



Student Handbook and Calendar 2010-2011

**13-20 124 Street
College Point, NY 11356
(718) 353-6276
FAX (718) 353-6068**

This School Agenda belongs to:

Name _____

Address _____

City/Town _____ **Zip** _____

Student # _____ **Homeroom #** _____

SAINT AGNES ACADEMIC SCHOOL

MISSION

St. Agnes Academic High School is a culturally diverse Catholic high school for young women, founded by the Sisters of St. Dominic, that develops a strong foundation for lifelong learning. Building upon each student's faith and challenging her full academic potential, our mission is to graduate young women who are open to growth, intellectually competent, socially aware, morally discerning, and committed to being women of integrity and truth.

BELIEFS

The community of St. Agnes Academic High School values God's life in each person. Therefore, we believe that:

- † The God-given worth and dignity of each individual be acknowledged and fostered.**
- † The school's reason for existence is to educate the whole human being and to help the student to develop spiritually, academically, socially, and emotionally.**
- † The school experience fosters the development of personal responsibility while acknowledging individuality.**
- † All members of the learning community have a right to a safe and nurturing environment.**
- † Fundamental to our mission is respect for self and others.**
- † Ethnic and cultural diversity is a source of enrichment for the entire school community and is to be embraced.**
- † People grow when treated with dignity and love.**
- † Shared values and common goals enrich the entire community.**

PHILOSOPHY

As the Christian community of St. Agnes Academic High School, we are called to know and to love God and thus, to know, love and accept ourselves. By embracing the richness of our cultural diversity, we acknowledge and foster the God-given worth of each individual, encouraging respect for oneself and for others.

In our concern for others, we look to Jesus Christ who calls us to a life of service. Guided by the Gospel values, we encourage our young women to become women of integrity and truth who are open to growth. We nurture the intellectual competence of our young women so that they will be able to make sound moral decisions that will positively impact society.

With the help of the Holy Spirit who empowers us to appreciate and accept the uniqueness of others, we exist to educate the whole human being and to help the student to develop spiritually, academically, socially and emotionally.

HISTORY OF THE SCHOOL

St. Agnes Academic School opened in 1908 with just two teachers as a small, one-room schoolhouse on old College Place. A year later, the students boarded in the old homestead but attended academic or commercial courses in the "new" school on 14th Avenue. Chartered under the name of St. Agnes Academic School in 1910, the first graduation was held in 1912 for six students. St. Agnes was granted its permanent legal charter by the University of the State of New York on April 25, 1925 and was a coeducational school for forty years.

St. Agnes was begun under the religious sponsorship of the Sisters of the Order of St. Dominic of Amityville, New York. At present, the corporation consists of a Membership Board and a Board of Directors. St. Agnes bases its educational purposes and all its activities on the Christian teachings of the dignity and the essential equality of all human beings. St. Agnes follows the Title IX regulations in the treatment of students and in personnel practices.

St. Agnes Academic School is chartered by the University of the State of New York, is affiliated with the Catholic University of America, Washington, DC, and is accredited by the Middle States Association of Colleges and Schools.

Prayer to St. Agnes of Montepulciano

St. Agnes of Montepulciano
I ask your prayers for me.

Make me aware of God's
presence in my life.

Help me to understand
who God wants me to be.

Teach me to love all
with whom I come in contact.

Guide me as I walk
along life's way.

This I ask this through
Christ our Lord. Amen

BELL SCHEDULES

MONDAY- FRIDAY

Warning Bell: 8:10

Homeroom 8:15 - 8:30

Mod	A	8:33 - 9:15
	B	9:18 -10:00
	C	10:03 -10:45
	D	10:48 -11:30
	L	11:33 -12:15
	E	12:18 - 1:00
	F	1:03 - 1:45
	G	1:48 - 2:30

SPECIAL SCHEDULE

Homeroom 8:15 - 8:32

Mod	A	8:35 - 9:06
	B	9:09 - 9:40
	C	9:43 - 10:14
	D	10:17 - 10:51
	L	10:54 - 11:26
	E	11:29 - 12:00
	F	12:03 - 12:34
	G	12:37 - 1:08

ASSEMBLY SCHEDULE

Mod	A	9:21 - 9:57
	B	10:00 - 10:36
	C	10:39 - 11:15
	D	11:18 - 11:54
	L	11:57 - 12:33
	E	12:36 - 1:12
	F	1:15 - 1:51
	G	1:54 - 2:30

FACULTY - 2010-2011

ADMINISTRATION

S. Joan Martin, OP - Principal
Mrs. Susan Nicoletti -
Assistant Principal

S. Eileen Carrig, OP
Administration Secretary
Mrs. Veronica McBreen
Public Relations/Development

ART

Mrs. Margaret Heinemann

COMPUTER STUDIES

Ms. Mona Mahon*
Ms. Darlene O'Neil-Gerasoulis

ENGLISH

Ms. Christie Accardi
Ms. Teresa Fischetti
S. Alice Grillo, OP*

GUIDANCE

Ms. Kimberly Daly
Ms. Michelle Shaw

LANGUAGE

S. Theresa McDermott, OP*
Mrs. Lucy Bagdziunas
Mrs. Ana Valdezate

LIBRARY/MEDIA

Ms. Darlene O'Neil-Gerasoulis*
Ms. Catherine O'Sullivan
Mrs. Kathleen Tonry

MATHEMATICS

Ms. Anne Forde*
Ms. Kathleen Gaughan
Ms. Jill Kenny

MEDICAL OFFICE

S. Julianne Connolly, OP, LPN

MUSIC

Mrs. Jura Litchfield

PHYSICAL EDUCATION

Ms. Tracy Blinder

RELIGIOUS STUDIES

S. Joan Klimski, OP*
Ms. Nancy Gendron
S. Maureen Muir, OP

SCIENCE

Mrs. LuAnn DiLernia*
Ms. Sheila Murphy
Ms. Leslie Powell

SOCIAL STUDIES

S. Richard Magdalen Homan, OP*
Mrs. Keri-Ann Donohue
Mr. William Russell

FINANCE/SCHEDULING

Mrs. Ann Cornish
S. Dorothy Kane, OP
Ms. Mona Mahon

GENERAL OFFICE STAFF

S. Patricia Fox, OP - Attendance

* Chairperson

GENERAL INFORMATION

Handbook Revision

The principal reserves the right to amend this handbook for just cause and will notify the parents if changes are made.

Weather Emergency

When weather conditions make transportation extremely difficult and there is doubt whether classes will be held, refer to radio station WINS 1010 AM, TV Channel 5, or the St. Agnes website; WWW.STAGNESHS.ORG. A school recording will also be available in the morning to notify students.

Tuition

The Tuition and Fee Package for the school year 2009-2010 is set at \$7600. The tuition payment plan consists of ten payments, due on the 15th of each month beginning in March 2009.

Payment	Amount Due	Payment	Amount Due
Semester One		Semester Two	
1 (3-15-10)	\$760.	7 (09-15-10)	\$760.
2 (4-15-10)	\$760.	8 (10-15-10)	\$760.
3 (5-15-10)	\$760.	9 (11-15-10)	\$760.
4 (6-15-10)	\$760.	10 (12-15-10)	\$760.
5 (7-15-10)	\$760.		
6 (8-15-10)	\$760.		
<u>Total Semester 1</u>	<u>\$4560.⁰⁰</u>	<u>Total Semester 2</u>	<u>\$3040.⁰⁰</u>

The equivalent of 6 payments or \$4560.⁰⁰ must be paid by the end of August to allow a student to attend classes in September.

The equivalent of an additional 4 payments or \$3040.⁰⁰ must be paid before February to allow students to continue classes in February.

Method of Billing and Payment

Your pink payment stub booklet is both your bill and your payment stub. To insure accuracy, a payment stub, complete with student name and ID#, must accompany each payment. Use extra stubs for school activity payments. Each month you will receive a *bill* to remind you of payments due. This bill is sent to the residence of the student. If you need more than one payment booklet, extra booklets will be available in the Finance Office.

School Policy for Attendance and Financial Obligations

Payments must be completed by semester deadlines of August 31st and January 31st. Students may not attend classes until these payments have been paid. Extended absence for financial reasons is unacceptable. No personal checks will be accepted after August 15, 2010 for semester one balance or after January 15, 2011 for semester two balance.

Payment of Fees

No money is to be collected or solicited in the school except with the permission of the Principal. The General Office will accept and record all payments of tuition, fees, prom bids, retreat payments and any other necessary financial transactions. Please include a payment stub with all transactions and write student ID# on the check. Money orders and checks are the suggested means of payment; however, if a cash payment is made, a receipt will be available in the General Office at the end of the day.

There will be a service charge of \$20.00 for all checks returned by the bank. Art students must pay an additional fee. Field trips, theater tickets, transportation costs required for class enrichment, yearbooks, school play tickets, ring fee, etc. are not covered by tuition. A non-refundable deposit will be collected for certain activities.

Fund Raising

We have one required fund raiser each year in which the students are expected to participate in an annual Walk-A-Thon. Each student is expected to solicit pledges of at least \$100.⁰⁰.

Admissions

St. Agnes does not discriminate on the basis of race, creed, religion, or national origin.

In most cases, students are considered for admission based upon the results of the Diocesan Test for Admission to Catholic High Schools (T.A.C.H.S), in conjunction with their eighth grade report card and/or records. The date of the Diocesan Cooperative Examination is announced to the principals of all elementary schools--parochial and public--in the dioceses of New York, Rockville Centre and Brooklyn/Queens. Eighth grade students who wish to apply for St. Agnes must list St. Agnes as a choice on the T.A.C.H.S. examination.

Students who wish to apply for admission to St. Agnes in grades ten, eleven, and twelve must send a transcript of all high school grades to the Director of Admissions. The Admissions Director will then contact the student for the purpose of setting up an interview.

Transfers

Parent(s)/Guardian(s) of students who intend to transfer from St. Agnes must present a written request to the Principal. Students must return all textbooks, Metro Card, and ID cards. An unofficial copy of the student's records will be given to her for presentation to her new school. The official records/transcripts are mailed directly to the new school.

STUDENT LIFE

Academics

It is expected that a student will pass all courses. The passing grade in each subject is 65%. Cumulative examinations will be given in February and June. Students who take Regents level courses are expected to take the respective Regents Examinations, and all students must complete the state testing requirements as specified by the New York State Board of Regents.

In order to recognize academic excellence, a special Honors Assembly will be held. A student will be eligible to receive honors for a trimester if she falls into one of the 3 categories below:

Honors Level	Required Average	Additional Requirement
Principal's List	95 - 100	No grade less than 85 & no letter grade less than B.
First Honors	90 - 94	No grade less than 85 & no letter grade less than B.
Second Honors	85 - 89	No grade less than 80 & no letter grade less than B.

Plagiarism and Other Forms of Academic Dishonesty

If a faculty member suspects a student of academic dishonesty, the faculty member will discuss with the student the reasons and/or evidence which support the suspicion. If, after the exchange, the faculty member believes his/her suspicions are correct, he/she will consult with the Chairperson of the Department to discuss an appropriate penalty. This penalty may take several forms, such as reworking the plagiarized material, reduction in grade, failure for the trimester. Repeat offenses will be taken under consideration by the Assistant Principal.

Course Requirements

Each student must complete the following requirements in order to graduate from St. Agnes Academic School:

Religious Studies.....	Each year	Language/Skills.....	Three years
English.....	Four years	Science.....	Three years
Social Studies.....	Four years	Art/Music.....	One year
Physical Education...	Each year	Health.....	One semester
Mathematics.....	Four years	Computer Studies....	One year

Art class and Music class will be available for all four years. Additional electives will be available to Grade 12 Students.

The teaching of the seven basic themes of Catholic Social Teaching will be taught in the course of the students' four years of religious studies as follows:

Grade 9 Themes:

- Life and Dignity of the Human Person
- Option for the Poor and Vulnerable

Grade 10 Themes:

- Solidarity
- Care for God's Creation

Grade 11 Themes:

- Rights and Responsibilities
- (The Grade 11 curriculum – Christian Morality covers the overview of the Church's teaching in matters of Social Justice)*

Grade 12 Themes:

- Call to Family, Community, & Participation
- The Dignity of Work & the Rights of Workers

St. Agnes Academic HS - Universal Terminology for Writing Assignments	
WORDS/PHRASES USED	MEANING/EXPLANATION
ANALYZE	The ability to explain and apply in detail observed relationships in a particular reading assignment
COMPARE AND CONTRAST	To discuss similarities and differences
CRITIQUE	A criticism or critical article on a particular subject
DESCRIBE	To offer a full and comprehensive explanation in paragraph form
DETERMINE	To discover the facts or truth about something
DISCUSS	To make observations about something using facts, reasoning and argument; to present in some detail
ESSAY	At least five paragraphs including an introduction, at least three body paragraphs and a conclusion
EVALUATE	To examine and judge the significance, worth, or condition of
EXPLAIN	To make known; to make plain or understandable
IDENTIFY	To name the parts of a diagram or situation that is shown or described using words relevant to the subject being studied or tested
INTERPRET	To explain one's viewpoint backed up by facts
ORGANIZE	To arrange facts in a logical and coherent manner
PARAGRAPH	A writing assignment containing at least five sentences
REFLECTION	A thought, idea or opinion formed as a result of careful consideration
REVISE	To look at or consider again a piece of writing to correct or improve it

HIGH SCHOOL DIPLOMA REQUIREMENTS

1. **Regents Diploma** - any student who passed with a 65 the following five Regents exams.
 - a. Living Environment
 - b. Global Studies
 - c. American History
 - d. Algebra
 - e. English

2. **Advanced Designated Diploma**
 - a. Any student who passed the basic five regents exams with a 65 or higher and in addition to them passed a second Science, a Foreign Language, and a second Math. (Three Math classes required as of the Class of 2012.)

3. **Advanced Designated Diploma with Honors** –
 - a. An average of 90% in all regents

STUDENT GRADES

Rating Scales

At the beginning of each trimester, subject teachers will post and explain the rating procedures for each course. The rating scale will reflect the requirements of the course and will indicate the source of the student's mark in that trimester, e.g. tests, projects, assignments, class participation, etc. The student is responsible for meeting these requirements and her report card grades will be determined by these criteria.

Students are expected to record all test, quiz, and project grades in the agenda book. Parents should review their daughter's progress by checking this record.

Grade Reporting

Report cards will be distributed to the parents during Parent/Teacher Conferences in December and March. In addition, a progress report will be sent mid-trimester. All progress reports must be signed by a parent/guardian and returned to school. Parents/legal guardians and students are advised to review the marks carefully so that they are aware of the student's progress.

In an effort to be informed of their daughter's academic progress, parents should participate in the September orientation evening as well as the parent/teacher conferences in December and March. The dates and times for these meetings are listed in the school calendar. Furthermore, the principal will send periodic letters to advise parents of school events, policies, and procedures.

If parents wish any information or assistance concerning the report card and/or a student's academic progress, they may call the Guidance Department (718-353-6276) to speak with

- Ms. Kimberly Daly – x31 for Students in Grades 9-12, Last Names A – J, or
- Ms. Michelle Shaw – x27 for Students in Grades 9-12, Last Names K – Z, or

the subject teacher (718-353-6276). If your daughter is doing poorly, please do not delay inquiries until the next progress report or report card.

The second trimester report card is a very good indication of possible summer school attendance. Please check your daughter's progress and her second trimester report card before making extensive summer plans.

Summer School Procedures

Students should be aware if they are in danger of failing a course and may have to attend summer school. Consistent attention to school assignments, regular attendance, and student cooperation will usually assure a student that she will pass the course. A progress report will be mailed in May. This report will indicate if there is a serious possibility that the student might fail a course. Students who fail a course will be required to repeat the course in summer school. Registration materials for summer school must be obtained through the Guidance Department once June exams are completed and report cards are distributed.

Students who fail to meet the New York State Board of Regents' graduation requirements in Math, Science, Social Studies, and English will be required to retake the State exam during summer school. Instructions will be given when report cards are distributed.

Student Records

A parent who wishes to review his/her daughter's official school file must make this request in writing at least 24 hours in advance of coming to view the records. Such requests are to be addressed to the student's guidance counselor. St. Agnes abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENT ACTIVITIES

Opportunities for Spiritual Growth

To provide for spiritual growth and community awareness, the Religious Studies Department and individual moderators organize the following:

- Weekly Mass
- Retreat days for all students
- Commissioning of Eucharistic Ministers
- Retreat Weekends
- Commissioning of Service Volunteers
- Thanksgiving Liturgy
- International Christmas Liturgy
- Reconciliation Celebration; Fastathon; Bread and Soup Day
- Dominican Youth for Justice and Peace

Retreat days are considered an integral part of the religious studies program and all students are required to participate.

During sophomore year, students are required to offer volunteer community service. This program of Christian Service exemplifies the living out of our school philosophy. "God who loves us totally enables us to reach out to all our brothers and sisters in love and service."

National Honor Society

The National Honor Society is a nationwide organization created to stimulate a quest for learning, a desire to serve, an opportunity to promote good leadership, and an endeavor to develop character. The criteria for the Montepulciano Chapter of National Honor Society at St. Agnes are as follows:

- 88% cumulative average in Regents level courses, with no grade below 80%
- Participation in two extra-curricular activities
- Approval of teachers and Administration

Student Council

The Student Council of St. Agnes has as its prime objective the coordinating of the various student activities that take place during the school year. By doing so, it hopes to foster and

advance true school spirit, a loyalty to the school, and "responsible leadership" on the part of the students. All the proceedings of Student Council are advisory in nature. The members of the Council represent the student body and make recommendations for the advancement of the school and commitment to social justice issues. All motions are subject to the approval of the Administration.

Student Council

MODERATORS: Sister Alice Grillo, O.P. and Mrs. Susan Nicoletti

OFFICERS:	President	---	Chelsea Chan
	1st Vice President	---	Nanette Alvarado
	2nd Vice President	---	Andrea Femia
	Secretary	---	Cassandra Meyers
	Treasurer	---	Jessica Nemeth

Fine Arts Festival

The Fine Arts Festival provides the opportunity to showcase the work of the young women who are in the art, and music programs. The school auditorium is decorated with student art work, and the school chorus entertains our guests. Parents and friends of the students are all invited to attend the festival.

Sports Awards Night

An Awards Night is held each Spring in order to recognize those students who have demonstrated the importance of teamwork and the development of individual talents in our extra-curricular programs.

School Trips

Trips are intended to expand the experience of the student. St. Agnes offers a variety of field trips and special events throughout the year. It is important to note that since a trip is an extension of the school experience, the same regulations that are expected at school will be expected on a trip. Participation is dependent upon mutual consent of the parents and administrators, and no student may go on a trip without the written permission from a parent on a school-generated permission statement.

Extra-Curricular Activities

Other student clubs or activities that contribute to a holistic approach to a full school life include:

HONOR SOCIETIES

National Language
 Mu Alpha Theta
 NYS Science Honor Society
 National Honor Society

LITERARY WORKS

AGNESENE (Yearbook)
 VERITAS (Newspaper)

OTHER

Art Club
 Chorus
 Cooking Club
 Dance Club
 Dominican Youth for
 Justice and Peace
 Drama Club
 Future Educators of

Multi-Culture Club
 Operation "Shoe Box"
 SADD
 Student Ambassadors
 Student Council
 Teens for Life
 Tour Guides
 TV Studio

SPORTS

Basketball
Cheerleading
Soccer
Softball
Track
Volleyball

America
Future Science Educators
OTHER -Continued
Interact
Italian Club
Jr./Sr. Theater Club
Liturgical Dance Club

SUPPORT GROUPS

Parent Association

Each parent/guardian of a St. Agnes student is a member of the Parent Association. The Parent Association is a support group for the activities and events that are an integral part of the school.

St. Agnes Alumni/Alumnae Association

This organization is open to all graduates of St. Agnes, both men and women. The goals of the Association are threefold:

- 1.To form a bond of a lasting nature between graduates and their alma mater.
- 2.To continue to foster the friendship and sharing among classmates of the varying years.
- 3.To encourage the members of the Association to assist in the continuity of Catholic secondary education for young women, and to support our Alumnae Annual Campaign.

STUDENT SERVICES

Accident Insurance

St. Agnes has arranged for student accident insurance protection under a blanket policy of insurance issued to the Diocese of Brooklyn which covers school activities and direct travel to and from school. This coverage is described in a certificate and synopsis of benefits that is distributed to each St. Agnes student in September.

Health Services

A report of a recent physical examination must be submitted to the Medical Office for all incoming Freshmen and transfer students. This school form must be completed by a doctor and returned to the school before classes begin. However, an annual examination is recommended for all students. At its discretion, the school may request a physical examination of a student. Immunization of students is required by law. An immunization form must be completed by a doctor and returned to the school. Students who do not meet State health requirements may not attend class until all requirements are met.

If a student requires medication during school hours, it must be kept in the Medical Office. A written permission note from the parents is to be sent to the school. This includes non-

prescription items such as aspirin and cold tablets, etc. The school cannot give Tylenol or any other medication to students.

In the event that a student becomes ill or is injured, the student should report to the Medical Office. The school, not the student herself, will telephone a parent when it is necessary for a student to go home.

A student athlete will be required to present medical clearance from her family physician. A school medical form must be used for this clearance.

Any student who has a modified physical education program because of a doctor's report may not participate in extracurricular athletic activities including cheerleaders, dance club, and interscholastic sports.

Working Papers

Working papers are issued at St. Agnes as a convenience to the students. Applications are available in the Nurse's Office. Students who expect to go to work during the coming year should apply for their working papers early. Students need not have a job in order to get working papers. The requirements consist of parents' signature on the application, written proof of a physical examination, the original birth certificate, and a social security card.

Books and Materials

All students are issued books and materials for which they are responsible during the year. Failure to return books and materials in usable condition will lead to the levying of fines which are necessary to replace damaged or lost instructional materials.

Transportation

Students who are residents of New York City attending Grades 9-12 are eligible for a Metro Card. A full-fare card will be issued to students residing one and one-half miles from school. A half-fare card will be issued to students who live less than this distance. These cards will be issued twice a year - in September and in February. A standard issue Metro Card is programmed for three trips per school day. Each trip is encoded with one free transfer. Full-fare Metro Cards transfer to a bus or subway; half-fare Metro Cards transfer to a bus only. Students are forbidden to exchange, borrow, or use another student's card. Cards must be kept in a safe place and treated as a valuable item. If a card is lost or stolen, it must be reported to the Administration Office. It will be deactivated by the NYC Transit and a new card will not be issued until the following month.

Library/Media

The school library/media center is at the service of all St. Agnes' students and faculty members. It is open Monday - Thursday from 7:30 AM to 3:30 PM, and Friday from 7:30am - 2:30PM for the purpose of reading, studying, researching, and borrowing of books.

All students are permitted and encouraged to withdraw books from the library. Books are borrowed for a period of two weeks and may be renewed unless reserved. There is a fine of five cents per school day on overdue books. Reference books may be used only in the library.

Opportunities are available for any St. Agnes' student who wishes to join the library staff. Under the librarian's direction, they are responsible for the many tasks and services designed for the smooth functioning of the library.

The media center services include the opportunity to view and hear any number of videos, and slide presentations to enrich the classroom instruction. Students may, with the assistance of faculty and staff, pursue their research and study projects in the media center. The use of computers is available along with teacher/staff assistance.

Internet Safety Policy

In keeping with its mission and with the advances in information technology, St. Agnes Academic School provides Internet access to students in accordance with the terms of this policy. Internet access from school computers is reserved solely for educational purposes.

Access to the Internet will be under the supervision of the staff and faculty assigned to the area or computer. The Internet and other on-line resources provided by the school are intended to be used to support the instructional program and further student learning.

Use of e-mail and chat rooms is prohibited. Since the school reserves the right to monitor all Internet activity, computer rooms are supervised by faculty at all times.

All computers in the school are subject to filtering software maintained by our Service Provider. *Such filtering software is designed and will operate so that images and web sites which are obscene, pornographic, or harmful to minors shall not be displayed.*

For purposes of this policy, the phrase "harmful to minors" means any picture, image, graphic image file, or other visual depiction that, taken as a whole and with respect to minors, appeals to prurient interest in nudity or sex; depicts, describes or represents in a patently offensive way with respect to minors, sexual conduct (actual or simulated, normal or perverted) and taken as a whole lacks serious literary, artistic, political, or scientific value to minors.

The Internet is a global electronic network that provides dynamic resources. Opinions, advice, services, and all other information expressed on-line are those of the on-line authors and not of the school. The Internet contains information pertaining to a variety of subjects. Not all of this information is accurate or reliable, particularly where the advice of medical, legal, accounting, or other professionals would be appropriate. Students are advised not to rely on advice found on the Internet. The school is not responsible for such advice.

Acceptable Use of On-line Information Resources

- All use of school computers must be for legitimate educational purposes only. Use of the school's computer resources for personal commercial profit is prohibited. Students may not purchase, advertise, or sell products or services using their school account.
- Network accounts are to be used only by the authorized owner of the account. The sharing of passwords is prohibited.
- Use of the network to harass other users, infiltrate a computer or computer system, or damage the software components of the computer or computer system is prohibited.

- All copyrights must be respected. Students are prohibited from use of Internet accessible resources that violate intellectual property rights of the owner or creator of the information or violate other local, state, or federal laws.

Prohibited Conduct

No student shall while using a computer or other device connected to the Internet:

1. access, transmit or retransmit material, which promotes violence or advocates destruction of property, including information concerning the manufacture of destructive devices.
2. make any statements that put the school, school administrators, teachers, staff members or other students in a negative light.
3. access, transmit, or retransmit any information, which is harmful to minors, as that phrase is defined in this policy.
4. access, transmit, or retransmit material that advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic, or religious group over another.
5. use or possess outside or bootleg software. Outside software is any software not authorized for use or purchased from within the school. Bootleg software means any software which has been downloaded or copied, or is otherwise in the user's possession without appropriate registration of the software, including the payment of any fees owing to the owner of the software.
6. transmit credit card transactions from any school computer.
7. transmit e-mail or use an instant messenger service or program, Internet Relay Chat, or other forms of direct electronic communication, or enter a chat room without the express permission of the staff or faculty member supervising the computer resource.
8. commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network within the school or any network connected to the Internet, including the use or attempted use or possession of a computer virus or the so-called hacking or other unlawful activities on-line.
9. vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy equipment.

Failure to comply with this policy may result in loss of ALL computer privileges.

REGULATIONS

Respect for Persons

In keeping with the philosophy of St. Agnes, all members of the school community are expected to respect all other members of the community. No person has the right to inflict harm--physical or psychological--on others in the school. Students whose actions are not in compliance with this basic Christian tenet may face suspension or expulsion from St. Agnes as determined by the Administration of the school.

Attendance

Regular attendance is considered an essential component of education at St. Agnes Academic School. Students who are late for class or who are absent without sufficient reason demonstrate visible signs of neglecting their education. This is a matter for serious consideration.

A student's school day begins with the homeroom warning bell at 8:10 AM. Once a student arrives at school in the morning and enters the school building, she may not leave the premises until her school day is over.

Absence from School

Legal absence from school may be due to sickness, death in the family, impassable roads, required court attendance, college interview, or remedial health treatment. Parents should call the General Office (718-353-6276 Ext. 4) before 10:00 am on the day of the absence. If a student is going to be absent for more than a day, the parent may indicate this on the first call and thereafter should call between 8:00 and 10:00 am and speak with the attendance secretary. Parents unable to call between those hours may leave a message on the school voice mail at any hour of the morning. It is unacceptable for the student to call for herself.

The New York State Attendance Regulations require a written note signed by the parent or guardian to excuse each absence. Therefore, on the day of her return to school, the student must bring a written note, signed by the parent or guardian. The school will provide an absence form which should be used for student absences. In the case of an extended absence, a doctor's note should be attached to the parent's note of absence.

Students who fail to bring in a note on the day of their return to school will be reminded by the Attendance Secretary in the General Office. A student who is absent from school may not participate in after-school activities on that day, unless granted special permission due to circumstances.

The guidance counselor will keep track of student absence and will contact the parent when necessary. Counselors will refer students to Administration when absences become excessive. St. Agnes believes that regular class attendance is a necessary component of education. Because of this, we will have a no-uniform day once a month for those students who have not been absent or late during the previous month. This no-uniform day will begin in October as indicated on the school calendar (PANU). If it is necessary for a student to be absent from school for an extended period of time, a note from the parents should be brought to the Administration office several days prior to the absence. Students who have an excessive amount of absences run the risk of being excluded from extra-curricular activities and school trips.

Illegal Absence from School

Parents will be notified when their daughter is absent from school illegally. Truant students will be required to make up the work and serve four detentions. If this behavior is repeated, both the student and parents will be interviewed to determine a possible solution to the problem. Parents who remove students from school for special vacations are compromising the student's opportunity for learning. New York State Education Law considers this as an "illegal absence".

Lateness for School

Punctuality is the responsibility of the students. Students should allow sufficient time to travel from home to school. Students can not expect to make perfect connections every day so they arrive just in time to go to their lockers and report to homeroom. School opens at 7:00 AM affording students the opportunity to do extra studying or to relax in the cafeteria. Students are not to spend time in local stores before school in the mornings. Once a student comes into the building, she is never permitted to leave to go to a local store.

Each student must be in her homeroom when the bell rings for the beginning of homeroom at 8:10 AM. Students who are late for homeroom or not present for homeroom will be considered late to school. Any decision to excuse lateness rests with the Administration.

Students who arrive after homeroom attendance must go to the General Office for a late pass and attendance correction. Each lateness will result in one detention.

Lateness for Class

Habitual lateness is something which will not be tolerated. Rare and infrequent lateness will be corrected by the class teacher. Students are to take care of their personal needs during lunch or between classes. Once in class, students should concentrate solely on their course work. Only absolute emergencies will be considered reason for leaving class once the lesson has begun.

Early Dismissal/Late Arrival

Students are expected to make all doctor and dentist appointments after school, on Saturdays, or on days when school is not in session. Emergency appointments and/or clinic appointments are the only acceptable reasons for early dismissal/late arrival.

Please follow this procedure for early dismissal/late arrival:

Parents must write a note requesting an early dismissal/late arrival, stating the reason for the appointment.

Except in case of an emergency, this note should be brought in two days prior to the appointment. It should be brought to the General Office before 8:00 am. The note should include the name of the adult who will be picking up the student

An official notice will be given to the student to present to her teachers. Students are responsible for all the work they miss.

Under no circumstances will a student be dismissed from St. Agnes without the written consent of her legal guardian. If there is a court order specifying that a student not be released to a non-

custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Fire Drill Directions

The possibility of fire is always a serious concern for everyone. A student's safety and the safety of others are the reasons why a school must have fire drills.

Students are expected to follow these directions:

All students must observe **ABSOLUTE SILENCE** in moving out of the building.

Each class, following the lead of its teacher, shall proceed in single file and at a rapid pace.

Each student should familiarize herself with the proper **EXIT** that her class is to use. Signs giving this information are posted over each door in every classroom.

At the end of a drill, a signal is given for all classes to return to their rooms **IN SILENCE**.

Students who fail to observe any of these directions will be referred to Administration.

Dress Code

Every student has a personal responsibility to be in complete uniform and well groomed each day. St. Agnes hopes to encourage pride on the part of the student in her appearance and to develop a business-like approach to school. It is also the intention to represent the image of the school to the outside community in a positive manner.

Students are required to adhere to the following dress code:

- Uniform skirt or uniform pants (when permitted)
- Uniform shirt - No T-shirt or turtle neck shirt may be worn under the school shirt
- Uniform sweater
- Skirts are to be a presentable length for school. They may not be rolled up at the waist.
- The School shoes must be worn at all times - either the loafer or lace shoe, whichever you choose.
- Dark stockings are required; black, charcoal gray, navy tights or dark knee socks must be worn. Fish net and patterned stockings are not permitted.

Students are to arrive, remain, and leave in full school uniform.

On days that uniforms are not required, it is expected that each student will select attire which will not call attention to her in a negative way. Judgement concerning the appropriateness of any student's attire rests with the Administration.

Students may not have visible body piercing (ex. eyebrows, lips, nose, tongue, etc.) except for earrings, and no more than 2 pair of earrings may be worn at school (These earrings should be small in size.) No headwear is permitted in class. Only one neck-chain may be worn – and one ring on each hand. Students should all appear to have a natural hair color. Pink, green, blue, and burgundy colors will not be tolerated.

Cafeteria

The school cafeteria is a part of school life. It provides a place where students may purchase a hot or cold lunch, eat, relax, and socialize. While in the cafeteria, students should always be sensitive to others who are around them. It is expected that students would be responsible to dispose of refuse and leave the cafeteria area in good condition.

The cafeteria is the place where students have lunch. It is, therefore, inappropriate for students to comb their hair or to put on makeup in this section of the school. Students are expected to follow the directions of faculty members supervising the cafeteria at all times.

A library pass may be obtained from the librarian in the morning. After you have eaten your lunch, you may have the supervising teacher in the cafeteria sign it in order to allow you to go to the library.

Food or beverages are never permitted in the classrooms. Water bottles are prohibited from being carried throughout the day.

Lockers

Each student is assigned a locker and may use only that locker. Students may go to their lockers before and after school hours and at change of classes only. Students may not, however, interfere with a class being conducted in that room. Interference with another's locker in any way is considered a serious offense against that student's rights. Lockers which are found unlocked will be locked by school personnel. Lockers are considered the property of the school and, as such, may be searched if an occasion should arise that deems it necessary, e.g. locker used to store illegal matter. All locks for the school lockers must be purchased from the school. Locks will be collected each June and returned to the same student for the following school year.

Unscheduled Time

Students who do not have scheduled class are expected to spend time in the library, media center, or cafeteria studying or preparing for class. If assigned a study room, this time is to be spent in silent study

ID Cards

Every student is expected to have and to carry her ID card at all times. Any student who is unable to produce her ID card when it is requested must order a new card. Replacement fee for the new card is \$5.00.

Respect for Property

Theft or the destruction of property belonging to the school, faculty/staff, or other students is a very serious offense. A student caught stealing or destroying property will be suspended until her parent comes in for a conference. Appropriate disciplinary action including probation or possible dismissal will result.

Smoking

Smoking is not permitted in or around school grounds. Smoking on or around school property is a violation of school regulations.

Cellular Telephones, Cameras, iPods and Valuable Property

For the good order of the school and the safety of the students, students may not use cell phones, cameras, iPods, beepers, etc. in school. To avoid disturbing classes, cell phones must be turned off and locked in the owner's locker during school hours, or they will be confiscated.

Detention

Detention will be each day at the beginning of each lunch mod. Any student who disregards school rules will be assigned detention. Students who are late for school are expected to serve detention. In more serious situations, detention will occasionally be issued in the afternoon. The student will be given advance notice in this case.

Students who are uncooperative with regard to school regulations will be seen by Administration and, if necessary, a parent interview will be set up to determine a solution to the difficulty

Students who habitually violate school regulations will be deprived of certain privileges such as school trips, dances, etc. This will be at the discretion of the Administration.

Students who fail to respect school regulations and/or continue to abuse the rights of others at St. Agnes may be asked to withdraw from the school.

Students and Automobiles

The school would prefer that the students do not drive to school. The safety of the driver and her passengers, the heavy morning traffic, and the limited parking around the school are the reasons for this decision. Students who choose to drive to school should obtain a Driving Consent Form. This form can be obtained in the Administration Secretary's office. Students should have this form on file in school before they choose to drive to St. Agnes.

Drug and/or Alcohol Abuse

St. Agnes Academic School recognizes drug and/or alcohol abuse as a current and symptomatic problem of our society and we are willing to deal with this problem with the hope that we may be able to alleviate the factors that may cause a member of our school community to turn to drug and/or alcohol abuse. We believe that it is our responsibility to create a climate that maximizes the opportunities for our students to develop as full persons--spiritually, intellectually, emotionally, socially, and physically. This goal will be achieved by the full cooperation of Administration, faculty, parents, and student body.

While St. Agnes Academic School shows a great concern for students with drug and/or alcohol difficulties, we also recognize that we have the right to protect the school community from any individual who might engage in the selling, use, and/or distribution of drugs and/or alcohol. Any student found guilty of such transactions should understand that her welfare is superseded by the welfare of the members of the school community.

Every situation will be considered on an individual basis, but the steps taken to protect the school community and to help the individual will ordinarily follow certain procedures. The following policies are in effect on the school premises, during the school day, and at all school-related activities when students are found under the influence of drugs and/or alcohol:

Parents will be notified immediately by Administration and will be required to take the student home.

In order to return to school, the student must present evidence of receiving appropriate help in dealing with her problem. This help could include counseling through the school's guidance department. If the student is referred to an outside agency or doctor, Administration must receive a written notice that the student is receiving appropriate help with her problem.

These students forfeit the right to go on school trips for as long as determined by Administration.

Refusal by the student to participate in the program or repeated offenses may be considered grounds for expulsion, since the student poses a threat to the welfare of the others in the school community.

Students involved in the selling and/or distribution of drugs and/or alcohol will be reported to Administration, and after consultation with the parents, may be expelled from St. Agnes Academic School.

Student Pregnancy

It is important that each student respect the dignity of her own body and be responsible in her actions. In keeping with the teachings of the Catholic Church, we believe in the sanctity of marriage and encourage the young women of St. Agnes to refrain from sexual intimacy until they are married.

St. Agnes recognizes the problems regarding sexuality that face the adolescent today and in our concern for the young woman who becomes pregnant, each situation will be considered on an individual basis. The procedures that will normally be followed are as follows:

Administration and guidance counselor will be notified.

After a student interview, the parents will be asked to come to school for an interview.

The student and parents will be advised of the options available including resident programs, home study, and school programs.

The student and parents who elect that the student continue to attend St. Agnes must do so with the understanding that the school must have doctor's lines to indicate that school attendance is safe for both the student and the unborn child. Furthermore, the school will set guidelines for the student to follow for as long as she remains in attendance.