

*Fontbonne Hall
Academy*



*Student Handbook
2017 - 2018*

Letter from the Principal

Dear FHA Community,

It is my pleasure to welcome you to the 2017-2018 school year. This year promises to be a very special one as we mark the 80th Anniversary of when Fontbonne's doors were open to young women. In the spirit of Jeanne Fontbonne, the woman who re-founded the Sisters of St. Joseph after the French Revolution, Fontbonne Hall Academy has proudly spent 80 years forming leaders of strength and compassion. We are extremely excited to reach this hallmark moment.

In celebration of our school, and of all the good work that so many people that have been part of the faculty and staff have done, we have planned some special events that we would like to invite our entire school community to be a part of. We would be honored by the presence of our parents and our alumnae at all of these celebrations.

- On Friday, September 8th at 9 AM, we will have our Opening Liturgy at St. Patrick's Church located at 9511 Fourth Avenue in Brooklyn. Bishop Paul Sanchez, along with Msgr. Robert Romano, Fr. Robert Adamo, Fr. William Sweeney, and Msgr. Michael Hardiman will be our celebrants.
- Thursday, October 19th we will have our 80th Anniversary Golf Classic at the Hempstead Golf Club. The day will include golf, tennis, and an evening dinner and raffles.
- Homecoming weekend will be held from Friday, October 27th through Sunday, October 29th. The weekend will include an open house on Sunday where student projects will be highlighted. This is normally an alumnae event, but in honor of our 80th Anniversary, we are opening the campus to our entire school community.
- Our anniversary celebration culminates on Saturday, April 21st with our 80th Anniversary Gala held at El Caribe. We are honored to have Maria Bartiromo, Class of '85 and anchor of *Mornings with Maria*, as our keynote speaker, and will be treated to a performance by Officer Daniel Rodriguez, America's Beloved Tenor. Highlights of student achievements will also be part of our evening.

As we begin a new school year, let us celebrate all that Fontbonne has done and all that Fontbonne will do. All my best wishes for a challenging and fulfilling school year.

Best Regards,

Mary Ann Spicijaric
Principal

History of Fontbonne Hall – In the shadow of the Verrazano Bridge, overlooking the cold waters of the Narrows, stands Fontbonne Hall, a Catholic college preparatory academy for young women. The oldest building on the Academy grounds was built circa 1895 for the Johnson family by the McNally brothers. They imported a shell roof from Italy, which gave Fontbonne its original name, “Shell House”. During Prohibition, “Shell House” was used as a “speakeasy” and casino. During this period Diamond Jim Brady bought the villa for Lillian Russell.

In the early 1930’s it became the Edwards School for Boys, then the Normandy Club and finally, on July 29, 1937, Feast of St. Martha, it was sold to the Sisters of St. Joseph. The 40 year old mansion became the Academy known as Fontbonne Hall.

The Academy was named in honor of valiant Mother Saint John Fontbonne who led the Congregation of the Sisters of St. Joseph during the dark days of the French Revolution. In September of 1937, Fontbonne opened its doors as an Annex to St. Francis Xavier Academy. Forty students were registered.

The main building on the school grounds became the central area for learning. Its outdoor patio was enclosed and turned into a library. A large reception room and four classrooms were situated on the first floor. The chapel and a classroom were located on the second floor. Science labs were in the basement. Behind the main house was a smaller building, St. Martha’s, originally a stable and carriage house. It was renovated for an assembly area, two classrooms and a music room. Weekly, the well-known Dr. Ribka taught choral singing to the 40 students. At the present time this is the language building.

Sister Dolorita, Superior and Principal, planned the use of both buildings, allocating the areas for school and for the living quarters for the pioneer faculty, Sister Laurina, Sister Henrica, Sister Louis Bertrand, Sister Basila, Sister Rose Margaret, Sister Regina Catherine, Sister Anna Gerard (Librarian). In January of 1938, Sister Loretta Concepta and Sister Ignatius Loyola were assigned to Fontbonne.

Because of Fontbonne’s outstanding reputation, enrollment increased and necessitated the need for greater space. The auditorium/gymnasium was built in 1940. In 1945, two one-family houses were rented on Third Avenue for the use of the religion, art and student support departments. The Sacred Heart Building, completed in 1951, is used for math, art and music.

A special structural addition to Fontbonne in 1980 provided more space for teaching and learning. This building was dedicated in 1991 to the sacred memory of our Salvadorian martyr, Maryknoll’s Sister Ita Ford, a member of the class of 1957. In order to meet the needs and challenges of the times, renovations continued to be made and were completed in the summer of 1995.

Fontbonne Hall can rejoice in a proud heritage of over 75 years of educating young women. Alumnae have made a definite impact as educators, homemakers; they are in health, law and financial professions, and in religious and public life, including the political arena.

Our current students, as in days past, are encouraged to develop their unique gifts by striving for academic excellence nurtured in a dynamic, caring, and Christian environment.

History of the Sisters of St. Joseph – The Sisters of Saint Joseph were founded in the mountain villages of France in 1630. They were a simple community without habit or cloister whose members were ordinary women of their times sharing an extraordinary desire for union with God and the “dear neighbor”. From their inception, they were “sisters of the neighborhood” who sought to “divide the city, seek out its ills and cure them.” They tried to do whatever needed to be done wherever they were. To support themselves, they made lace, a major industry in that locality. The Congregation grew and in 1650 was recognized formally by the Bishop of LePuy. By the time of the French Revolution, it had spread throughout southern France. Then, caught in the political turmoil the times, the Congregation was disbanded. Some of the Sisters were martyred at the guillotine; others went into hiding or returned to their families.

After the revolution had ended, a heroic woman, Jeanne Fontbonne, who had narrowly escaped the guillotine herself, re-founded the Sisters of Saint Joseph. Before long, the Sisters were numerous again. Once more they examined the city and tried to meet the needs of the people of the times.

In 1836, a request came from the Bishop of St. Louis, Missouri for Sisters to come and teach deaf children. Three Sisters crossed the ocean and came to a log cabin in Carondolet, Missouri to found a school. From there, they spread across the United States and into Canada.

In 1856, at the request of Bishop John Loughlin of Brooklyn, Mother Austin Kean was sent from Philadelphia to found a new community in St. Mary's parish in Williamsburgh. She was joined by Sister Baptista Hanson and Sister Mary Theodosia Hagemann from Canandaigua. This little group grew into the Congregation now known as the Sisters of Saint Joseph of Brentwood.

They soon were able to move to Flushing where they founded a motherhouse and novitiate named Saint Joseph Convent. As the Congregation continued to grow, they moved to the former Austral Hotel in Brentwood, Long Island. Soon they had built an academy, a chapel and a motherhouse convent.

During these years, they continued to staff hospitals, build and staff schools and parish schools, and operate an orphanage. Led by dynamic women, notably Mother Mary Louis Crummey who was General Superior for 40 years, they served the dioceses of Brooklyn and then Rockville Centre. In 1930, they also were able to open a mission in Puerto Rico.

As we begin the third millennium, the Sisters of Saint Joseph have returned to their original founding vision. Once again they look at "the ills of the city" and try to bring about union, love and reconciliation. Once again, they work without cloister or habit, living among the people and offering their lives in service. Now, they are not lace makers like the original Sisters, nor are they exclusively teachers or nurses as they once were in this country. Instead, they are a highly educated and visionary group of women who serve the "dear neighbor" as educators, health care professionals, lawyers, theologians, social workers, pastoral ministers, spiritual directors and administrators. They sponsor and administer schools, literacy centers, a health care facility, shelters for abused and homeless women and children, homes for ex-offenders, and also advocate for prisoners. They try to witness to love and reverence for Earth and all creation.

Sisters of Saint Joseph minister primarily in the Brooklyn and Rockville Centre dioceses. They also minister in other dioceses in the United States as well as in Puerto Rico, the Dominican Republic and Brazil. Whether they are among people living in pockets of poverty and neglect, in middle class neighborhoods, or in areas of greater affluence, they are still "Sisters of the neighborhood" trying to meet the varied needs of people. Their mission is to live and work so that all may be one. They continue to believe that the ideals of love, unity and reconciliation can respond to the needs of our 21st century world. The vision of the lace makers of 17th century France still lives and is carried in the hearts of these 21st century women.

The educational mission statement which is at the heart of all their sponsored schools has its roots in this heritage and these beliefs. All who are part of these ministries are viewed as co-ministers and expected to foster this mission.

Mission Statement – Fontbonne Hall Academy is a college preparatory school for young women, founded on the teachings of Jesus Christ and inspired by the charism of the Sisters of Saint Joseph. Providing challenging educational opportunities, Fontbonne instills in its students the skills and values that will empower them to create their future in an ever-changing world.

Beliefs

- In accordance with the leadership of the Sisters of Saint Joseph, Brentwood, New York, and their charism of the “All-inclusive love” it is our belief that Fontbonne Hall Academy offers a superior educational program which ultimately transitions young girls into intelligent women of empowerment, courage, and compassion.
- We believe that education must foster in each student a sense of integrity, and an awareness of her dignity as a woman, so that she may, in turn, foster the dignity of each person.
- We believe that every young woman has the potential to become a moral and ethical force in society with the ability to be self-sustaining and independent.
- We believe that education in today’s society should equip each young woman with technological, social, and professional skills to succeed in our ever-changing world.
- We believe that a well-rounded education encourages academic curiosity, personal creativity, intellectual risk-taking, and cultural awareness, leading to a spirit of lifelong learning.
- We believe that a small school with many opportunities for personal contact and individual student support enables each student to maximize her potential.
- We believe that family, school and community should be active partners in the educational process.
- We believe that it is important to motivate each woman to embrace responsibility for her own learning and future endeavors.
- We believe that an intrinsic understanding of social justice and peace comes from an awareness of global issues and a desire to create a better world.
- We believe that the future is dependent upon intelligent and compassionate women assuming leadership roles in community, church and country.

Fontbonne Hall bases its educational purpose and all its activities on the Christian teachings of the dignity and essential equality of all human beings. It does not and will not discriminate on the basis of sex (except as exempted in Title IX as a single sex school), color, race or national origin in its employment practices and/or programs.

Profile of the Graduate

Upon graduation from Fontbonne Hall Academy

...a graduate will live the mission of the Sisters of Saint Joseph by:

- living a life dedicated to inclusive love, unity and reconciliation
- serving the dear neighbor without distinction
- embracing the influence of God in every aspect of her life
- recognizing the need to serve God through embracing volunteerism
- articulating Catholic belief and faith to future generations through her own example
- respecting the dignity of all life
- renewing her commitment to her faith over the course of her life
- understanding and incorporating the perspectives of justice, equity, and environmental sensitivity

...a graduate will demonstrate the quality of her education by:

- developing disciplined work habits and study skills
- thinking critically and communicating effectively
- appreciate learning for learning’s sake
- being a well-rounded and well informed graduate that is able to synthesize different perspectives
- mastering a rigorous college preparatory curriculum
- choosing a profession that will enable her to use her God-given gifts to better the world and live a self-sufficient life
- making well thought decisions based upon sound moral values
- continuing to develop her own gifts and talents as a life-long learner

...a graduate will exhibit the attributes of a global leader by:

- upholding the values of freedom and accepting the responsibility it brings
- working collaboratively with others for the good of all
- defending the God-given uniqueness of every individual
- taking an active role in serving her community, demonstrating a willingness to use one's unique gifts and talents to serve the common good
- possessing the confidence and trust in herself to recognize that she has the skills to be a successful leader
- being willing to take risks, face challenges and follow her passions
- providing clear direction through constant dialogue and creating an inclusive team setting
- having reverence and respect for the earth and all creation

...a graduate will reflect the values of personal honesty and concern for others by:

- manifesting a willingness to be collaborative
- having the insight to recognize her own strengths and having the compassion and humility to offer her help to those who are in need
- showing integrity in all of her relationships
- effectively listening and being consistent with those who are in need

School Colors – Blue and Gray.

School Ring – The school ring consists of a blue stone set in a gold band. Encircling the stone is the legend FONTBONNE HALL, the year of graduation and the school motto EX FIDE, FORTIS. The blue is symbolic of Mary, Mother of God. It also symbolizes the Christian virtue of constancy. The gold represents the priceless heritage of Christian faith.

School Song –

Hail to our colors, the blue and gray,
Soaring to heaven in proud array;
We stand before your banners bright,
Pledging our hearts to truth and right.
Fontbonne forever, our Alma Mater,
Loyally by your side,
We're on to victory 'neath your folds,
Our glory and our pride.
To memories of days in Fontbonne Hall,
Our loyal hearts will ever cling.
The glories of our youth in golden years,
A deep and grateful joy shall bring;
And ere we leave these halls for paths apart,
Let all in prayerful accents raise
A song of faith, of hope, of love –
Of everlasting love, in Alma Mater's praise.

ACADEMICS

Academic Eligibility for Extra-Curricular Activities – Each student must maintain passing grades at Fontbonne Hall Academy. A student who fails two subjects at the end of the quarter is ineligible to participate in any extra-curricular activity including sports, practices and rehearsals, until a mid-quarter evaluation during the following quarter. If the student is failing any two subjects at that time she will remain ineligible for the remainder of the quarter.

If a student is medically excused from her Physical Education class, she may not participate on a team or activity.

Tuition payments must be kept up-to-date for a student to be eligible for participation in Driver's Education and school sponsored trips. In addition, all school debts must be satisfied before Yearbook, Prom Bids, and Graduation materials are issued to 12th grade students. Debts include tuition, detention, other financial requirements, and textbooks.

Curriculum Information/Course Offerings – The Student Support Department advises each student about her course of study. The course offerings are as follows:

English	9, 9H 10, 10H 11 12 AP English Language AP English Literature Print Journalism Broadcast Journalism
Fine Arts and Practical Arts (FAPA)	Computer Science 1, 2 Music Appreciation Advanced Music Appreciation Vocal Ensemble, Select Chorus Visual Perception Major Art 1, 2, 3 Photography Dance 1, 2 Health Education College and Career Transitional Seminar Physical Education 9, 10, 11, 12, Leaders First Aid and CPR Introduction to Business, Business Management, and Marketing Entrepreneurship
Mathematics	Algebra 1, Algebra 1H Geometry, Geometry H Algebra 2, Algebra 2H Pre-Calculus, Pre-Calculus H College Algebra AP Calculus AB AP Calculus BC
Religious Studies	9, 10, 11, 12 Religion in Cinema

Science Practical Engineering and Advanced Physical Science (PEaAPS), PEaAPS Honors
 Living Environment
 Biology H
 Science Research, Intermediate Science Research, Advanced Science Research
 Chemistry, Chemistry H
 Physics, Physics H
 Anatomy and Physiology
 Forensics
 AP Biology
 AP Chemistry
 AP Physics
 Brown University Pre-College Scholars Program in Engineering
 Engineering Capstone
 Nursing Seminar

STEM Computer Science 1, 2
 Practical Engineering and Advanced Physical Science (PEaAPS), PEaAPS Honors
 Science Research, Intermediate Science Research, Advanced Science Research
 Brown University Pre-College Scholars Program in Engineering
 Engineering Capstone

Social Studies Global History & Geography 9, 10
 US History & Government
 Government / Economics
 Street Law and Modern Politics
 Child Development
 World Culture and the Role of Women
 AP World History 1, 2
 AP US History
 AP Psychology
 Criminology (online)
 Experience NY

World Language Italian 1, 2, 3, 3H, 4, 4H
 Spanish 1, 2, 3, 3H, 4, 4H
 Latin

**Diploma Requirements –
Fontbonne Hall Regents Diploma**

Religion	4 units	
English	4 units	plus The English Language Arts CC Regents Examination
Social Studies	4 units	plus The Global History & Geography Regents Examination plus The U.S. History & Government Regents Examination
Mathematics	3 units	plus The Algebra I CC Regents Examination
Science	3 units	plus one Science Regents Examination
World Languages	3 units	

Fine Arts	1 unit
Health	½ unit
Physical Education	2 units
Community Service	1 unit

Fontbonne Hall Advanced Regents Diploma

Religion	4 units	
English	4 units	plus The English Language Arts CC Regents Examination
Social Studies	4 units	plus The Global History & Geography Regents Examination plus The U.S. History & Government Regents Examination
Mathematics	3 units	plus The Algebra I CC Regents Examination plus The Geometry CC Regents Examination The Algebra 2 CC Regents Examination
Science	3 units	plus The Living Environment Regents Examination and at <u>least one</u> Regents in: Physical Setting/Chemistry Physical Setting/Earth Science Physical Setting/Physics
World Languages	3 units	plus The Alternate Language Examination
Fine Arts	1 unit	
Health	½ unit	
Physical Education	2 units	
Community Service	1 unit	

A DIPLOMA WILL NOT BE ISSUED UNLESS ALL COURSES IN 12TH GRADE RECEIVE A PASSING GRADE

Grading Policy –

1. At the beginning of each school year, the subject teacher will inform students of the grading policy for each quarter and final course grade.
2. Numerical grades will be used for all courses, unless otherwise indicated.
3. A FINAL WEIGHTED GPA of all courses is taken at the end of each academic year. The CUMULATIVE GPA of all courses taken throughout all academic years is also taken at the end of each academic year.
4. Subjects are weighted to reflect both the duration of the course and its level of difficulty. For example, a grade of 90 in English 9H (weighted, one credit) adds 94 to the sum and 1 to the divisor to calculate the average. A grade of 90 in Health Education (unweighted, one half credit) adds $(90 \times 0.5 =) 45$ to the sum and 0.5 to the divisor. Refer to the table below for courses that are weighted.

Four points additional weight	Six points additional weight
English 9H, 10H Major Art 1, 2, 3 Advanced Music Appreciation Algebra 1H Geometry H Algebra 2H Pre-Calculus H PEaAPS Honors Biology Honors Chemistry H Italian 3H, 4H Brown University Pre-College Scholars Program in Engineering Engineering Capstone Science Research, Intermediate Science Research, Advanced Science Research Spanish 3H, 4H	AP English Language & Composition AP English Literature & Composition AP Calculus AB AP Calculus BC AP Biology AP Chemistry AP Physics AP World History 1, 2 AP United States History AP Psychology AP Seminar AP Research

Graduation Valedictorian and Salutatorian Selection Process –

The Valedictorian will be the 12th grade student with the highest cumulative GPA that meets the following criteria:

1. Must have taken at least three (3) AP courses.
2. Be a member of the National Honor Society.
3. Must be approved by the faculty as a student with no prior record of dishonest or inappropriate behavior.

The Salutatorian will be the 12th grade student with the second highest cumulative GPA that meets the following criteria:

1. Must have taken at least three (3) AP courses.
2. Be a member of the National Honor Society.
3. Must be approved by the faculty as a student with no prior record of dishonest or inappropriate behavior.

Honor Roll – Honors are published at the end of the first three quarters and are based on the unweighted GPA for that quarter.

PRINCIPAL'S LIST - Average of 95

FIRST HONORS - Average of 90

An Honor Roll at the end of each academic year will be based on the weighted Grade Point Average. The quarterly Honor Roll will be based on the un-weighted Grade Point Average.

National Honor Society

Membership in the Mother St. John Fontbonne (MSJF) Chapter of the National Honor Society is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Eligibility: Candidates eligible for selection to the MSJF Chapter must be members of the 11th grade.

- To be eligible for selection to membership, the candidate must have been in attendance for a period of one full semester at Fontbonne Hall Academy.
- Candidates eligible for selection to the Chapter shall have a minimum cumulative grade point average of 95.00%. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
- Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.
- Active membership, beginning in 9th grade, in a minimum of three (3) school clubs/activities, one (1) of which must be service-oriented. Service clubs/activities include, LIFESTREAM, FRIENDS FOR LIFE, SCHOOL SERVICE, BONNIES FOR HEALTH, CSJ, SAC and RESPECT (colleges appreciate long-term commitment to service).
- A total of 35 hours of Community Service (20 additional hours to the 15 hours required by Fontbonne Hall Academy). Community Service in 11th grade must be completed by December 31st preceding the induction year.
- A candidate must evidence good character and leadership abilities. The Faculty Council shall review the *Student Information Form*, disciplinary records and faculty/moderator evaluations to this end.

Selection Process: Fontbonne Hall Academy has two selection periods each year. The first selection process begins in late October of junior year, ends with official notification in March, and culminates in the spring with the Induction Ceremony. A second selection process begins at the beginning of senior year with induction in the fall.

The selection of members to the MSJF Chapter shall be by a majority vote of the Faculty Council (consisting of five (5) faculty members appointed by the Principal). The NHS Chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council. Prior to notification of any candidates, the NHS Chapter Adviser shall review with the Principal the results of the Faculty Council's deliberations.

Students who are eligible scholastically (candidates) shall be notified and invited to complete and submit the Candidate Form for further consideration for selection in NHS. All candidates must complete and return the form whether they intend to seek membership or not.

Students who seek further consideration will be given a Candidacy Packet containing several forms including a *Student Information Form* along with other evaluation forms regarding service, character, and leadership skills. This information will allow the Faculty Council to make objective, professional decisions regarding selection of

candidates based on the four criteria of NHS. Once the Faculty Council has selected those candidates for membership, they are notified in writing of their selection status. Students will receive a letter regardless of whether they are selected for membership or not. For those students who are selected for membership, an Induction Ceremony is held in which selected students officially become members of our Chapter. Participation in the Induction Ceremony is mandatory for all new members.

Discipline and Dismissal: Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the MSJF Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain her academic standing and to continue to take an active role in service and leadership to her school and community. An NHS member is expected to participate in Chapter service projects and fundraisers; she may not be absent more than twice from scheduled semi-monthly Chapter meetings. And she must complete her 35 hours of Community Service in Grade 12 by the published due date in the school calendar.

If a member's cumulative grade point average falls below the standard in effect when she was selected, she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the Chapter.

ACADEMIC POLICIES

Plagiarism/Cheating Policy –

Plagiarism - Defined as “stealing and using the ideas and/or writings of another as one's own”. Copying from authors, websites, encyclopedias, Cliff Notes, etc. without giving credit is considered plagiarism. If evidence of plagiarism exists in the student's work, the student will receive a failing grade no lower than 50 for that project, assignment or test and a parent will be contacted by the subject teacher and an alternate assignment will be given. The subject teacher will also document the incident in writing for the Assistant Principal. If a student plagiarizes a second time, she will be liable for dismissal.

Cheating - At the end of any formal examination, students are required to sign a declaration which states, “I do hereby affirm, at the close of the examination, that I had no unlawful knowledge of the questions or answers prior to the examination and that I have neither given or received assistance in answering any of the questions during the examination”. If evidence of cheating exists in the student's work, the student will receive a failing grade no lower than 50 for that project, assignment or test and a parent will be contacted by the subject teacher, and an alternative assignment will be given. The subject teacher will also document the incident in writing for the Assistant Principal. If a student cheats a second time, she will be liable for dismissal.

Regents/Course Failure Policy – Students failing any subjects must pass these in an approved summer school. Failure to do so will prevent the student from returning to Fontbonne Hall Academy the following September. A student who fails more than two subjects will be asked to transfer. If a course ends with a Regents examination, the student must take the examination at the end of that course in June. If she fails a Regents Exam that is required for graduation in June, that Regents must be taken again in August. A New York State accredited secondary school prep course or private tutoring is recommended before any Regents retake. Students who have failed a Regents required for an Advanced Regents Diploma, will be encouraged to retake the exam in August or January. These Regents will be administered according to the NYS Regents examination prescribed timeline. All courses, including those taken in 12th grade **must** receive a passing grade.

Reports to Parents – The school year is based on a quarterly division. Quarterly grade reports are available to parents through PowerSchool in November, January, March, and June. Parents are encouraged to check grades online through the parent portal on an ongoing basis. They are urged to call the subject teacher and/or Student Support Services for additional help in seeking remedies for failures or inadequate school performance.

Test Absence Policy – If a student is absent, she must meet with the teacher on the day she returns to school to reschedule the exam at a mutually agreed upon time.

Tuition Scholarships – Renewable Academic Scholarships are awarded to incoming grade 9 students based on past academic performance and achievement on the TACHS exam. These scholarships are renewable each year providing that the student has met a **minimum final weighted GPA of 90.00%**. All scholarships are payable to the student for use at Fontbonne Hall Academy. Any student who does not meet the required criteria for renewable scholarships will be notified after the 2nd quarter marking period.

ACADEMIC / PERSONAL SUPPORT

Academic Enrichment Centers – At Fontbonne, resource areas are designed to provide academic reinforcement through the use of educational and technological resources. The area must communicate an academic atmosphere. Inquiry, quiet discussion, research and all activities accompanying independent but guided learning are at the heart of a resource area. Students must report on time and remain in the resource for the entire class period unless given permission by the resource supervisor.

Campus Ministry - Equally important to a student's academic growth is her spiritual development. The Campus Ministry Office works to promote and maintain a Catholic atmosphere throughout the school community while striving to make the Sisters of St. Joseph's Mission of "all-inclusive love, unity, reconciliation and reverence for all God's creation" a reality both on campus and in the greater world.

Our Chapel: Mass is celebrated every Friday at 7:30 a.m. in our Chapel located on the top floor of the Main Building. Each week that Mass is celebrated, it is offered for a different FA group; however, the liturgy is open to the entire school community. The Chapel is open to all for quiet prayer and meditation throughout the school day.

Liturgies and Prayer Services: Several times a year Mass is celebrated in the Gym for the entire school Community. Some of these occasions include but are not limited to: Opening of School Liturgy, Thanksgiving, Christmas, and Junior Ring Day. In addition, there are several other opportunities available for prayer services honoring important feast days: St. Joseph's Day, Ash Wednesday, Holy Week, Feast of St. Blaise Throat Blessing, Advent Crèche Blessing, Senior Day, and a Lenten Day of Reconciliation. A Senior Baccalaureate Mass is celebrated at St. Patrick's Church.

The Campus Ministry Office is always in need of young women who are looking to serve as Lectors, Altar Servers, Extraordinary Ministers of Holy Communion, Liturgical Musicians, and Leaders of Song. If you are interested in lending your God-given talents to one of our ministries, please stop by the Campus Ministry Office at any time.

Each day the entire school community participates in Morning Prayers over our public address system. We highlight the Saints in November, Women in History during March, Our Blessed Mother in October and May, and other important faith-based happenings. In addition to recognizing personal and school intentions, we also emphasize our CSJ Mission in our prayers, and try to encourage a sense of global awareness in our daily petitions.

Retreat Program: Fontbonne Hall Academy offers a four-year retreat program to further enhance the spiritual growth of our student body. Grade 9 Retreat is on campus, during a school day and focuses on "Becoming Women of Faith and Vision." The Grade 10 Retreat takes place after school. The Grade 11 Retreat is a service experience. Both retreats focus on finding ways to make God more present in their lives. Our Grade 12 Retreat experience culminates in a 3-day, 2-night event at The Marian Shrine at the Don Bosco Retreat Center in Stony Point, New York entitled "Journeys Ended, Journeys Begun". We also offer service retreat opportunities.

Grade 11 students will be required to give a day of service at the CHIPS Food Pantry. This experience will take place during a school day and arranged by the Campus Minister.

Other Programs and Opportunities: Sacramental Preparation; Personal counseling through the Office of the Spiritual Director; Volunteer opportunities through the Community Service Office, the Sisters of St. Joseph Community, our sisters schools in the CSJ Network (Academia Maria Reina, Puerto Rico – Bishop Kearney

High School, Brooklyn – Sacred Heart Academy, Hempstead – Saint Joseph High School, Brooklyn – The Mary Louis Academy, Jamaica Estates).

CSJ Club: Our Mission in action extracurricular club is instrumental in our students becoming spiritual leaders in our school community. Throughout the year, the students are given various opportunities to develop these leadership qualities by participation in programs such as “CSJ it Forward” at Brentwood, New York and the Hampton Bays Service Week at St. Joseph’s Villa. On campus, the club meets regularly. We strive to spread the mission of the Sisters of St. Joseph to the community around us and we work to further the projects that the Sisters started decades ago, such as raising awareness of human trafficking, gun control, ecological issues, women’s rights, and “care for the dear neighbor”. Members of the CSJ Club who are in good standing are eligible to serve as Religious Chairpersons for our Student Activities Council (SAC). The CSJ Moderators will gladly write recommendations for any of our members who are interested in interviewing for the positions each year.

College Bridge Program – Fontbonne Hall Academy is affiliated with St. John’s University, St. Joseph’s College, and St. Francis College to provide 11th grade and 12th grade students with a challenging and profitable learning experience by combining the best of high school and college work environments. Eligible students may begin work toward their college degree by taking these fully accredited college level courses that carry the same weight as if the courses were taken at the University by a matriculated or special student. The credits are then transferable to many colleges and universities across the country. These courses are taught by highly qualified FHA faculty, here at the high school. Students who register for these courses will earn both FHA credit and university credit for their work in the program.

Registration for college courses takes place in late September, and in the spring. Students are responsible for knowing the requirements and associated costs and for registering by the deadline. Students are also responsible for determining if the college they plan to attend will accept credit obtained through the program.

Additional details about this program and a listing of the courses offered can be found in the course catalog.

Student Support Program – The goal of Student Support Services is to assist our students in having the most academically, socially, and spiritually successful high school experience. We service the entire school on all grade levels. The following are services offered by the Student Support Department:

General Inquiry – For any matters, parents and students are encouraged to reach out to the appropriate faculty member via email or phone or to make an appointment. Every effort will be made to be sure questions and concerns are answered in a timely fashion.

Academic Counseling/Advisement: Academic advisement is given to students on all four levels to guide them in making appropriate course selections and thus succeed academically.

College Advisement: Students are introduced to the “College Search”. This enables them to look at various colleges, their admission requirements, the application process and all other aspects that are needed to make appropriate choices. College essays, student profiles and letters of recommendation are also discussed. Students are shown how to submit college applications and supporting documentation.

Naviance, a software program that provides a unique set of tools to help students with their college and career planning, is also available.

Personal Counseling: Individual counseling is available to any student who needs help with personal issues. A student can request personal counseling or she may be referred by a teacher or her parent.

Referrals: If it is decided that a student would benefit more by receiving help from outside agencies, the Student Support Department has a resource list of available agencies in the surrounding area.

Parents who have any concerns or questions regarding their daughter should contact her assigned counselor.

If more information is needed, please refer to the Student Support Handbook.

ADMISSION POLICY

Acceptance into 9th Grade – Acceptance into 9th Grade of Fontbonne Hall Academy is based on the TACHS Exam, applicant's 6th, 7th and 8th grade records and standardized test scores. Fontbonne Hall Academy considers all choices. Applicants must also complete an online application. Priority is given to students who excel academically and have a strong desire to become part of the Fontbonne community. TACHS Exam applications can be obtained from Catholic Elementary Schools, parishes and student support offices of www.tachsinfo.com. **Fontbonne's TACHS Exam Code is 005.**

Academic scholarships are offered to incoming 9th grade students based on their performance on the TACHS Exam, 6th, 7th and 8th grade records and standardized test scores. Financial need may also be considered.

For additional information about procedures or scholarship information, please contact Victoria Adamo at 718-748-6109, 718-748-2244 extension 115 or at vadamo@fontbonne.org.

Transfer Students – Students entering 10th and 11th grade and who are interested in transferring into Fontbonne are encouraged to come spend a day at our school. Interested candidates should contact Victoria Adamo at vadamo@fontbonne.org.

DEVELOPMENT AND ALUMNAE

Development /Alumnae Office – Fontbonne Hall Academy's Development and Alumnae Office oversees all fundraising efforts that occur throughout the year. In conjunction with the Parent Association and Alumnae Association, various events are organized to support the mission of the Academy. This office also oversees the alumnae database, which contains information on all graduates.

Every student of Fontbonne Hall Academy automatically becomes a member of the Alumnae Association upon graduation from the Academy. Beginning with the members of the first graduating class in 1941, the association now has over 8,400 members, including the newest members from the class of 2017.

Graduates are kept informed of life at Fontbonne through monthly digital newsletters. Our year-end Annual Report includes information about events that have occurred during the year, the annual report of donors and notes from graduates with information about their lives and accomplishments.

Reunions – Reunions are held each October for classes celebrating anniversaries that are multiples of five years. Women who graduated sixty years ago mingle with their counterparts who graduated five years ago and enjoy the camaraderie that Fontbonne sisterhood brings. Each fall, alumnae have an opportunity to support their alma mater through the annual fund campaign and by attending school sponsored fund raising events.

DISCIPLINE POLICIES

Conduct and Discipline – The school's philosophical beliefs describe each student in the Fontbonne community as having the potential to become an ethical and moral force in society. If this ideal is accepted and if each student is mindful of the notion that the primary purpose of FHA is to be a place of learning, she will:

- Be respectful of others and their property.
- Have concern for school property.
- Be courteous and cooperative in class.
- Use resource areas and material properly.

- Conduct herself appropriately at school as well as on buses, trains and in other public places outside of school.

Since inappropriate off-campus conduct can detrimentally impact the reputation of Fontbonne Hall Academy, the Administration reserves the right to discipline students who conduct themselves in an unacceptable manner.

Detention – Detention is held in Room 101 from Monday to Friday from 2:50 p.m. to 3:50 p.m. except on shortened days. No detention will be served during school hours. Student must serve detention on the day or the next detention day following the offense. Failure to serve the detention will result in an additional detention given. After three (3) detentions parents will be notified by the Student Affairs Coordinator. After the fifth (5th) detention the student will receive an in-school suspension. A conference with the parents and the Assistant Principal will be scheduled before the student can be readmitted to class.

The following is a partial list of offenses that warrant detention:

- Incomplete or inappropriate uniform.
- Unauthorized use of a Chromebook or any other electronic device.
- Failure to bring a signed note to her FA teacher on the day following the absence.
- Failure to produce medical documentation after reporting late or early dismissal from school.
- Talking during fire drill, lockdown or any safety evacuation procedure.
- Disregard of school/neighbor's property.
- Disrespectful or insubordinate behavior.
- Violation of computer use policy.
- A student calling herself or another student out on a day of absence.
- Loitering and/or disturbing behavior.
- Failure to get a late pass if arriving after the second bell.
- Having a cell phone confiscated.

Since cutting a class, leaving school and truancy are serious offenses against safety and security, the student will be suspended in school on the day after the offense and only after a Parent/Assistant Principal conference will the student be readmitted to class. She will be considered on probation and any additional offense will make her liable for dismissal.

FACILITIES / SAFETY PROCEDURES

Cafeteria – The school cafeteria is open for breakfast from 7:30 a.m. to 7:55 a.m. At 7:55 a.m. food will no longer be sold, and all students must leave the Cafeteria. Students are expected to utilize the cafeteria in a respectful and mature manner. Students must clean their area upon leaving. Food and beverages (other than a water bottle) must remain in the cafeteria.

Fire Drills / Evacuation Plan – In each room a sign is posted at the front to indicate exit procedures. Immediately at the sound of the bell, everyone must leave the school building and go to the designated location. All lines should be in single file leaving classrooms. *Talking is not permitted.* Silence must be kept when returning to school until all are in their rooms. A Crisis Evacuation and Lockdown Plan has also been established. Practices occur in accordance with Diocesan mandates.

Gymnasium – Since the gym at Fontbonne must also serve as an auditorium, students are expected to help keep it in good order.

Lockers – Students are responsible for keeping lockers orderly and locked at all times. The school is not responsible for articles lost. The lockers remain the property of the school and are subject to inspection at any time. Only decorations that are appropriate are allowed. A school lock will be issued to all incoming 9th graders and transfer students. Only this lock may be used on the locker. All personal items, including outerwear, must be stored in lockers.

Visitors – Students should not admit visitors to the school. All visitors should be directed to the main door where the receptionist will greet him/her. A visitor badge will be issued and is to be worn for the duration of the visit.

99th Street – In the interest of safety, no one is to be picked-up or dropped off on 99th Street during arrival and dismissal times.

Classrooms- Students are not permitted to be in classrooms without adult supervision. Students who arrive before 7:55 a.m. are expected to be in the cafeteria, hallways, foyer, or gym. Students must sign out and note the time when leaving any classroom. Students must bring a hall pass with them and sign back in when they return. ID Cards must be worn at all times.

GENERAL POLICIES

Anti-Violence Policy – Fontbonne Hall Academy is dedicated to guarding the dignity of all members of the community, therefore demeaning behavior (harassment, bullying or cyberbullying) is wrong and will not be tolerated.

Harassment/Bullying/Cyberbullying: This covers a wide range of offensive behaviors. It is commonly understood as anything intended to continually disturb or upset. *Electronic harassment* involves any communication, anonymously or otherwise, by any device in a manner likely to cause annoyance, fear or harm. Should any student be engaged in threats of physical violence, intimidation or derogatory commentary, the parents of the student or students must meet with the Assistant Principal, and a program of correction will be outlined. If correction fails to bring about proper conduct, expulsion may be imposed. Any student at Fontbonne Hall Academy exhibiting inappropriate behavior online may be subject to corrective or disciplinary action or expulsion, even if the comments emanate from a home computer or personal cell phone.

Sexual harassment: This refers to persistent and unwanted sexual advances, where the consequence of refusing are potentially very disadvantageous to the victim. Sexual harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances or initiations.
- Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study or play because of sex.
- Threats or demands to submit to sexual requests as a condition of grades or other benefits or to avoid some other loss and offers of benefits in return for sexual favors.
- Retaliation for having reported or threatened to report sexual harassment.

Procedures for Reporting Harassment/Bullying/Cyberbullying: Any student who believes she has been the victim of any form of harassment should report this via the online form located under the “Students” tab to the Assistant Principal. All allegations will be taken seriously and promptly investigated. Such an investigation will be carried out with appropriate concern for both the alleged victim and the alleged perpetrator. The confidentiality of those who report such allegations will be carefully protected. If the allegation is based in fact, the penalty may WARRANT EXPULSION from the FHA school community.

Cell Phone – Cell phones must be turned off and MAY NOT BE VISIBLE on campus between 7:55 a.m. and 2:45 p.m., including 8th or 9th period resources. Cell phones may be used in class ONLY if they are needed for the lesson and IF the teacher gives permission. Cell phones MAY NOT be used during resource periods. If an electronic device is needed during a resource period the student may only use a laptop, tablet, or Chromebook.

If a cell phone is confiscated, it will be given to the Assistant Principal. On the first offense, the device will be returned at the end of the school day, and a detention will be issued. On the second offense, a parent must pick it up from the Assistant Principal on the following day after 7:30 a.m. If the cell phone is confiscated on a Friday or before a long weekend a parent should pick up the phone on the day classes are back in session. If the same cell phone or other electronic device is confiscated a third time, it will be returned to the student on the last day of the school year. If a student needs to make a phone call during school hours she may go to the Main Office and ask permission to use the phone located next to the teacher mailboxes.

Computer Use Policy – Internet Policy - The following is intended to provide general student support of permissible and prohibited uses. These rules and guidelines do not attempt to state all required or prohibited activities by student users. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the Assistant Principal. **COMPUTER USE IS A PRIVILEGE, NOT A RIGHT.**

Student use of the school's computers, networks, and Internet services while on the school's property is a privilege and not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action including suspension and expulsion in severe situations. Fontbonne Hall's Principal shall have final authority to decide whether a student's privileges will be denied or revoked.

All students are responsible for their actions and activities involving school or personal computers, the school's network and internet services, and for their computer files, passwords and accounts. These rules apply to all school and personal computers when on school property and all school-provided personal computing devices wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

Acceptable Use

1. All school computers and personal computers when on the school's property, network and Internet services are provided only for educational purposes and research consistent with the school educational mission, curriculum and instructional goals.
2. Students must comply with all school policies, school rules and expectations concerning student conduct and communications when using school or personal computers, whether on or off school property. Students represent their family, our school and our community in everything a student publishes. Web pages and web forums are more public than e-mail because they are viewed by more people. Students should give thought to what they publish, both in terms of content and simple things like spelling.
3. Students also must comply with all specific instructions from the school's staff and volunteers when using the school's computers or their own personal computers when on school property.
4. In summary, all school computers, whether on or off school property, and a student's personal computer when on school property and accompanying Internet use must only be for educational purposes or other approved school purposes. All other uses are prohibited.

Unacceptable and Prohibited Use – Unacceptable uses of school unit computers or personal computers on campus include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Students may not use the school computers (or personal computers while on school property), the school's network and Internet services for any illegal activity or in violation of any school policy/procedure or school rules. The school assumes no responsibility for illegal activities of students while using school computers.
3. Violating Copyrights or Software Licenses – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the entity that owns the license to software. Unauthorized copying of software is illegal and may subject the copier to substantial

- civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.
4. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified.
 5. Use for Non-School-Related Purposes - Using the school computers, network and Internet services for any personal reasons not connected with the educational program or school assignments while connected to the school network. This rule shall also apply to personal computers while present on the school's property.
 6. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
 7. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school computers, network and Internet services or another student's computer, including but not limited to hacking activities and creation/uploading of computer viruses.
 8. Avoiding School Filters – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
 9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Students may not access blogs, social networking sites, etc. to which student access is prohibited while connected to the school network. Students may not use their own personal computers or any other computers for these purposes while present on school property.

Compensation for Losses, Costs and/or Damages – The student and her parents are responsible for compensating the school for any losses, costs or damages incurred for violations of policies/procedures and school rules while the student is using school computers, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers.

Student Security – Students must be wary of strangers. They should NEVER give out to strangers personal information about themselves, where they live, their phone number, age or where they are going. Meeting someone online does not make them safe or reputable. Unless introduced by a teacher or parent, anyone a student meets online is to be treated as a stranger. Students should inform their teacher or parent if they access information or messages that are dangerous, inappropriate, make them uncomfortable in any way or if a stranger is attempting to befriend them.

System Security – Any student who identifies a security problem with the school's computers, network or Internet must notify his/her teacher or the Principal as soon as possible.

Additional Rules for Personal computing devices Issued to Students by the School:

1. Students and their families are responsible for the proper care of personal computing devices at all times, whether on or off school property, including costs associated with repairing or replacing the device. Parents should be aware that they are responsible for any costs associated with loss, theft or damage to a computer issued to their child.
2. If a school computer issued to a student is lost or stolen, this must be reported to the Director of Technology as soon as possible.
3. The school's policy and rules concerning computer and Internet use apply to use of personal computing devices at any time on school property. Students are responsible for obeying any additional rules concerning care of personal computing devices issued by school staff.
4. Parents are responsible for supervising their child's use of their child's computer and Internet access when in use at home.
5. The school's computers may only be used by the student to whom it is assigned.

Additional Rules for Use of Privately-Owned Computers by Students:

1. A student who wishes to use a privately-owned computer or any electronic device capable of connecting to the school network, or otherwise for school use, to include, but not limited to cell phones, handheld computing and gaming devices, and personal entertainment devices in school must comply with these rules and guidelines as set forth above.
2. Use of personal owned devices may be denied while on school property if it is determined that there is not a suitable educational basis for the use.
3. The student is responsible for proper care of his/her privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
4. The school, and its employees, is not responsible for damage, loss or theft of any privately-owned computer unless caused by the school or its employees.
5. Students have no expectation of privacy in their use of a privately-owned computer while at school. The school unit reserves the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated school policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
6. The school unit may confiscate any privately-owned computer used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies. The computer will be returned only to the student's parent(s).

Photograph Release – Fontbonne Hall Academy publishes photographic images, and if necessary, prints the names of students in photographs accompanying materials published by the school, such as the yearbook and school newspaper, or in press releases and articles submitted to local or diocesan newspapers. **Please note that students will never be identified by name if they appear on the school website.**

Any parent/guardian not giving permission to Fontbonne Hall Academy for photograph use in school or publicity-related publications must notify the Principal in writing by the first day of classes.

School Premises Policies – This school reserves the right to search any item brought on to school property including, but not limited to, backpacks, pocketbooks/handbags, cell phones, tablets and laptop computers, if there is reasonable cause to do so.

Student E-mail Policy – Internet, web-based, student e-mail accounts are made available to all students attending Fontbonne Hall Academy for instructional purposes. Student access to e-mail is a privilege with a corresponding degree of responsibility for the user. As an instructional tool, student e-mail accounts are monitored and controlled by Fontbonne Hall Academy. This is a privilege extended to students to aid in their learning and may be withdrawn or modified by Fontbonne Hall Academy if it is misused. The user is responsible for their actions and will be held accountable for them.

General Risks include but are not limited to the following:

1. E-mails can often be immediately broadcasted worldwide and received by many intended and unintended recipients.
2. Users can easily send an e-mail to an incorrect address.
3. E-mail is easier to falsify than handwritten or signed documents.
4. Backup copies of e-mails may exist even after the sender or the recipient has deleted his or her copy.
5. Without benefit of face-to-face interaction, e-mails can be misinterpreted in tone and meaning.

General Information:

1. Because of the many internet and e-mail factors beyond our control, we cannot be responsible for misaddressed or interrupted e-mail.
2. E-mail is best suited for routine matters and simple questions. Students should not send Fontbonne Hall Academy e-mails for urgent or emergency situations or for matters requiring an immediate response.

3. E-mail should not be used for communications regarding health information for the student or any other person at any time whatsoever. It is against the law to disclose another person's health condition or medical condition without their legally proper consent.
4. The student is responsible for protecting their password or other means of access to e-mail.
5. The student e-mail system has been configured with the following constraints – (a) Student e-mail accounts will be of a finite size. Students should save important messages as text or word processing documents to their desired storage location; (b) To prevent the spread of computer viruses, the ability of the system to send and receive attachments will be controlled including the prohibition of sending attachments in Fontbonne Hall Academy's sole discretion.

As Administrators of the student E-mail system, Fontbonne Hall Academy will:

1. Enable and disable student accounts as needed for instructional reasons.
2. Access and read student e-mail for the purpose of monitoring appropriate student use.
3. Supervise student use of the e-mail system.
4. Maintain a file of their student's signed consent forms.

Student responsibilities include:

1. Students should never put personal information in the e-mail messages (name, phone number, age, home address).
2. Students must not use e-mail in an inappropriate or offensive manner.
3. Students are responsible for returning the signed "Signature Page" at the end of the Student Handbook before e-mail accounts will be issued.
4. Students will adhere to the Fontbonne Hall Academy Computer Use – Internet Policy.
5. Students will adhere to the terms contained herein.

General Terms of Use: An e-mail account is provided as a support to the instructional process and consequently any and all messages are open for review by the assigning instructor or Fontbonne Hall Academy Administrators. In maintaining and securing the system, technology support personnel may also have access to the message traffic. Following these guidelines and applying common sense to evaluate your actions in using the system:

1. Messages must not contain profanity, obscene comments or sexually explicit materials.
2. Messages must not contain racist, sexist, religious or generation derogatory content. Respect for members, Fontbonne Hall Academy and the general community is expected and should be expressed.
3. User identity will be accurately reflected in all message traffic.
4. No virus, program, or addition will be introduced into the system which alters its operation, destroys or damages data or renames or relocates files.
5. Passwords, or other access codes or identifiers, are not to be shared by student users. No student is authorized to use any other person's personal identification, password or e-mail account.
6. Overall message volume or routing should not absorb a disproportionate amount of e-mail system resources.

Smoking – Smoking is harmful to adolescents' health, and can lead to addiction. Smoking or possession of materials (including but not limited to cigarettes, e-cigarettes, matches, lighters, vaporizer pens, or liquid cartridges,) is not permitted on school grounds or within a one block radius of the Fontbonne campus, at school-sponsored events, or while traveling to or from school or school-sponsored events. In particular, possession of a vaporizer pen could be considered drug paraphernalia, (see Substance Abuse Policy.)

Consequences for possessing or using any materials could include:

- Multiple days of detention
- Suspension
- Referral to counseling agency
- Meeting with parent/guardian
- Dismissal from Fontbonne

Repeated behaviors will be grounds for immediate dismissal.

Substance Abuse Policy – Fontbonne Hall recognizes substance abuse as a human problem and therefore wishes to provide assistance wherever needed. Fontbonne also recognizes its responsibility to assist in the prevention of drug usage among its students. Individual student support and health education classes, help with this effort, which requires the cooperation of every student as well as every faculty member. Where cooperation is not practiced, however, the school will act to protect the welfare of the student body and, as is its obligation, will cooperate with existing laws and law enforcement agencies.

We distinguish between the student who recognizes her problem and seeks help and the student who brings drugs into the school or purchases, sells, or exchanges them on school property.

Policy Guidelines:

- A student who feels that drugs or alcohol have become a problem for her is encouraged to approach in confidence a Counselor, or any member of the faculty, particularly her Faculty Advisor. After careful consideration and personal discussion between the two parties, a plan of action will be determined which will involve use of counseling service or use of outside agencies or private doctors as suggested by the Counselor.
- Students found to be in possession, sale or exchange of drugs or alcohol in the school or in school related activities will be subject to penalties commensurate with the gravity of their actions. All penalties and further action will be at the discretion of the Principal and Assistant Principal.

Possession, Use, Sale, and/or Exchange of Drugs Policy Statement:

- Immediate referral to the Principal.
- Notification to parents.
- Investigation.
- Suspension.
- Evaluation of the situation by the Principal who, depending upon all factors involved, will choose either:
 - a. Immediate dismissal.
 - b. Referral to an appropriate outside agency for assistance with the provision that evidence be shown that professional assistance was being rendered and the student's illegal behavior cease immediately. Should the student repeat this possession, use, sale or exchange even while obtaining professional assistance, it would be grounds for immediate dismissal.

GENERAL SCHOOL PROCEDURES AND POLICIES

Comprehensive Attendance Policy – Fontbonne Hall Academy is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for success in school. **Students must be present for all scheduled periods of instruction to be marked present for the school day.** If a 12th grade student is unscheduled 8th and/or 9th period, she may leave. If a 9th grade, 10th grade or 11th grade student is unscheduled 9th period, she may leave. If a student has been absent for more than four (4) days per quarter without documentation from a doctor, she may forfeit the credit for the course(s) she has missed. Any exception to this policy will be at the discretion of the Administration.

Leaving Early – Students who must leave school prior to the end of the school day must submit a note to their FA teacher, which must be approved by the Principal or Assistant Principal. A parent or guardian must sign the student out at the designated time at the reception desk. This will be noted as unexcused until documentation, such as a doctor's note is provided. Additionally, if a student leaves early more than three (3) days per quarter, for reasons other than sickness or death in the family, court appearance or attendance at a medical appointment, the student will be referred to the Assistant Principal.

Absence – In accordance with the New York State Department of Mandates, an accurate record is kept of each student's attendance in school. Excused absences include sickness or death in family, religious observance, court appearance(s) and attendance at medical appointments. All other reasons are considered unexcused absence(s). A student's absence must be reported by a parent/guardian between

8:00 a.m. and 9:00 a.m. No student may call herself out on a day of absence. A note signed by a parent/guardian and signed by the FA teacher on the day the student returns to school is required. Failure to do so will result in a detention.

Excessive Absence - If a student is absent more than three (3) days in a quarter without a medical reason, the Attendance Secretary will notify the Assistant Principal and the Assistant Principal will notify the parent(s). The Assistant Principal will then schedule a meeting with the parent(s). If absent for five (5) consecutive school days due to illness, a doctor's note will be required to return to school.

Absences / After School Activities - No student may participate in or attend a practice, scheduled game or competition on a specific day if she has been absent on that day or has been sent home by the nurse because of illness. This applies to all after school activities.

Grade 12 students are excused from being absent if a letter from the College Admissions office is submitted along with an absence note. We HIGHLY RECOMMEND that college visits take place on weekends or school holidays. If a student misses school for an excessive number of college visits (more than 3), at the discretion of the Assistant Principal, her course credits may be jeopardized and she may be suspended from participating in 12th grade events.

Fontbonne Hall Academy strongly discourages the planning of family vacations or other non-academic events on scheduled school days. These absences are unexcused.

Long-Term Absence - Students who are removed from the regular attendance register and are placed on home instruction shall not be considered to be absent from their regular classes during that time. Students who have long-term illnesses, or extenuating circumstances, will be evaluated on an individual basis by the Assistant Principal. All final determinations regarding attendance are at the discretion of the Administration in consultation with the subject teacher.

Lateness - Students must be present in their first period classroom by 8:00 a.m. Any student not in class by the second bell (8:00 a.m.) will be marked absent. Students who arrive after 8:00 a.m. will receive a late pass. After three (3) unexcused latenesses a detention will be issued. After six (6) unexcused latenesses, a parent/Assistant Principal conference will take place. Excused late passes will only be issued when a doctor's note is provided for an early blood test appointment or when advised of a serious traffic incident.

Perfect Attendance Award - A Perfect Attendance Award is presented to 12th grade students who have not been absent during their four years at FHA. In addition, these students have not had more than 3 late arrivals and/or early dismissals from school in any given year (excused or unexcused). Official college visits can be excused up to 3 times. The student must produce official documentation of such visit to the Attendance Secretary upon return.

Confidentiality – Teachers will keep confidential information entrusted to them as long as no one's life, health or safety is at stake.

Faculty Advisory Group (FA) – Each student is assigned at the beginning of 9th grade to a homeroom known as FA (faculty advisory group). This group remains together throughout the four years of high school developing a unique identity and sense of belonging. The time spent in FA has many purposes. It allows for:

- Official attendance taking.
- Distribution of important notices.
- Information sharing and celebrations.
- Interaction between the FA teacher and students.

Field Trip Policies/Forms – Field trips are privileges and students will be denied participation if they fail to meet academic and/or behavioral requirements. Students who fail to submit proper permission forms and who

have not alerted all of their teachers as to her upcoming absence will not be allowed to participate. Telephone calls will not be accepted in lieu of written permission. Parents may refuse to allow their daughter to participate.

Principal’s Right to Amend Handbook – The Principal has the right to amend the handbook for just cause, and if so, parents will be given prompt notification when changes are made.

School Events – Students at Fontbonne-sponsored events represent the school even if the event is not on campus. Promotion of these events on campus, (i.e. distributing tickets or other items) is limited to before or after school unless permission is granted in advance by the Principal or Assistant Principal. Promotion of non-school-related events **is never permitted** on campus at any time unless permission is granted in advance by the Principal or Assistant Principal.

School Closings – If the NYC Public Schools close due to severe weather conditions, Fontbonne Hall Academy will also close. For any other closings or in the case of a delayed opening, an E-Blast will be sent via e-mail, text, and phone and a message will be posted on the school website.

School Schedule – Fontbonne Hall operates on a six-day cycle. Various time schedules will be used during the school year:

<u>28-minute periods (Dismissal at 1:00 p.m.)</u>		<u>29-minute periods (Assembly beginning at 8:15 a.m.)</u>	
1 st	8:00 – 8:28	FA	8:00 – 8:12
FA	8:31 – 8:49	1 st	10:00 – 10:29
2 nd	8:52 – 9:20	2 nd	10:32 – 11:01
3 rd	9:23 – 9:51	3 rd	11:04 – 11:33
4 th	9:54 – 10:22	4 th	11:36 – 12:05
5 th	10:25 – 10:53	5 th	12:08 – 12:37
6 th	10:56 – 11:24	6 th	12:40 – 1:09
7 th	11:27 – 11:55	7 th	1:12 – 1:41
8 th	11:58 – 12:26	8 th	1:44 – 2:13
9 th	12:29 – 1:00	9 th	2:16 – 2:45

<u>30-minute periods (Dismissal at 1:15 p.m.)</u>		<u>33-minute periods (Mass/Assembly 8:20- 9:20 a.m.)</u>	
1 st	8:00 – 8:30	FA	8:00 – 8:18
FA	8:33 – 8:51	1 st	9:23 – 9:56
2 nd	8:54 – 9:24	2 nd	9:59 – 10:32
3 rd	9:27 – 9:57	3 rd	10:35 – 11:08
4 th	10:00 – 10:30	4 th	11:11 – 11:44
5 th	10:33 – 11:03	5 th	11:47 – 12:20
6 th	11:06 – 11:36	6 th	12:23 – 12:56
7 th	11:39 – 12:09	7 th	12:59 – 1:32
8 th	12:12 – 12:42	8 th	1:35 – 2:08
9 th	12:45 – 1:15	9 th	2:11 – 2:45

<u>33-minute periods (Delayed Opening 9:00 a.m.)</u>		<u>40-minute periods (Normal Bell Schedule)</u>	
FA	9:00 – 9:20	1 st	8:00 – 8:40
1 st	9:23 – 9:56	FA	8:43 – 9:01
2 nd	9:59 – 10:32	2 nd	9:04 – 9:44
3 rd	10:35 – 11:08	3 rd	9:47 – 10:27
4 th	11:11 – 11:44	4 th	10:30 – 11:10
5 th	11:47 – 12:20	5 th	11:13 – 11:53
6 th	12:23 – 12:56	6 th	11:56 – 12:36
7 th	12:59 – 1:32	7 th	12:39 – 1:19
8 th	1:35 – 2:08	8 th	1:22 – 2:02
9 th	2:11 – 2:45	9 th	2:05 – 2:45

Uniform Policy – Good grooming and professional attire is critical for preparing young women for their future. Uniforms are an outward sign of the community to which we belong and for which we hold pride. Wearing the various parts of our uniform which are clean and well-tailored speak to who we are as a school community. Therefore, our uniform requirements are:

Blazers: Optional.

Blazers may be worn in the classroom or as outerwear when weather conditions dictate. They may be worn in lieu of/or with the school sweater.

Hair: Style, color, and accessories must be in keeping with our school standards for appearance. No head covering, except for religious reasons. Hair may not be colored a shade that is unnatural. The determination of appropriate hair color is at the discretion of the Administration.

Off Campus Dress Code: Any student who participates in an off campus school sponsored activity is expected to dress appropriately. Any apparel that is deemed unacceptable by the Administration, may result in the student's forfeiting the privilege of participating in such activity.

Outerwear: Outerwear should be appropriate, clean and well-tailored. Winter coats (ex: North Face, Pea coats) or jackets are the only types of clothing that should be worn to and from school and may be worn between buildings but not in class or in the cafeteria during lunch periods. Hoodies and sweat jackets are not permitted on campus.

Physical Education: The school physical education uniform must be worn and for safety reasons, no jewelry is allowed.

Piercings: No visible and/or external piercings may be worn in school. This includes nose, tongue, lip, brow or any facial piercings. Ears may be pierced.

Scarves: Solid gray, solid navy, solid white, or uniform FHA scarves may be worn. Eternity scarves are acceptable.

Shirts/Pants: Only uniform white or gray shirts and blue or gray pants may be worn.

Shoes: The following are acceptable school shoes:

- White Cross school shoe #3305G*
- Dr. Martins #1461*
- TOMS Black on Black Slip-Ons

No other slip-ons, sneakers, or Uggs may be worn, but solid black leather lace-up shoes with a heel no higher than one (1) inch, similar in style to those above (*), are also acceptable. In inclement weather, alternate footwear may be worn to school.

Skirts: Uniform skirts with hemlines not more than 3" (inches) from the top of the knee. Any alteration that damages the skirt will require that a new skirt be purchased. **If a student receives two (2) detentions for a short skirt, she will be required to wear uniform slacks for the remainder of the school year.**

Sweater: For grades 9, 10 and 11, the uniform sweater in navy blue may be worn in class. For grade 12 the navy blue school sweater or the senior sweater may be worn in class. No fleece, sweatshirts or hoodies may be worn at any time with our formal uniform.

Tights/Socks: Only opaque tights in solid colors navy, dark gray, or black may be worn. White, navy, dark gray or black socks must be worn with slacks and only with the skirt when the weather dictates and an announcement is made. Socks may not be worn over opaque stockings.

Any student who borrows a uniform part (shoes, skirt, shirt) must make a donation to Lifestream. Shirt and skirt must be laundered before returning. Tights/socks must be purchased.

MEDICAL SERVICES AND POLICIES

Admission Physical – A physical examination dated the year of admission to Fontbonne Hall Academy is mandatory for all 9th graders. All findings are to be noted on the Fontbonne Hall Academy medical form which can be downloaded from our website on the “Nurse” page or can be obtained from the Nursing Office. This form must be signed, dated and stamped by a Physician.

Concussion Policy – Because of the 2012 passage of The Concussion Awareness and Management Act, Fontbonne Hall Academy has adopted the following policies and guidelines in the management of head injuries. Any student demonstrating signs, symptoms or behaviors consistent with a concussion while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the activity and be evaluated as soon as possible by an appropriate health care provider. The Coach/School Nurse will notify the parents or guardians and recommend medical evaluation as soon as possible.

If a student sustains a concussion at a time other than when engaged in a school sponsored activity, the school expects the parent/guardian to report the condition to the Coach and the School Nurse so that the school can support the appropriate medical management.

No student-athlete will be permitted to return to play or school without medical clearance from an appropriate healthcare provider. Recovery from concussion varies and avoiding re-injury is essential to recovery. Any student who continues to have signs and symptoms upon return to activity must be removed from play and re-evaluated by their health care provider.

Dismissal Due to Illness – Any student that becomes ill during class must inform her subject teacher that she needs to see the nurse and must be issued a pass by the subject teacher. Students are not allowed to go to the Nurse’s Office between classes. No student should call her parent before going to the nurse’s office; such a violation will warrant a detention. Appropriate action will be recommended by the School Nurse. If it is necessary for the student to be sent home, the School Nurse will telephone a parent who must come himself/herself, or send an authorized adult to take the student home. Parents/designated adults must sign the student out from the attendance desk. A parent/guardian can request a cab to take their daughter home. The student must call the Nursing Office when she arrives home.

Immunizations – All students must show documentation of complete immunization as mandated by New York City and State Law. No student will be admitted to school without proof of immunization.

Injury at School – Accidents that occur in the school building or on the school premises must be reported immediately to the School Nurse and the Principal. The student’s parent will be called and appropriate action will be taken. When the School Nurse or a school representative deems that emergency treatment is necessary, 911 will be called and that student will be taken to a hospital Emergency Room with a school representative. Parents will be notified immediately.

Injury off School Premises but During a School Activity – Accidents or injuries that occur during a school sponsored activity such as a Fontbonne sports team match or game or a school sponsored and supervised trip must be reported to the Coach or responsible chaperone immediately. The student’s parent will be called and appropriate action will be taken. When the Coach or chaperone deems that emergency treatment is necessary, 911 will be called and that student will be taken to a hospital Emergency Room with a responsible adult. The Coach or chaperone must complete an Accident Report which should be given to the School Nurse on the next academic day.

Medication – Any student requesting over the counter (OTC) medications **must** have a parental consent on file in the Nursing Office. Only those medications which are necessary to maintain the student in school and which must be given during school hours should be administered. No medication should be brought into school without knowledge of the Health Office.

Carry and Self Administer Medication: Those medications such as an inhaler or Epi-Pen will require a physician order and parent consent for the student to carry and self-administer. An extra inhaler and Epi-Pen should be kept in the Nursing Office.

Other Medications: If a student needs to be administered medication in school a Medication Administration Form must be completed. The medication must be delivered to the Nursing Office in its original container from the pharmacy. Medication orders must be renewed annually if there is a change in dosage. The pharmacy label does not constitute a written order from a licensed provider.

Nursing Office – The nursing office is located on the 1st floor in the Ita Ford building. The office is staffed by a full-time Registered Nurse. The nursing office is open Monday through Friday during regular school hours.

Return to School after Illness/Injury – A physician’s return to school note is required for a student who was absent due to surgery, injury and/or communicable diseases including conjunctivitis (pink-eye). The note should list if the student has any physical and/or academic limitations such as no physical education for a limited time or a double set of books. Injured students who return to school with the use of crutches, walking boot and other orthopedic devices must have written permission from their physician to walk from building to building and to use the stairs. These students will be allowed extra time traveling from class to class and will be assisted by another student.

Special Health Care Needs – Asthma/Allergies: Any student with asthma and/or severe allergies must keep an extra inhaler and Epi-Pen in the Nursing Office. If there is any change in the medical condition of these students, the School Nurse must be notified by the parents or guardian.

Chronic Illness: Students diagnosed with a chronic illness such as diabetes must submit yearly medical documentation concerning glucose testing.

Section 504 Accommodations: Those students requesting accommodations due to physical condition can obtain the form from the Nursing Office. The Director of Student Support will approve all requests for 504 accommodations.

Sports Participation – Any student participating in interscholastic sports at Fontbonne High School must have on file in the Nursing Office an annual medical clearance and a concussion form. All physicals for participation in school sports shall be valid for a period of 12 months through the last day of the month in which the physical was conducted. A student-athlete will not be allowed to participate or try out for any athletic team until all forms are reviewed and on file in the Nursing Office. These forms can be obtained from the Athletic Director, School Nurse or on the Fontbonne High School web page under Nurse.

Transfer Physicals – A physical examination is mandatory for all transfer students to Fontbonne Hall Academy. The form must be signed, dated and stamped by a healthcare provider. The form must be dated by the provider within the 12 months preceding attending Fontbonne Hall Academy.

PARENT ASSOCIATION

The Fontbonne Hall Academy’s Parent Association is composed of parents of Fontbonne students. The social and fundraising services of these dedicated people are a great resource for the school.

PERSONNEL

Administration –	Mary Ann Spicijaric	Principal
	Lauriann Wierzbowski	Assistant Principal

Chairperson -

Neli Brussi	World Language
Breeda Connolly	Social Studies
Dawn Duggan	Mathematics
Rosemarie Ganser	Computer Technology
Fred Herron, Ph.D.	Religious Studies
Adam Segall	Science
Katherine Sollazzo	Student Support
Linda Winslow	English

Faculty –

Roberto Alarcon	Mathematics
Michal Ashkenazy	Science
Raymond Bailey III	Music
Catherine Barton	Mathematics
Tania Castillo	Science
Jenna Caufield	Social Studies
Michele Cipriano	Religious Studies
Megan Correira	Religious Studies/Science Research
Maryann DeLuca	Religious Studies
Concetta Durso	Mathematics
Danielle Glasser	English
Nicole Marinello	English
Jennifer McNiff	Social Studies
Katty Moncada	World Language
Phillipa Morrish	College & Career Transition Seminar
Thomas Murawski, Jr.	Science
Ellen Nicoll	Physical Education
Patricia O'Leary Proseus	Physical Education
Marangelis Pagan	World Language
Magdalena Sosa	English
Corene Suhr	Art / Graphic Designer
Alla Tandilashvili	Science
Victoria Tomasulo	World Language
Daniel Ugenti	English
Christine Wilde	Social Studies
Alexandra Wurglics	Social Studies

Student Services -

Assistant Director of Finance	Effie Maldari
Campus Minister	Megan Correira
Chaplain	Msgr. Robert Romano
College Bridge Program Director	Maryann DeLuca
Director of Admissions	Victoria Adamo
Director of Alumnae Relations	Gloria Musto
Director of College Advisement / Student Support	Katherine Sollazzo
Director of Development	Nancy Exume
Director of Finance	Joanne Russo
Director of Student Activities	Jenna Caufield
Director of Technology	Marek Surdyka
Health Services	Fran M. Essex, R.N.
Spiritual Counselor	Fred Herron, Ph.D.
STEM Specialty Programs Coordinator	Adam Segall
Student Affairs Coordinators	Catherine Barton and Sister Rosemarie DeLauro, CSJ
Student Support Services	Sarah Stevenson

Staff –	Administrative Assistant (Development)	Stacy Tsangaris
	Administrative Assistant (Main Office)	June Deteskey
	Administrative Assistant (Principal)	Linda M. Jean-Louis
	Administrative Assistant (Student Support)	Cathy Marinello
	Attendance Secretary and Receptionist	Denise Benware

Year Coordinators –	Grade 9	Concetta Durso Marek Surdyka
	Grade 10	Magdalena Sosa Daniel Ugenti
	Grade 11	Danielle Glasser
	Grade 12	Dawn Duggan Nicole Marinello

CLUBS / MODERATORS

American Red Cross Club	Fran M. Essex, R.N.
Bonnie Bluestockings (Book Club)	Linda Winslow
Bonnies for Health	Rosemarie Ganser
CSJ Club	Megan Correira
Culture Club	Marangelis Pagan
Cyber Girls	Marek Surdyka
Drama Moderators	Raymond Bailey and Danielle Glasser
FADD	Alla Tandilashvili and Christine Wilde
Folio Newspaper	Nicole Marinello
Friends for Life	Breeda Connolly
Girls Who Code	Marek Surdyka
Lifestream	Danielle Glasser
National Honor Society	Megan Correira and Maryann DeLuca
Political Issues	Christine Wilde
Respect	Ellen Nicoll
SAC	Jennifer McNiff
Speech and Debate	John Herron
Sports Night	Marangelis Pagan
Yearbook / Fountain 2017 - 2018	Daniel Ugenti

SPORTS / COACHES

Athletic Director	Romeo Petric
Basketball Varsity	Stephen Oliver, Jim Monohan and Mike Sammon
JV	Bob Atanasio
Cheerleading Varsity	Ken McCarthy and Nicole Romano
JV	Amanda Strano
Golf Varsity	Bill Eisenhardt
Lacrosse Varsity	Ralph Bianco
Soccer Varsity	Leiv Knutsen and Anthony DiCarlo
Softball Varsity	Frank Marinello and John Heinsch
JV	Ella Sicurelli-Greber and Ariana Dillon
Swimming Varsity	Kathi Kocur, Joseph Verponi and Charles Boulbol
Tennis Varsity	Nancy Tinalli
Track Varsity	John Tutone
Volleyball Varsity & JV	Linda Strong and Brianna Johnston

STUDENT SERVICES

Driver's Education – Students who wish to register for the program must obtain an application from the School Finance Office when announced.

Metro Cards – Metro Cards are issued to each student based on eligibility. If a card is lost, please report it to the Main Office. If cards are lost, based on the limited number of cards, new cards will not be reissued.

STUDENT ACTIVITIES COUNCIL

Executive Board	School President	Kristina Scarfo	('18)
	Vice President	Margaret Comer	('19)
	Coordinating Secretary	Sabrina Gheller	('18)
	Recording Secretary	Rebecca Kaminski	('18)
	Treasurer	Helen El-Achkar	('19)
Class Presidents & Representatives	Grade 12 President	Lauren O'Keefe	('18)
	Grade 12 Representative	Caitlyn Schmidt	('18)
	Grade 11 President	Daniella DiCarlo	('19)
	Grade 11 Representative	Graciella Mass	('19)
	Grade 10 President	Isabella Chirico	('20)
	Grade 10 Representative	Stephanie Gutwirth	('20)
	Grade 9 President	Shannon Greene	('18)
Chairpersons:	Athletic	Brianna Alicandro	('20)
		Christina Bruno	('19)
		Megan Liu	('19)
	Social/Publicity	Sophia Appel	('18)
		Marissa DeVito	('18)
		Francesca Mavica	('19)
		Ociana Menuau	('19)
		Julianna Recchia	('19)
		Catherine Santora	('19)
		Arianna Trapani	('18)
	Falon Veccia	('18)	
	Respect	Sophia Mahaney	('18)
		Sabrina Meristil	('18)
	Technology	Spiridoula Hatziminadakis	('18)
		Ashley Kelly	('18)

Moderator – Jennifer McNiff

Student Parking – Students who drive to school, must find proper parking spaces. Double parking is illegal and a source of annoyance to our neighbors. No student is ever allowed to park in spaces on the street designated for faculty use or in either faculty parking lot.

Student Residence – The student must notify the Main Office of any changes of address and/or phone or any other change important to her permanent record.

Working Papers – Working papers can be obtained from the Nursing Office. An application needs to be signed by a parent/guardian. A note from a physician stating that student is physically fit to work and proof of age such as a birth certificate, passport, and/or driver's permit needs to accompany the signed application. Application forms can be downloaded from www.fontbonne.org under the Nurse's page.

SIGNATURE PAGE

Please detach and return this portion to your daughter's Faculty Advisor during the week of September 11, 2017

DAUGHTER'S NAME _____

FACULTY ADVISOR GROUP NO. _____

- I have read and reviewed the contents of the FONTBONNE HALL ACADEMY SCHOOL CALENDAR - STUDENT HANDBOOK.
- I have read and will comply with the **Student E-mail Policy**.
- I have read and will comply with the **Student Computer and Internet Use Rules**.
- I have read the contents of the **Photograph Release** and will permit use thereof.

I agree with the philosophy of the school and will hold my daughter responsible for the regulations and policies included in the 2017 ~ 2018 School Calendar/Student Handbook.

Parent's Signature

Student's Signature

Date