation = 1 Office detention
2nd violation = 2 Office detentions
3rd violation = 3 Office detentions including Friday detention
4th violation = 1 day of In-School suspension and parent will be notified
5th violation = 2 days of In-School suspension and parent will be notified

The Vice Principal of Student Life will issue an External suspension and notify the parents of a possible dismissal if the violation continues.

COMPUTER AND INTERNET POLICIES
Saint Raphael Academy provides computer resources to enhance the educational experiences of its students. Students are expected to exercise their privilege to use these facilities in a manner consistent with the educational objectives of the school. Any activity that is disruptive or offensive to other students or teachers is inappropriate. Students who use school computers for unethical, illegal or mischievous purposes will be referred to the Vice Principal of Academics and the Vice Principal of Student Life for disciplinary action.

Students are prohibited from doing the following on school computers:

* Copying copyrighted software.
* Changing machine or software settings and configurations.
* Installing programs or data files on a hard drive without the consent and authorization of the Director of Computer Services.
* Using, altering, creating, or distributing a password not specifically issued to them.
* Adding, deleting, or altering files.
* 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.
* Theft and/or destruction of 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 any other SAINTS personnel any violations of these rules by another individual. If a student is found using the internet or web communication on or off campus 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.

**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. Saint Raphael Academy is CIPA (Child Internet Protection Act) compliant and makes every effort to keep students safe while browsing the internet.

**Terms and Conditions**

**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 an 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.

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

**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 email.

**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.

**Security** – Security on any computer system is 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.

**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.

**Wasteful Use of Educational Resources** – Using Saint Raphael Academy’s computers for such uses as game playing or participating in recreational social media 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.

**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.

**STUDENT LAPTOP - POLICY VIOLATIONS AND DISCIPLINARY CONSEQUENCES**

If a student violates any part of the above policy, the following consequences may apply as determined by the appropriate Vice Principal in consultation with the Director of Technology.

- 1st offense – Three school detentions
- 2nd offense – One in-school suspension
- 3rd offense – Two days of in-school suspension/Meeting with parent
- Subsequent offenses – One external suspension and student will be placed on a discipline contract.

The Vice Principal of Student Life will issue an external suspension and notify the parent of a possible dismissal if the violation continues.

**MULTI-MEDIA**

Cell phones, iPhones, iPods/mp3 players, cameras, video game devices, and similar equipment are not to be used in school.

These devices must be turned off during the school day. They will be confiscated if they are used in school buildings during school hours or if they are ringing during the school day. 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. If you need to contact your child during the school day, please call the office.

Parents are asked to refrain from calling or texting their child’s cell phone during the school day.

Consequences with regard to the use of unauthorized electronic devices:

- **1st violation**
  1 Office detention and the electronic device will be returned at the end of the school day in which it was confiscated.

- **2nd violation**
  2 Office detentions and the electronic device will be confiscated for 48 hours. The electronic device will be released to the student at the end of the second day. However, the device will be made available if a parent and/or guardian would like to pick up the device before the office closes (3:30 pm).

- **3rd violation**
  3 Office detentions including a Friday detention. The electronic device will be confiscated for 72 hours. The electronic device will be released to the student at the end of the third day. However, the device will be made available if a parent and/or guardian would like to pick up the device before the office closes (3:30 pm).

- **4th violation**
  1 day In-School Suspension and parents will be notified. The electronic device will be confiscated for 96 hours and released to the student at the end of the fourth day. However, the device will be made available if a parent and/or guardian would like to pick up the device before the office closes (3:30 pm).

- **5th violation**
  2 days In-School Suspension and parents will be notified and will be requested to pick up the electronic device after 120 hours. However, the device will be made available if a parent and/or guardian would like to pick up the device before the office closes (3:30 pm).

- **6th violation**
  1-day External Suspension and the electronic device will be confiscated for 144 hours. The parents will be requested to pick up the electronic device on the sixth day and conference with the Vice Principal of Student Life regarding possible dismissal. If a student continues to fail to abide by this policy, the
administration will decide if they will be allowed to remain enrolled at Saint Raphael Academy. However, the device will be made available if a parent and/or guardian would like to pick up the device before the office closes (3:30 pm).

PERSONAL LAPTOPS, IPADS, IPODS AND OTHER ELECTRONIC DEVICES
These devices will only be allowed in the classroom with individual teacher permission. Laptops must also be battery operated. A student bringing in these type of devices to school must abide by the Bring-Your-Own-Device Terms of Use.

Bring-Your-Own-Device (BYOD) Terms of Use
By utilizing Saint Raphael Academy’s wireless network, students are agreeing to be bound by these Terms and Conditions and agree that you are responsible for compliance with any applicable rules.
Students are required to read and become familiar with the usage policy provided by Saint Raphael Academy for the Equipment.

1. Usage Terms
Students are expected to responsibly use their equipment for the intended purpose. Use of equipment other than deemed necessary may be restricted for school hours or permanently at any time without prior notice.

2. Privacy
Saint Raphael Academy understands the privacy concerns of the participants enrolling the devices. However, Saint Raphael Academy may require access to the device in order to review or retain copies of information on the device to comply with legal requirements or in cases in which the school has a reasonable basis to believe there has been an infringement of this policy such that Confidential Information may have been compromised. The privacy and dignity of the student will be respected to the extent possible.
Saint Raphael Academy may collect personal data including, but not limited to, GPS Data and Roaming Status.

3. Equipment Issues and Support
Saint Raphael Academy is not responsible for injuries, damages, penalties, or losses, including legal costs and expenses incurred by the Student or other person due to installation of software, transporting the device, or any other use of personally owned equipment described herein.
Saint Raphael Academy is not responsible for unauthorized use of his/her resources, and security of data transmitted on their information technology resources cannot be guaranteed.

4. Miscellaneous
Student represents that he or she has the power to bind all of Student’s agents and representative, all of whom shall be bound by these terms. Student cannot amend this Agreement unless accepted in writing by an authorized representative of Saint Raphael Academy.
This Agreement shall constitute the entire agreement between the parties with regard to the Equipment and any prior understanding or representation of any kind shall not be binding on either party, except to the extent incorporated herein. The waiver of any right under this Agreement by either party shall not be construed as a waiver of the same right at a future time or a waiver of any other right under this Agreement. This Agreement shall be construed and enforced in accordance with the rules of the Saint Raphael Academy.
The parties acknowledge and expressly agree to waive any and all rights to a trial by jury of any claim or dispute arising under this Agreement.

5. Terms of Use Modifications
Saint Raphael Academy may revise these terms of use for its wireless network at any time without notice. By using this service you are agreeing to be bound by the then current version of these Terms and Conditions of Use.
By agreeing below, I acknowledge that I have read and understand the conditions stated above and in this Agreement. I am aware of my responsibilities and the consequences of defaulting on this Agreement.

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. Texting and 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. 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 or texting the student. Students may go to the office for permission to contact a parent/guardian using their cell phone.
• 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.
• 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. Texting a faculty or staff member is not an appropriate form of communication.

Students who violate the computer and internet policy will conference with the Vice Principal of Student Life. 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.

1st violation = 3 Office detentions and termination of computer privileges for 1 month.
2nd violation = 5 Office detentions including a Friday detention and termination of computer privileges for 2 months.
3rd violation = 1 day In-House suspension and termination of computer privileges for 3 months.
4th violation = 1 day External suspension and termination of computer privileges for 4 months.

The Vice Principal of Student Life will request to conference with parents to discuss the possible dismissal if the violation continues.

DANCES
If a student violates the dress code or dancing policy set forth, he/she may be asked to leave the dance.

* Students are to leave the school ground immediately after a school dance.
* Students 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.
* All outside guests must be approved by the Vice Principal of Student Life.
* Freshmen are not allowed to attend the school prom.

Any infractions of rules and regulations will result in disciplinary action.

DISMISSAL FROM A CLASSROOM
Any student sent from a classroom 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 Walcott Street. A student must report to the office in the same building as the classroom they are in at the time of the dismissal. Any student who fails to report to the office immediately after being sent from class for disruptive behavior will receive additional consequences depending on the severity of the disruptive behavior.
Students who refuse to comply with these requests will conference with the Vice Principal of Student Life and receive the following consequences:

1st violation = 1 Office detention.
2nd violation = 2 Office detentions.
3rd violation = 3 Office detentions including a Friday detention.
4th violation = 1 day In-School suspension and parents will be notified.
5th violation = 2 days In-School suspension and parents will be notified.

The Vice Principal of Student Life will issue an External suspension and notify the parent of a possible dismissal if the violation continues.

FIRE DRILLS
Whenever the fire signal sounds, all students are to proceed immediately along the route designated for each room and building. This evacuation must be done in SILENCE and in an orderly fashion. When the signal is given to return to the school, students are to return in SILENCE and in an orderly fashion. Any student who acts inappropriately will be reported to the Vice Principal of Student Life for disciplinary action.

LANGUAGE AND RACIALLY OFFENSIVE 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 of possible dismissal from the school.

Any student heard using any racial slur such as the “N” word will receive consequences. It is not acceptable to use such a word in any situation, even in a joking manner among friends. Saint Raphael Academy is fully aware of the adolescent slang within our society and does not condone it. Saint Raphael Academy feels this type of language to be offensive and hurtful. It has no place in our school, classrooms, athletic fields or campus.

Students who refuse to comply with these requests will conference with the Vice Principal of Student Life and receive the following consequences:

1st violation = 1 Office detention
2nd violation = 2 Office detentions
3rd violation = 3 Office detentions including Friday detention
4th violation = 1 day In-School suspension and parent will be notified
5th violation = 2 days In-School suspension and parent will be notified

The Vice Principal of Student Life will issue an External suspension and notify the parent of a possible dismissal if the violation continues.

LEAVING CAMPUS
Students are not permitted to leave the campus during the school day without expressed permission from an Administrator. 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. Student at cars during the school day are considered off-campus.

Students who violate this rule will conference with the Vice Principal of Student Life and receive the following consequences:

1st violation = 4 Office detentions
2nd violation = 1 day In-School suspension and parent will be notified
3rd violation = 2 days In-School suspension and parent will be notified
4th violation = 1 day External suspension and parent will be requested to conference with the Vice Principal of Student Life regarding the issue.
5th violation = 2 days External suspension and parent will be requested to meet with the School Discipline Board to discuss possible dismissal of the student

The Vice Principal of Student Life will notify the parent of a possible dismissal if the violation continues.

LOST AND FOUND
Lost and Found boxes are in the East and West Offices. The school is not responsible for any books or other valuables stolen, misplaced or left unattended. Locks are provided to secure personal belongings in a locker.
MEDICAL MEDICATIONS
Parents are to notify the school Nurse’s Office in writing, when a student is taking medication, whether prescribed or non-prescribed.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 not permitted to carry medication (except inhalers for asthma) during the school day.

CONTAGIOUS DISEASE
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.

PREGNANCY
In the case of a student’s pregnancy while attending Saint Raphael Academy, the following will apply:
* 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.
* In the case of the young man, guidance and counseling will be made available.
* Either individual may be referred to an appropriate agency in order to receive further counseling as deemed necessary.

MISCHIEF
Any student involved in mischief or horseplay before, during or after school will be subject to disciplinary action. The severity of the violation will determine the consequence. The Vice Principal of Student Life will handle each incident on a case by case basis and will issue the appropriate consequence that he/she deems necessary.

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 or text him/her on that phone during the school day. Students are allowed to come to East or West Office to use their cell phones if necessary.

PERSONAL SALES
No unauthorized selling of any items is allowed on school grounds.
Students who violate this rule will receive the following consequences:
1st violation = 1 Office detention
2nd violation = 2 Office detentions
3rd violation = 3 Office detentions including a Friday detention
4th violation = 1 day In-School suspension and parent will be notified
5th violation = 2 days In-School suspension and parent will be notified

The Vice Principal of Student Life will issue an External Suspension and notify the parent of a possible dismissal if the violation continues.

RESPECT FOR SCHOOL PERSONNEL
Students who do not address school personnel in a respectful manner will conference with the Vice Principal of Student Life and will receive the following consequences:
1st violation = 4 Office detentions and parent will be notified
2nd violation = 1 day of In-School suspension and parent will be notified
3rd violation = 2 days of In-School suspension and parent will be requested to conference with the Vice Principal of Student Life
4th violation = 2 days of External suspension and both student and parent will be requested to appear before the School Discipline Board to discuss possible dismissal

Parents are held to the same standard as students with regard to respect for student 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.
RESPECT FOR SCHOOL PROPERTY
Human dignity requires that each of us respect 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 located in both East and West Offices.
* Saint Raphael Academy is co-tenant of all lockers. School authorities will inspect all lockers as they deem appropriate. Only Saint Raphael Academy locks are permitted on all school lockers. All lockers must remain locked when not in use. The school is not responsible for any books or other valuables stolen, misplaced, or left unattended or in a locker that is not locked.
* Any student found stealing will conference with the Vice Principal of Student Life. Saint Raphael Academy reserves the right to discipline the student upon the severity of the violation.
* 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.

1st violation = 2 days or more of In-School suspension and parent will be notified. The number of days suspended from school will be determined upon the severity of the offense.
2nd violation = 3 days of External suspension and parent will be requested to conference with the Vice Principal of Student Life.
3rd violation = 5 days of External suspension and both student and parent will be requested to appear before the School Discipline Board regarding possible dismissal.

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

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

BULLYING
Saint Raphael Academy has a zero-tolerance policy regarding bullying and it will be strictly enforced. The Vice Principal of Student Life will investigate all claims of bullying. The Vice Principal of Student Life will issue disciplinary consequences that he deems fit for the offense. In extreme cases, the Vice Principal of Student Life will bring the incident before the School Discipline Board for possible dismissal from school.

State law prohibits the practice of bullying of any kind. Physical bullying, psychological bullying, cyber bullying, emotional bullying, taunting and/or harassment will not be tolerated. State policy is described below.

CYBERBULLYING
Saint Raphael Academy has a zero-tolerance policy regarding bullying of any kind. Any student found cyberbullying another student at Saint Raphael Academy will be immediately suspended. The severity of the suspension will depend on the egregiousness of the offense. Electronic messages originated outside of the school day are treated with the same consequences.

Consequences:
1st violation = 2 day External Suspension and parents will be notified
2nd violation = 3 day External suspension and parents will be notified. In addition, the said student will be placed on a one year probationary discipline contract.
3rd violation = 4 day External suspension and parents will be requested to conference with the Vice Principal of Student Life. In addition, the said student will be brought before the Discipline Board for possible dismissal or removal from an athletic team, class office or club.
4th violation = 5 day External suspension and student/parent will be requested to appear before the Discipline Board to discuss dismissal.
Please see the following pages for the Rhode Island Safe School Act Policies

**FIGHTING**
Saint Raphael Academy has a zero tolerance for student violence towards one another and it will be strictly enforced. Fighting will not be tolerated on campus before, during and/or after school. Students are encouraged to work out their differences under the guidance of a responsible adult. All faculty members are trained and willing to help students navigate the turbulent waters of conflict. Any student who engages in a verbal conflict which will escalate both students confronting each other in a fighting posture will be immediately suspended out of school. If a student calls out or challenges another student to a fist fight, they will be immediately suspended out of school for one day. In addition, any students who willingly fist fight will immediately be suspended out of school starting at two school days and up to five school days depending on the severity of the fight. Both students may be brought before the discipline board for possible removal from Saint Raphael Academy.

**HAZING**
State Law prohibits the practice of hazing and imposes heavy penalties. Any violation of the State of Rhode Island law regarding hazing 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 that occur on or off campus. In the event of Saint Raphael Academy disciplinary action, individual student and/or student organizations may be subject to action. Rhode Island State Law (11-21-1 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 of 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, liquid, 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.

**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 on or off campus.

**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.

**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 condoning of the sexual harassment of a student and any retaliating against a student because he/she complains of sexual harassment or assists a school investigation of such a complaint is also prohibited.
Students who sexually harass another student or school personnel will conference with the Vice Principal of Student Life. The severity of the suspension will depend on the egregiousness of the offense.

Consequences:

1st violation = 2-day External Suspension and parents will be notified

2nd violation = 3-day External Suspension and parents will be notified. In addition, the said student will be placed on a one-year probationary discipline contract.

3rd violation = 4-day External Suspension and parents will be requested to conference with the Vice Principal of Student Life. In addition, the said student will be brought before the Discipline Board for possible dismissal or removal from an athletic team, class office or club.

4th violation = 5-day External Suspension and student/parent will be requested to appear before the Discipline Board to discuss dismissal.

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.

Any student who commits a malicious false accusation will receive two days of in-school suspension and parents will be requested to confer with the Vice Principal of Student Life.

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 condemnation 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.

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 in any form including social media.
- Sexually suggestive sounds or gestures.
- Display of objects, posters, or pictures of a sexual nature.

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
A student should report the incident promptly to the Principal or any other school personnel 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 the Vice Principal of Student Life and will include separate interviews with the complainant, each person accused of harassment and each witness, if any. The administrator(s) 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 administration will prepare a report, which will be shared with both the complainant and person or persons accused of harassment.

**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. The severity of the suspension will depend on the egregiousness of the offense.

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.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st violation</td>
<td>4 Office detentions and parents will be notified.</td>
</tr>
<tr>
<td>2nd violation</td>
<td>1 day In-School suspension and parents will be notified.</td>
</tr>
<tr>
<td>3rd violation</td>
<td>2 days In School suspension and parents will be requested to conference with the Vice Principal of Student Life.</td>
</tr>
<tr>
<td>4th violation</td>
<td>2 days External suspension and student/parents will be requested to appear before the school Discipline Board to discuss possible dismissal.</td>
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</tbody>
</table>

**WEAPONS**

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

5 days external suspension

The School Discipline Board will convene to discuss the possible dismissal from school.
Rhode Island Safe Schools Act – Statewide Bullying Policy Effective June 30, 2012

The Statewide Bullying Policy, known as the Safe Schools Act, was promulgated pursuant to the authority set forth in §162134 of the General Laws of Rhode Island. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

Summary of the new RI Statewide Bullying Policy:

- Applies to all schools approved by the RI Department of Education (school districts, charter schools, career and technical schools, approved private day or residential schools and collaborative schools).

- Definition and descriptions expanded — Bullying expanded to include cyber-bullying.
- Enumeration of classes (Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic).
- Language aligned with US Department of Justice definition
- Expanded definition of “at school.”
- School Climate: Provides measures that schools have to take to prevent bullying. May include professional development, prevention activities, parental workshops, student assemblies.
- Staff, students, and families model courteous behavior at school and school sponsored events.
- Clear policy guidelines on oversight and responsibility to the school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy.
- For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16-7.1-2(e)) and school safety plan (§16-21-24).
- Expansion of information dissemination of the statewide policy — Distributed annually to students, staff, volunteers, and parents/legal guardians.
- Included in student codes of conduct, disciplinary policies, and student handbooks.
- Prominently posted link on the home page of the school/district website.
- Clear requirements and procedures for students, staff, parents and guardians to report bullying, retaliation, and anonymous reporting.
- Investigation/Response: Prompt investigation of allegations.
- When appropriate, assessment by school psychologist/social worker for victim and/or perpetrator.
- Mandates immediate interventions in serious situations.
- Disciplinary Action — provides a range of disciplinary actions that may be taken. Determined by the school/district appropriate authority.
- No student shall access social network outside of school building to commit hazing and/or harassment of any member the school community.
- Shall balance the need for accountability with the need to teach appropriate behavior.
- Severity of the disciplinary action shall be aligned to the severity of the bullying behavior.
- No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.
- Social Networking - Students prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.
INTRODUCTION: RHODE ISLAND STATEWIDE BULLYING POLICY

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

1. DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- Causes physical or emotional harm to the student or damage to the student's property;
- Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- Infringes on the rights of the student to participate in school activities; or
- Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING

means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- The creation of a web page or blog in which the creator assumes the identity of another person;
- The knowing impersonation of another person as the author of posted content or messages; or
- The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

- On school premises,
- At any school-sponsored activity or event whether or not it is held on school premises,
- On a school-transportation vehicle,
- At an official school bus stop,
- Using property or equipment provided by the school, or
- Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

1. SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and
prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

2. POLICY OVERSIGHT and RESPONSIBILITY
The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

3. INFORMATION DISSEMINATION
The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:
- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

4. REPORTING
The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample Report Form). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

5. INVESTIGATION/RESPONSE
The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be
imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:
   a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
   b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
   c. The parents/guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

6. DISCIPLINARY ACTION
The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber bullying or retaliation shall include, but not be limited to:
   a. Admonitions and warnings
   b. Parental/Guardian notification and meetings
   c. Detention
   d. In-school suspension
   e. Loss of school-provided transportation or loss of student parking pass
   f. Loss of the opportunity to participate in extracurricular activities
   g. Loss of the opportunity to participate in school social activities
   h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
   i. Police contact-
   j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

7. SOCIAL SERVICES/COUNSELING
Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

8. SOCIAL NETWORKING
Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

9. OTHER REDRESS
This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

10. ADOPTION OF POLICY
The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.
Bullying and/or Cyber bullying Incident Report
(Confidential)

Name: __________________________________________________________ Grade: _____

Date: ___________ Time: _________

School: _______________________________________________________

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyber bully. If name is not known, provide any other identifiable information:
______________________________________________________________________________________________________________________

Relationship between you and the alleged bully, and/or cyber bully:
______________________________________________________________________________________________________________________

Describe the incident: _____________________________________________________________________________________________
______________________________________________________________________________________________________________________

When and where did it happen? ______________________________________________________________________________________

Were there any witnesses? [ ] yes [ ] no If yes, who? ________________________________________________________________

Other information, including previous incidents or threats:
______________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________

Student or parent declines to complete this form:
Initial: _____________________________ Date: __________________________

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:
Student: ____________________________________________________________________________
Date: __________

School official receiving complaint: __________________________ Date: __________

School official conducting follow-up: __________________________ Date: __________