



Student Handbook
2023 - 2024

History of Fontbonne Hall Academy – In the shadow of the Verrazano Bridge, overlooking the cold waters of the Narrows, stands Fontbonne Hall Academy, 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 Academy.

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 Academy can rejoice in a proud heritage of over 80 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 Williamsburg. 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 Academy 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 ACADEMY, 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 Academy,
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 Services Department advises each student about her course of study. Online courses are used to supplement course offerings when a student has a reasonable request to take a course not offered at Fontbonne. The course offerings are as follows:

Cross-Disciplinary Studies	AP Seminar AP Research
English	9, 9H 10, 10H 11 12 AP English Language AP English Literature Print Journalism Broadcast Journalism
Fine Arts and Practical Arts (FAPA)	Music Appreciation Concert Chorus, Chamber Choir, Introduction to Keyboarding Visual Perception Major Art 1, 2, 3 Digital Media & Photography Health Education Physical Education 9, 10, 11, 12, Leaders Introduction to Business, Business Management, and Marketing Entrepreneurship Dance
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 AP Statistics
Religious Studies	9, 10, 11, 12
Science	Regents Living Environment Regents Biology H Chemistry, Chemistry H Physics, Physics H Anatomy and Physiology Forensics AP Biology AP Chemistry

	AP Environmental Science AP Physics
STEM	Computer Science 1 AP Computer Science Principles Brown University Pre-College Scholars Program in Engineering Engineering Capstone 1, 2
Social Studies	Global History & Geography 9, 9H, 10 US History & Government Government / Economics Street Law and Modern Politics Child Development AP World History: Modern AP US History AP Psychology
World Language	Italian 1, 2, 3, 3H, 4H Spanish 1, 2, 3, 4, 4H Latin AP Italian Language & Culture AP Spanish Literature & Culture
Non-Credit Courses	Career and Financial Seminar First Aid / CPR Nursing Seminar

Diploma Requirements –

Fontbonne Hall Academy Regents Diploma

Religion	4 units	
English	4 units	plus The English Language Arts CC Regents Examination (Grade 11)
Social Studies	4 units	plus The Global History & Geography Regents Examination (Grade 10) plus The U.S. History & Government Regents Examination (Grade 11)
Mathematics	3 units	plus The Algebra I CC Regents Examination (Grade 9)
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 Academy Advanced Regents Diploma

Religion	4 units	
English	4 units	<i>plus</i> The English Language Arts CC Regents Examination
Social Studies	4 units	<i>plus</i> The Global History & Geography Regents Examination <i>plus</i> The U.S. History & Government Regents Examination
Mathematics	3 units	<i>plus</i> The Algebra I CC Regents Examination <i>plus</i> The Geometry CC Regents Examination The Algebra 2 CC Regents Examination
Science	3 units	<i>plus</i> The Living Environment Regents Examination and <u>at least one</u> Regents in: Physical Setting/Chemistry Physical Setting/Earth Science Physical Setting/Physics
World Languages	3 units	<i>plus</i> The Alternate Language Examination (level 3/3 rd year)
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 x 0.5 =) 45 to the sum and 0.5 to the divisor. Refer to the table below for courses that are weighted.

***Please note, these weights are automatically added. The grade displayed in PowerSchool already has the added points calculated.**

Four points additional weight	Six points additional weight
English 9H, 10H Global History 9H Major Art 1, 2, 3 Algebra 1H Geometry H Algebra 2H Pre-Calculus H Biology Honors Chemistry H Italian 3H, 4H Brown University Pre-College Scholars Program in Engineering Engineering Capstone Spanish 4H	AP English Language & Composition AP English Literature & Composition AP Calculus AB AP Calculus BC AP Statistics AP Spanish Literature & Culture AP Italian Language & Culture AP Biology AP Chemistry AP Physics AP Environmental Science AP World History: Modern AP United States History AP Psychology AP Seminar AP Research AP Computer Science Principles

Formula for Calculating your GPA – Where G# stands for the final average you earned in a course.

FORMULA

$G1$ (credit weight) + $G2$ (credit weight) + + $G\#$ (credit weight) = Total Points

Total Points ÷ total credit weight = GPA

*Note: Health, PE, Latin and some elective courses have a credit weight of 0.5. All credit weights can be found in the course catalog on the school website.

EXAMPLE

Algebra 1 – 92
Religion 9 – 90
English 9H – 91
Global History 9H – 95
Living Environment – 89
Spanish 1 – 88
Visual Perception – 96
Music Appreciation – 95
PE9 – 100

Formula
$92(1) + 90(1) + 91(1) + 95(1) + 89(1) + 88(1) + 96(0.5) + 95(0.5) + 100(0.5) = \mathbf{690.5} \div \mathbf{7.5} = \mathbf{92.067}$

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. GPAs are rounded to the 2nd decimal place.

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 unweighted 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 10th and 11th grades.

- 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: FHA AGAINST CANCER, MAGNIFY, RESPECT, SAC, and STUDENTS FOR SOLDIERS.
- A total of 35 hours of Community Service (20 additional hours to the 15 hours required by Fontbonne Hall Academy) beginning in 9th grade.
- 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 one selection period each year which begins in late March of sophomore or junior year, ends with official notification in May, and culminates in a September Induction Ceremony.

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.

The selection of members to the MSJF Chapter shall be by a majority vote of the Faculty Council (consisting of five faculty members appointed by the Moderators). The NHS Chapter advisers shall be the

sixth and seventh, non-voting, ex-officio members of the Faculty Council. Prior to notification of any candidates, the NHS Chapter Advisers shall review with the Principal the results of the Faculty Council's deliberations.

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.

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 Grades 11 and 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.

Juniors and Sophomores will be considered for NHS membership. The selection process will happen in March for induction in the following Fall which makes the 35 hours of community service and membership in a service-oriented club a requirement beginning in 9th grade.

Moderator – Magdalena Sosa

Scholars Society

Mission – The Scholars Society aims to recognize outstanding incoming FHA students and to provide a pathway to excellence in academics, service, and leadership. In this way, Fontbonne's Scholar Society prepares students to meet the requirements of National Honor Society as well as prepares students to be competitive in the college process.

Requirements:

- Maintain a 90+ average.
- Complete a total of 30 hours of Community Service (15 additional hours to the 15 hours required by Fontbonne Hall Academy).
- Participate in 3 clubs or teams (one must be service oriented).
- Serve as a peer tutor.
- Members must attend all meetings and events.

Moderator – Magdalena Sosa

Social Studies Honor Society

Fontbonne's Social Studies Honor Society recognizes students who have a passion for and excel in the field of social studies. This is for students who not only do well in their classes, but also have an interest in involvement outside the classroom.

Moderator – Sara Cook

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. This includes submitting work from a peer. If students plagiarize by submitting the same assignment as a peer, both parties would be subject to disciplinary consequences. *If evidence of plagiarism exists in the student’s work, the student will receive a “0” 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 “0” 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 the Algebra 1, English, Global History, Living Environment, or U.S. History Regents exam, it 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. **Report cards will not be printed.** 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. After missing one (1) test due to absence, it is the teacher’s discretion whether or not additional tests missed due to absence can be made up each quarter.

Tuition Scholarships – Renewable Academic Scholarships are awarded to incoming grade 9 students based on past academic performance, achievement on the TACHS exam and scholarship 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 periods are designed to provide academic reinforcement through the use of educational and technological resources. Inquiry, quiet discussion, research and all activities accompanying independent but guided learning are at the heart of a resource period. 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: 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, the Ita Ford Anniversary and Christmas. 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, Junior Ring Day, Senior Day, and a Lenten Day of Reconciliation. A Senior Baccalaureate Mass is celebrated as well.

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. Each of the four retreat experiences builds in time to separate from our usual routine to allow for student reflection and the opportunity for a deepening of faith, which is equal in importance to earning academic credits. As such, participation in each of the retreat experiences is an expectation for all students. 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.

Other Programs and Opportunities: Sacramental Preparation; 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 – Sacred Heart Academy, Hempstead – The Mary Louis Academy, Jamaica Estates).

College Bridge Program – Fontbonne Hall Academy is affiliated with St. John's University, St. Joseph's College, and St. Francis College (11th and 12th graders) as well as Long Island University School of Health Professions and SUNY Albany (from 10th grade) 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 student. The credits may be transferable to other colleges and universities across the country. These courses are taught by highly qualified Fontbonne faculty at the high school. Students who register for these courses will earn both Fontbonne 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. Questions can be directed to the Director of College Bridge Programs, Mrs. O’Leary Proseus.

Student Support Program – The goal of Student Support Services is to assist our students in having the most academically and socially 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.

Learning Needs:

- Individual Education Services Plan (IESP) – Students with accommodations through their IESP must submit required documentation and complete annual reviews in accordance with the New York City Department of Education's Committee on Special Education (CSE). Testing accommodations or other services are determined by the Director of Student Support once documentation has been received.
- Individual Health Plan (IHP) – Students who have a medical condition or diagnosis that does not impact learning, are eligible for an IHP. This may be a recommendation from the Nursing Office or Student Support. A meeting to further discuss needs and a plan will take place before approval.
- Section 504 Accommodations – Students requesting accommodations due to a physical condition that impacts learning, can obtain the 504 forms from the Nursing Office. The Director of Student Support will review and approve as necessary requests for accommodations. This must be completed each year.

A complete and up to date IESP or 504 plan that states a student needs extra time is required in order for accommodations to be put in place. If documentation is not up to date, it will be assumed the student is no longer in need of the testing accommodation and be removed from our extended test time list.

If there is an extenuating circumstance that would require a student to receive extra time, such as an injury or recent medical diagnosis, close to exam dates, please contact Student Support Services as soon as possible to discuss said injury or medical diagnosis.

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. 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.

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, recommendation letters 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, standardized test scores and scholarship exam. Apart from scholarships, financial need will be considered for financial aid which is **NOT** renewable. You must re-apply for financial aid each year.

For additional information about procedures or scholarship information, please contact Megan McCombs at mccombs@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 Megan McCombs at mccombs@fontbonne.org.

The Development and Alumnae Relations Office is the gatekeeper of all fundraising efforts conducted on behalf of the Institution. Fundraising includes, but is not limited to, donations to the annual fund, special events, grants, capital campaigns, bequests, and donations of property among other ancillary options. The Alumnae Relations Coordinator spearheads all fundraising efforts made on behalf of the school with the help of Parents and the Development Office.

Both the Alumnae Relations Coordinator and the Development Office use mixed media to keep all constituents informed. The use of print materials, digital newsletters, and emails are sent on a regular basis to the different constituent groups. The school website is updated on a regular basis as well for all “events” as well as all social media platforms such as Facebook, Twitter, and Instagram.

The Development Office spearheads the Annual Fund giving campaigns throughout the year and any major giving campaign as well special-fundraising events.

Reunions are held the last Saturday of October each year for classes celebrating 5-year graduation intervals. All graduates within those celebration years are invited.

The Development and Alumnae Relations Office also maintains the donor and alumnae database for use for mailings and donor information. All students and parents are systematically entered into the database and students are automatically noted as alumnae upon graduation. This protected database is for internal use only and no information is shared with third party vendors, or sold for income. Contact information about

alumnae and other constituents cannot be shared with others making such a request without the prior written consent of the person or persons in question.

DISCIPLINE 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 notify the Assistant Principal and/or Principal immediately. Students can also notify the school anonymously through an online form available on the school's website. 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 Fontbonne school community.

Hate Speech: Fontbonne Hall Academy is a Sisters of St. Joseph School, dedicated to teaching our students that our purpose in this world is to lead all towards a world of unity, reconciliation, all-inclusive love, justice and peace. As such, we strongly denounce and do not tolerate the use of words or images, via in-person, written or digital platforms, to harass or attack individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity. Hate speech of this nature is contrary to the Mission of the Sisters of St. Joseph and to our school's mission statement. Individuals determined to have participated in such statements, may be subject to consequences including suspension and expulsion.

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 Fontbonne 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.

Electronic Devices –

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 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. and a detention will be issued. 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 and a detention will be issued. 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.

Headphones: Headphones are never permitted in hallways or in the cafeteria. Headphones can be used in class only when it is relevant to the class and with a teacher’s permission. Headphones can never be used with cell phones or electronic devices other than a Chromebook. Any style of headphones is permitted as long as they can be plugged into a student’s Chromebook. Wireless headphones, including AirPods, are never permitted.

Detention – Detention is held after school in Room 101. Students assigned detention will be notified via email. Students must serve detention on the day it is assigned 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 Assistant Principal. 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.
- 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 inappropriate 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.

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.

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 Academy 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 Administration.

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.

FACILITIES / SAFETY PROCEDURES

ALiCE Protocol – Students and faculty are trained on the ALiCE protocol, (Alert, Lockdown, Inform, Counter, Evacuate,) in the case of an armed intruder or other emergency. Training takes place throughout the school year, and drills are conducted periodically.

Cafeteria/Food/Drink – 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.

Cameras – For purposes of the safety and welfare of Fontbonne’s students, employees, and visitors, and for purposes of security, Fontbonne has installed video surveillance cameras throughout public spaces on campus. These cameras are not covered or hidden, and are not in restrooms or locker rooms.

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 hallways, foyer, or gym, or remain outside. **ID Cards must be worn at all times.**

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 and NYS mandates.

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

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. *For the safety of our community, all visitors, including parents, must make an appointment.*

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.

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 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.

Any student with a temperature of 100.0 or higher must stay home. Any student with symptoms of COVID-19, including fever, cough or shortness of breath must stay home. If able, students who are absent from school for three (3) days or more can have access to remote learning after three (3) days.

Remote Learning: Students who have a positive COVID result may request to attend class remotely after the test result has been submitted to the school nurse. In order to do so, parents must request access for their daughter by emailing health@fontbonne.org by 6:00 p.m. the day prior to the beginning of virtual attendance. Teachers will then be notified to allow access to their classes. Students are expected to keep cameras on in order to maximize their engagement with the teacher to ensure the best possible instruction. Exams may not be taken at home and will be given as make-up tests once the student returns to campus. Students will be recorded as “remote student” while attending class remotely, which is still considered an absence.

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 an 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. If full-school closure is necessary, and all classes are online, parents should email Mrs. Benware at benware@fontbonne.org. On all other days, parents should call prior to 9:00 a.m. **STUDENTS MAY NOT CALL OR EMAIL ON THEIR OWN BEHALF ON A DAY OF ABSENCE.**

Student absence notes must be submitted on the school issued “Green Card” by 9:00 a.m. on the day a student returns to school. Failure to submit an absence note will result in a detention.

Excessive Absence - If a student is absent more than four (4) days in a quarter without a medical reason, the Attendance Secretary will notify the Assistant Principal who will notify the parent(s). A meeting will then be scheduled 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. Parents may also be notified if students display patterns leading to excessive absences.

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 or remote instruction through Fontbonne Hall Academy, 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 FA 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 from the front desk. After three (3) unexcused latenesses a detention will be issued. After six (6) unexcused latenesses, a parent will be notified. Excused late passes will only be issued when a doctor's note is provided for an appointment or when advised of a serious transportation issue.

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.

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.

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 Principals.

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.

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:

- 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. Outerwear should be worn to and from school and may be worn between buildings but not in class or in the cafeteria during lunch periods.
- Physical Education: The school physical education uniform must be worn and for safety reasons, no jewelry is allowed.
- Piercings: No visible piercings, including nose, tongue, lip or brow may be worn in school. Clear "spacers" may however be worn in school. Students who decide to get a nose piercing should be aware of the need to schedule this in such a way that they do not wear a nose piercing in school. Ears may be pierced.
- Scarves: Solid gray, solid navy, solid white, or solid burgundy scarves may be worn. Infinity scarves are acceptable.
- Shirts/Pants: Only uniform white, gray, burgundy, navy blue or light blue polo shirts and blue or gray pants may be worn. **A white uniform shirt must be worn for school photos and special assemblies.**
- Shoes: Only the following are acceptable school shoes:
 - FlynnO'Hara Black Loafer Style #3921BKW
 - FlynnO'Hara Black Eastland Oxford Style #3151BKW
- 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 or ¼ zipper pullover 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 OUT OF UNIFORM WILL RECEIVE DETENTION

SCHOOL BELL SCHEDULE

<u>29-minute periods (Dismissal at 1:00 p.m.)</u>	<u>29-minute periods (Assembly beginning at 8:15 a.m.)</u>
FA 8:00 – 8:12	FA 8:00 – 8:12
1 st 8:15 – 8:44	1 st 10:00 – 10:29
2 nd 8:47 – 9:16	2 nd 10:32 – 11:01
3 rd 9:19 – 9:48	3 rd 11:04 – 11:33
4 th 9:51 – 10:20	4 th 11:36 – 12:05
5 th 10:23 – 10:52	5 th 12:08 – 12:37
6 th 10:55 – 11:24	6 th 12:40 – 1:09
7 th 11:27 – 11:56	7 th 1:12 – 1:41
8 th 11:59 – 12:28	8 th 1:44 – 2:13
9 th 12:31 – 1:00	9 th 2:16 – 2:45

<u>33-minute periods (Mass/Assembly 8:20- 9:20 a.m.)</u>	<u>34-minute periods (Delayed Opening 9:00 a.m.)</u>
FA 8:00 – 8:18	FA 9:00 – 9:12
1 st 9:23 – 9:56	1 st 9:15 – 9:49
2 nd 9:59 – 10:32	2 nd 9:52 – 10:26
3 rd 10:35 – 11:08	3 rd 10:29 – 11:03
4 th 11:11 – 11:44	4 th 11:06 – 11:40
5 th 11:47 – 12:20	5 th 11:43 – 12:17
6 th 12:23 – 12:56	6 th 12:20 – 12:54
7 th 12:59 – 1:32	7 th 12:57 – 1:31
8 th 1:35 – 2:08	8 th 1:34 – 2:08
9 th 2:11 – 2:45	9 th 2:11 – 2:45

<u>SAC ASSEMBLY (36 MINUTE PERIODS)</u>	<u>40-minute periods (8:00 a.m. – 2:45 p.m.)</u>
FA 8:00 – 8:20	FA 8:00 – 8:18
Induction Ceremony 8:20 – 8:54	1 ST 8:21 – 9:01
1 st 8:57 – 9:33	2 nd 9:04 – 9:44
2 nd 9:36 – 10:12	3 rd 9:47 – 10:27
3 rd 10:15 – 10:51	4 th 10:30 – 11:10
4 th 10:54 – 11:30	5 th 11:13 – 11:53
5 th 11:33 – 12:09	6 th 11:56 – 12:36
6 th 12:12 – 12:48	7 th 12:39 – 1:19
7 th 12:51 – 1:27	8 th 1:22 – 2:02
8 th 1:30 – 2:06	9 th 2:05 – 2:45
9 th 2:09 – 2:45	

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 Health Care Provider.

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 event, extracurricular activity, or interscholastic athletic activity shall be removed from the activity and be evaluated as soon as possible by her physician. 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 (medical doctor, nurse practitioner, physician assistant). 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.

If a student sustains three concussions, the school requires a neurological consult to be cleared for return to play. After clearance from the neurologist is obtained, the student must follow a graduated return to play process as outlined by New York State Concussion Awareness Act.

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.** 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 –

- **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.
- **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 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.
- **Crutches/orthopedic devices in school** -If an injury has been sustained that requires crutches, a cast, splinting or any other supportive device, students must have a medical note which gives permission to be in school and to use the stairs. These students will be allowed extra time traveling from class to class and will be assisted by another student.

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.

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.

Special Health Care Needs – Asthma/EpiPen: 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.

Sports Participation – Any student participating in interscholastic sports at Fontbonne Hall Academy 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 school's 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.

TECHNOLOGY POLICIES

Chromebook 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 IT Tech.

Student use of the school's Chromebooks, 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 Academy'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 devices, the school's network and internet services, and for their computer files, passwords and accounts. These rules apply to all school and personal devices 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 Chromebooks and personal devices 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 Chromebooks or their own personal devices when on school property.
4. In summary, all school Chromebooks, whether on or off school property, and a student's personal devices 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 and Chromebooks.
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 devices 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 Chromebooks:

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 IT Tech 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.

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.

- 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:

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

Student responsibilities include:

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

- Messages must not contain profanity, obscene comments or sexually explicit materials.
- 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.
- User identity will be accurately reflected in all message traffic.
- No virus, program, or addition will be introduced into the system which alters its operation, destroys or damages data or renames or relocates files.
- 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.
- Overall message volume or routing should not absorb a disproportionate amount of e-mail system resources.

PERSONNEL

Administration –	Rocco Gentile	Principal
	Maria Iannucci	Assistant Principal
Chairperson –	Neli Brussi	World Language
	Breeda Connolly	Social Studies
	Dawn Duggan	Mathematics
	Magdalena Sosa	English
	Alla Tandilashvile	Science

Faculty –	Michelle Bruzzese	Mathematics	
	Patrick Cleary	Social Studies	
	Sara Cook	Social Studies	
	Marcelo de Carvalho	Science	
	Maryann DeLuca	Religious Studies	
	Maria DiCarlo	Mathematics	
	Laurence Esposito	Music	
	Cheryl Frey	Art	
	Michael Iannucci-Berger	Religious Studies	
	Caitlyn Klenner	Music	
	James Loftus	World Language	
	Michael Mckoy	Science	
	Ellen Nicoll	Physical Education	
	Ryan O’Connor	Religious Studies	
Patricia O’Leary Proseus	Physical Education		
Ralph Somma	English		
Christine Wilde	Social Studies		
Staff –	Denise Benware	Attendance Secretary & Reception	
	Sabrina Carrozza	Guidance	
	Georgina Cruz	Assistant Director of Finance	
	Linda Jean-Louis	Executive Administrative Assistant to the Principal & Office Manager	
	Effie Maldari	Development & Alumnae Relations Officer	
	Kristi McAuliffe	Director of Guidance	
	Megan McCombs	Director of Admissions	
	Joanne Russo	Director of Finance & HR	
	Stacy Tsangaris	Administrative Assistant to Finance/ Admissions & Main Office Assistant	
	Juliette Tugander	College Placement Officer	
	Christine Viehl	Health Services – School Nurse	
	Michelle Zappone	Development Web & Social Media Officer	
	Student Services -	Chaplain	Msgr. Robert Romano
		College Bridge Programs	Patricia O’Leary Proseus
Driver’s Education		Effie Maldari / Stacy Tsangaris	
Fab Lab		Cheryl Frey	
Liturgical Coordinator		Ryan O’Connor	
National Honor Society/Scholar’s Society		Magdalena Sosa	
Year Coordinators –	Grade 9	Maria DiCarlo Ryan O’Connor	
	Grade 10	Sabrina Carrozza Michael Mckoy	
	Grade 11	Dawn Duggan Ralph Somma	
	Grade 12	Ellen Nicoll Magdalena Sosa	

CLUBS / MODERATORS

Adventure / Culture	Marcelo de Carvalho
Creative Writing	Ralph Somma
FADD	Christine Wilde
FHA Against Cancer	Maria DiCarlo
Folio	Ralph Somma
Global Unity	Neli Brussi
History Bowl	Sara Cook
Magnify	Breeda Connolly
Respect	Ellen Nicoll
SAC	Patrick Cleary / Sara Cook
Sports Night	Ellen Nicoll / Patricia O'Leary Proseus
The Green Club	Michael Mckoy
Yearbook / Fountain 2023 – 2024	Cheryl Frey / Ralph Somma

SPORTS / COACHES

Athletic Director	Linda Strong
Basketball Varsity & JV	Mike Sammon
	Bob Atanasio
Cheerleading Varsity	Nicole Romano
Assistant	Kiana Woodberry
JV	Lianne Odinsky
Assistant	Christina Bruno
Golf Varsity	TBD
Lacrosse Varsity	Patrick Cleary
Soccer Varsity	Ziham Ascensio
Softball Varsity & JV	Pete McCarthy
	Billy Basso
	Steve Caso
Swimming Varsity	Kathi Kocur
Assistant	Charles Boulbol
Tennis Varsity	Nancy Tinalli
Track/XC Varsity	Paul Richter
Volleyball Varsity	Sami Jindyeh
JV	Lindsay DeBoer

STUDENT SERVICES

Driver's Education – Students who wish to register for the program must obtain an application from the Main 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 ID Cards – Student ID cards are issued to each student. These cards are linked to our security system and provide secure access to our campus facilities. If a card is lost, please report it immediately to the Main Office. We will deactivate the lost card and a replacement card will be ordered at a cost of \$25.

STUDENT ACTIVITIES COUNCIL

Executive Board	School President	Julie DiCapua	('24)
	Vice President	Sharlotte Greene	('24)
	Coordinating Secretary	Nadia Sousou	('24)
	Recording Secretary	Cynthia Khorsandi	('24)
	Treasurer	Giada Amendolara	('25)
Class Presidents & Representatives	Grade 12 President	Ava Powell	('24)
	Grade 12 Representative	Victoria Verrecchio	('24)
	Grade 11 President	Caitrina Mullally	('25)
	Grade 11 Representative	Giavanna Castelle	('25)
	Grade 10 President	Emma Berardelli	('23)
	Grade 10 Representative	Angie Morency	('23)
	Grade 9 President	Luciana Marino	('24)
Chairpersons:	Admissions	Anastasia Koutsivitis	('25)
		Francesca Surace	('25)
		Julianna Glover	('25)
		Jenna Sinno	('24)
		Arts	Tiffany Roqueta
		Tessa Lomoro	('26)
		Anna Mancino	('24)
		Victoria Palumbo	('24)
	Athletic	Kiera Ward	('24)
		Lily Keane	('24)
		Leeann Ryan	('24)
		Christina Stavropoulos	('24)
	CSJ Leaders	Anna DeSilvio	('25)
		Samantha Mitchell	('25)
		Juli-Anne Sarji	('24)
		Gabrielle Reddan	('24)
	Diversity, Equity & Inclusion	Tianna Williams	('24)
		Anaya Qayyum	('24)
		Farah Shahin	('26)
		Morgan Gonzalez	('26)
	Respect	Madison Gonzalez	('24)
		Amanda Marino	('24)
	Social/Publicity	Laura Meoli	('24)
		Samantha Soued	('24)
		Molly Fox	('26)
		Ange Saucedo	('25)
		Delia Boyhan	('24)
		Gianna Felicia	('24)
		Maria DiMaggio	('25)
		Francesca Patsis	('24)
		Emma Flohr	('24)
		Devin Ward	('24)
		Sara Oliveri	('24)
Allyson Wagner		('24)	

Technology

Kasey Severino ('24)

Julia Gabriellini ('24)

Alexandra Sommerville ('24)

Moderator – Patrick Cleary

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, the courtyard 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 by *September 15, 2023*

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 Chromebook 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 2023 ~ 2024 School Calendar/Student Handbook.

Parent's Signature

Student's Signature

Date