



Aquinas High School
STUDENT HANDBOOK

Sr. Margaret Ryan, OP
President

Sr. Catherine Rose Quigley, OP
Principal

Mr. Sergio Davila
Assistant Principal

685 East 182nd Street
(Belmont Avenue)
Bronx, NY 10457

Telephone: (718) 367-2113
Fax: (718) 295-5864
www.aquinashs.org

This agenda belongs to:

Name

Homeroom

TABLE OF CONTENTS

AQUINAS HIGH SCHOOL ALMA MATER.....	3
INTRODUCTION.....	3-5
Mission	
Belief Statements	
School History	
PRAYERS FOR TEENS.....	6-10
ACADEMIC PROGRAM.....	11-20
Graduation Requirements	
Course Offerings	
Required Courses	
GPA, Rank, Weighting	
National Honor Society	
School Honors	
Testing	
Homework	
Written Reports - Research Papers	
GUIDANCE.....	20-22
ENRICHMENT/CLUBS/ACTIVITIES.....	23-25
GENERAL INFORMATION.....	26-36
Attendance	
Course Credit Requirements	
Library Use	
Report Cards/Progress Reports	
Fire Drills	
Textbooks	
MetroCards/Tripper Buses	
Transcripts/Student Records	
Physical Education	
Tuition/General Fee Information	
SCHOOL RULES AND REGULATIONS.....	36-45
Educational Integrity	
Student Behavior	

Discipline	
Electronic Device Policy	
Dress Code	
Helpful Hints	
ACCEPTABLE USE POLICY FOR INTERNET ACCESS.....	46
STUDENT COUNCIL CONSTITUTION.....	48-52

AQUINAS ALMA MATER

Angel of Schools, our Patron	Great St. Thomas guide us
O keep us safe, we pray	As for the Truth we stand
And faithful to our Savior	And may it ever flourish
The Light, the Truth, the Way.	Throughout our glorious land.
Our Alma Mater guiding	Our life of faith a challenge
Whate'er our lives may hold.	That none may fail to see.
True daughters of Aquinas	For peace on earth we're
striving	
And Mary's blue and gold.	Let this our motto be.

INTRODUCTION

Parents of students attending Aquinas High School are partners in the education of their daughters. Students and parents are invited to understand the Mission and Belief Statements of Aquinas as members of a Community of Faith and Learning. This handbook serves as a contractual agreement between the school and parents and their daughters. Parents are required to sign the form indicating receipt of the handbook and agreement with the contents. The Administration reserves the right to amend the handbook for just cause if the need arises. Parents will be notified.

MISSION

Aquinas High School is a community of faith and learning rooted in the Catholic tradition and committed to excellence in the education of young women—mind and heart, body and spirit. Since its founding by the Dominican Sisters of Sparkill in 1923, Aquinas has welcomed each new wave of New York City's population, finding the face of God in each new set of features and forming a body of Aquinas women with a heart for the whole human family. Through a challenging curriculum with a broad spectrum of co-curricular activities and community service, Aquinas calls forth women who are confident, knowledgeable and committed to building a better world.

BELIEF STATEMENTS

We Believe

- that each person is uniquely created by God, and each one's dignity is to be respected and revered.
- that the learning environment should foster the responsibility of the learner and offer the opportunity for development of a variety of gifts and talents.
- that parents are our partners in the education of their daughters.
- that the diversity of our school community enhances the opportunity for each person to value the uniqueness of her own culture and to appreciate the culture of others—a vital need today, both locally and globally.
- that each person is called to lifelong learning, spiritually, intellectually, socially, and physically and to the responsible exercise of citizenship.
- that each person is called to foster the community of faith in its message, worship and service of humanity.
- that women's strengths and women's voices have a vital role in today's complex and changing world.
- that seeking justice, peace and the integrity of creation is

integral to living the Gospel.

- that excellence requires continuous institutional improvement.
- that truth, Aquinas' motto *Veritas*, is the basis of right relationship centered in the love and mercy of God.

SCHOOL HISTORY

Aquinas High School stands on land that was once known as the Grote Estate. This parcel of land was purchased by the Dominican Sisters of Sparkill on May 29, 1889 with the assistance of two benefactors. The Grote mansion was first utilized as an academy for elementary school children. In 1923, a two-year business school named Aquinas Hall opened in the original mansion. Each year witnessed an increasing enrollment, and the need for more facilities resulted in the construction of the first of many units which finally became a harmonious whole in 1952. On November 20, 1942, Aquinas High School received a charter from the University of the State of New York, permitting the school to offer approved courses for students in grades nine through twelve. The school is accredited by the Middle States Association of Colleges and Schools. Owned and administered by the Dominican Sisters of Sparkill, the faculty is composed of religious and lay persons.

ACCREDITATION/RECOGNITION

Aquinas High School is accredited by the University of the State of New York and by the Middle States Association of Colleges and Schools. The United States Department of Education has recognized Aquinas High School as an Exemplary School and a Blue Ribbon School. Aquinas has been named an Outstanding American High School by US News and World Report.

PRAYERS FOR TEENS

OUR FATHER

Our Father, who art in heaven
Hallowed be thy name;
Thy kingdom come;
Thy will be done on earth as it is
in heaven. Give us this day our
daily bread, and forgive us our
trespasses as we forgive those
who trespass against us and lead
us not into temptation, but
deliver us from evil. Amen.

HAIL MARY

Hail Mary, full of grace,
The Lord is with you.
Blessed are you among women
And blessed is the fruit
of your womb, Jesus.
Holy Mary, Mother of God
Pray for us sinners
Now and at the hour of our
death. Amen.

AN ACT OF CONTRITION

My God I am sorry for my sins
with all my heart. In choosing to
do wrong and failing to do good,
I have sinned against you whom I
should love above all things.
I firmly intend, with your help, to
do penance, to sin no more and to
avoid whatever leads me to sin.
Our Savior, Jesus Christ, suffered
and died for us. In His name, my
God, have mercy.

MEALTIME

Father, we ask you to bless this
food. May it be a source of
spiritual and physical
nourishment for us. Bless those
men and women who have
labored to provide it for our
table. Bless us who are gathered
here in your Name. We ask this
in the Name of Jesus and your
most Holy Spirit. Amen.

PRAYER OF ST. FRANCIS

Lord, make me an instrument of
your peace.
Where there is hatred, let me
sow love;
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
Where there is sadness, joy.

O Divine Master, grant that I
may seek not so much to be
consoled as to console; to be
understood as to understand;
to be loved as to love; for it
is
in giving that we receive; it
is
in pardoning that we are
pardoned; and it is in dying
that we are born to eternal
life. Amen.

FAITH

Lord, you seem so far away. I used to pray to you when I was younger, but now I seldom do. Many of my friends never pray or go to church, and some don't even believe in you. But, Jesus I want to love you, to know you. I want to believe that you are really with me and that you really do love me. Help me to believe in you, to love you. Amen.

MORNING OFFERING

There are mornings, Lord When getting up is the hardest thing in the world to do. Give me a push to come alive. Help me to be gracious to all the members of my family. Let me see you in each of them. Help me make this day a peaceful and loving gift to you. Amen

GROWTH

Lord sometimes I foul up and find that my life is something of a real mess. I know you want to make me over. You hold out your loving arms to give me a push, Lord, to let me know your loving attractiveness. Help me to see life as exciting and full of purpose. Draw me to an intelligent obedience and never let me wallow in self-pity. Amen

STUDIES AND TESTS

Spirit of God, before I go to class, let me pray quietly for my teacher and fellow students. Open my ears and eyes to learn something new this day. If I have studied, give me the courage to ask an intelligent question. Others might have the same question but may be too shy to ask it. Amen

Let me, Lord, give my body and my attention to what is being taught. Teach me to be courteous in listening and in

sharing with all. Give me a renewed sense of wonder that my world is so full of mysteries just waiting to be unfolded. Grant me a good sense of curiosity. Amen.

PARENTS

Sometimes, Lord, it seems that I am not on the same wave length with my parents or family. Give each of us enough honesty to say the right thing to break the tension. Help each of us to give in rather than live in pouty silence. Never allow my angry moods to ruin a family meal or family evening. Amen

FEAR

Sometimes I feel so alone. I am not very popular at school. I am shy. Jesus, help me believe that I am somebody and that I have much to offer others. Help me to believe in myself. Amen

O Great Spirit, grant me peace so I can live without fear. Grant me friendship so I won't be lonely. Guide me so I can walk on the right path. Help me to make good decisions in my new life. Grant me wisdom to know the things I am doing and the courage to do the things I know are right. Grant me generosity to

give love and to share with other people. Give me strength so that I can take pride in who I am. Amen.

RESPECT FOR SELF

Jesus, my body is a gift from you through my parents. Let me honor you with the care I take of my whole body. Help me today to be clean physically, mentally, and spiritually. Strengthen me to give back some of the gifts to you. Amen.

HAIL HOLY QUEEN

Hail, Holy Queen, Mother of Mercy, our life, our sweetness, and our hope! To you do we cry, poor banished children of Eve; to you do we send up our sighs, mourning and weeping in this vale of tears. Turn, then, most gracious advocate, your eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O Loving, O sweet Virgin Mary! Pray for us, O holy Mother of God, that we may be made worthy of the promises of Christ.

COME, HOLY SPIRIT

Come, Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love. Send forth your Spirit and

they shall be created and you shall renew the face of the earth. O, God, who has instructed the hearts of your faithful by the light of the Holy Spirit, grant that by the same Holy Spirit we may have a right judgment in all things and evermore rejoice in his consolations. Through Christ our Lord. Amen.

CAREER

Lord, I just don't know what to do when I graduate from school. There seem to be so many choices. Everything is so confusing. My parents think one way, while my friends say I should be this or that. Help me to know myself better, to know my talents, to know what is best for my future. Amen.

PAIN

Father, you know that I am in pain. Why must it be so? It limits me. It changes me; it even consumes me at times. In the midst of my hurt, my suffering, my nature cries out to you for help. I find it difficult to deal with my suffering, God, for I know that it can be otherwise. No one knows how this pain affects me except you. I pray that whatever the outcome, my faith in you will grow. Give me hope

and increase my love for you. Strengthen and heal me. I ask this through Jesus, your Son. Amen.

FORGIVENESS

When I've really messed up, God, please help me, for I've sinned. When one thing goes wrong, it seems one after another goes wrong. I begin to think troubles are ganging up on me. But, just when there seems to be no hope, something goes right. You are always there; it's just that I forget. Please help me. I try really hard to please you. Please help me, God, when I mess up. Amen.

Dear heavenly Father, I realize that I have done wrong and have deeply hurt someone. Please forgive me, and give me the strength and knowledge to think before I act cruelly toward someone. Please help Him find room in His heart to forgive me.

THANKS

Thank you Lord for all those things I usually take for granted: my family, friends, health, education, having shelter, food, clothing, and living in a free country. When I look at you, I see so many people my age who have none of these. Thank you for so many blessings, and help me do whatever I can to aid those so less fortunate. Amen.

DEPRESSION

Sometimes my best efforts end in failure. When the load seems to get too heavy, don't allow me, Lord, to grow bitter. Never let me surrender to monotony, or to become disillusioned. Lift me up so I can see the extraordinary in the seemingly ordinary happenings of life. Amen.

GOSSIPING

Take all harshness out of my criticism I sometimes have to make of persons I love. Help me guard my tongue to use it to heal and affirm those who need it most. Make me aware that I am not set up as a judge. Make me a peace-bringer to my home today. Amen.

Lord, it is so easy to join in gossip and uncharitable conversations. Maybe it's because I don't really want to hear your voice telling me to speak carefully. If I cannot in good conscience speak well of a

person, give me the strength to be silent or walk away without adding to careless talk. Amen.

LOVE

The greatest gift I can give myself is the knowledge that you love me. Because you love me, I know that I am lovable without any qualifications. Secure in such love, let me love those who touch my life. Amen.

THE MEMORARE

Remember, O most gracious Virgin Mary that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired by this confidence, I fly unto you, O Virgin of virgins, my Mother. To you I come; before you I stand sinful and sorrowful. O Mother of the Word Incarnate! Despise not my petitions, but in your mercy hear and answer me. Amen.

GUARDIAN ANGEL PRAYER

Angel of God, my guardian dear to whom God's love entrusts me here. Ever this day be at my side, to light and guard, to rule and guide. Amen.

SERENITY PRAYER

O God, give me the serenity to accept the things I cannot change; the courage to change the things I can, and the wisdom to know the difference.

KEEP ME IN THE CENTER OF YOUR WILL, LORD

Lord, I give you my whole life. Enlighten me to widen my horizon and keep me spiritually alert. Help me to take the monotony of daily routine, the disappointments and failures of today, the countless details and never let me succumb to them. Make me conscious of the power that you invest in me to bring more love, tenderness and happiness to all whose lives I touch. Amen.

THAT GOD MAY BE GREAT IN ME

So many times, Lord, I try to play games with you. I know I want you to be great enough to give me security. At the same time, I want you to be ready to be manipulated for my purposes.

Help me to allow your greatness to be real in my whole life. Make me aware that you want to be a part of my day. Never let me exclude you by deliberate sin. Amen.

THE APOSTLES' CREED

I believe in God, the Father almighty, creator of heaven and earth.

I believe in Jesus Christ, His only Son, Our Lord.

He was conceived by the power of the Holy Spirit and born of the Virgin Mary.

He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day He rose again.

He ascended into heaven, and is seated at the right hand of the Father.

He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

THE ROSARY OF THE BLESSED VIRGIN MARY

The Joyful Mysteries

1. The Annunciation
2. The Visitation of Mary
3. The Birth of Jesus

4. The Presentation of Christ in the Temple
5. The Finding of Christ in the Temple

The Luminous Mysteries

1. The Baptism of the Lord
2. The Wedding of Cana
3. The Proclamation of the Kingdom
4. The Transfiguration
5. The Institution of the Eucharist

The Sorrowful Mysteries

1. The Agony of Jesus in the Garden
2. The Scourging of Jesus at the

- Pillar
3. The Crowning of Jesus with Thorns
 4. The Way of the Cross
 5. The Crucifixion and Death of Jesus

The Glorious Mysteries

1. The Resurrection of Christ
2. The Ascension of Christ into Heaven
3. The Gift of the Holy Spirit.
4. The Assumption of Our Lady
5. The Coronation of Our Lady

ACADEMIC PROGRAM

Graduation Requirements

<u>Required</u>	<u>Regents Diploma</u>	<u>Advanced Regents</u>
		<u>Diploma</u>
Religion	4 units	4 units
English	4 units	4 units
Social Studies	4 units	4 units
Mathematics	3 units	3 units
Science	3 units	3 units
Health	.5 unit	.5 unit
Music/Art	1 unit	1 unit
Physical Education	2 units	2 units
*LOTE	1 unit	3 units
Sequence Courses / Electives	4 units	2 units

40 hours of Community Service

TOTAL UNITS 26.5 units 26.5 units

*LOTE: Language Other Than English

Required Regents Exams

Regents Diploma

Living Environment
Algebra
Global History & Geography
US History & Government
Comprehensive English

Advanced Regents Diploma

Living Environment
Algebra, Geometry, Alg 2/Trig
Global History & Geography
US History & Government
Comprehensive English
*LOTE
One additional Science

*Language Other Than English

All required courses and units must be fulfilled at the high school level. Four years of Mathematics and Science are encouraged to enhance applications for college admissions.

COURSE OFFERINGS

THE ARTS

Visual Arts

Studio in Art
Studio in Fashion Design
& Illustration and

Advertising Art
Studio in Drawing &
Painting/ Computer

Graphics
AP Studio Art

Music
Music in Our Lives
Instrumental Music
I, II, III, IV

**BUSINESS AND OFFICE
EDUCATION**

Accounting
Business Law
Business Computer
Applications

DRIVER EDUCATION

Driver and Traffic Safety
Education

ENGLISH

9th Year- English HR/R
10th Year- English HR/R
Elements of Writing/
Communication
11th Year- English HR/R
12th Year -
Pre-College Reading
and Writing
AP English - Literature
and Composition

GUIDANCE

All students are
programmed for Group
Guidance 9,10,11,12.

MATHEMATICS

Algebra HR/R
Geometry HR/R

Algebra 2/Trig HR/R
Pre-Calculus H
Pre-Calculus
Mathematics 12
Calculus
Calculus H
AP Calculus

**LANGUAGE OTHER
THAN ENGLISH**

French I, II, III - R
Spanish I, II, III - R
Spanish I (Native)
Spanish IV
Spanish Conversation &
Hispanic Culture
AP Spanish Language

**PHYSICAL
EDUCATION**

Aerobics
Badminton
Basketball
Dance
Flagg Football
Golf
Physical Fitness
Softball
Volleyball

**RELIGIOUS
EDUCATION**

9th Year -
Faith and Identity/
Old Testament
10th Year -
New Testament/
Christology
World Religions
11th Year -
The Human Vocation:
A Call to Serve
Christian Morality

12th Year -
Church History
The Church & Social
Gospel

SOCIAL STUDIES

9th Year - HR/R
Global History I
10th Year - HR/R
Global History II
AP World History
11th Year - HR/R
U.S. History and
Government R
AP U.S. History
12th Year -
Economics
Participation in
Government
Sociology
Psychology
American Media
AP European History
AP Government

SCIENCE

Biology HR/R
Chemistry HR/R/NR
Earth Science R
Physics HR/R
Astronomy
Forensic Science
AP Biology
AP Physics
Health

**Not all courses offered
each year. Courses being
offered for the year are
listed in the Course
Bulletin.**

HR - Honors Regents
R Regents

AP Advanced Placement

COURSE SELECTION

Students are guided through the course selection process with the assistance of their teachers and guidance counselors. Students are encouraged to seek the highest level courses in accord with their academic performance. Course selections are final; changes are made for extraordinary reasons. If a change is approved, a \$30 fee is required. Requests for changes are not always possible.

REQUIRED

Ninth Year: 8 courses including Religion, English, Math, Science, Global History I, Language Other Than English, Physical Education and Art or Music for a total of 7.5 units.

Tenth Year: 9 courses including Religion, English, Elements of Writing, Elements of Communication, Math, Science, Global History II, Physical Education, and one elective course chosen from Language Other Than English, Business or Art for a total of 7.5 units.

Eleventh Year: 8 courses including Religion, English, US History and Government or AP American History, Business Computer Applications, Physical Education, and three elective courses chosen from Math, Science, Language Other Than English, Business and/or Art for a total of 7 units.

Twelfth Year: 8 courses or the equivalent in semester courses including Religion, English, Participation in Government, Economics, Physical Education, Health, and three elective courses for a total of 7 units.

All students are scheduled for group guidance classes.

All students are required to pass English 9,10,11,12.

Elective courses **will be programmed only if a sufficient number of**

students register for the course.

Students must take the Regents exam following the completion of a Regents course with a corresponding Regents exam.

PROMOTION REQUIREMENTS

From Grade 9 to Grade 10	- 7.5 units
From Grade 10 to Grade 11	-15.0 units
From Grade 11 to Grade 12	-22.0 units

and a passing grade in required subjects (see page 13) and Regents examinations.

CHRISTIAN WITNESS

Each student is expected to perform a **minimum** of 40 hours of voluntary service during high school. This service may be performed at the school, within the local community and/or at one's parish. The student's voluntary service may be listed on her resumé.

DIPLOMAS

All students who meet the New York State Regents requirements and Aquinas High School requirements will receive an Aquinas High School diploma with Regents Endorsement. Students who meet the Advanced Designation requirement will receive documentation of this status.

REGENTS/NON REGENTS COURSE GRADE REQUIREMENT

All courses require a 65 percent or higher average for credit. New York State Regents exam grades need to be 65 percent or higher. The following are included in the computation of students' subject grades: pupil's performance, participation in classroom activities, scores on classroom tests, completion of homework assignments, projects, and similar measures of achievement.

Many colleges develop their own class rank based on high school grades in the following five academic areas: English, Language Other than English, Mathematics, Science, and Social Studies.

GRADE POINT AVERAGE, RANK, AND WEIGHTING

Grade Point Average is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. The cumulative is recalculated every semester. This is different from quarterly or semester GPA printed on report cards and includes grades from the reporting period. Class rank is a measure of a student's performance compared with others in her class. Courses are weighted as follows:

Level	Weighting Factor	Course Type
1	1.00	Skill subject
2	1.01	Standard content subject
3	1.02	Regents subject
4	1.04	Honor level subject
5	1.06	Advanced Placement

HONORS

The Sister Mary Concepta Chapter of the National Honor Society

The purpose of the organization is to create an enthusiasm for scholarship, to develop character, to promote leadership, and to stimulate a desire to render service in the students of Aquinas High School. Members of the Chapter shall be known as provisional, active, and graduate. Membership shall be based upon scholarship, character, leadership and service.

Requirements for membership are:

Scholarship: An average of 90.0% or higher with no mark under 85.0%.

Character: Desirable qualities of personality, responsibility, honesty, fairness and tolerance.

Leadership: Poise, self-confidence, participation in and promotion of school activities, positions of responsibility, initiative in studies and industry.

Service: Puts service to others above self-interests; serves class and school community.

Active membership is open to students from **grades 10 through 12**. All potentially qualified candidates are reviewed. Only students who earn high honor and meet the criteria of the National Honor Society are eligible for induction into the Aquinas Chapter of the National Honor Society. Students academic progress, character, leadership, and service are reviewed following the first semester marking period.

No honor or responsibility conferred by the school excels that represented by the National Honor Society. Aquinas also has a Spanish, French, Art, and Technology Honor Society. Each Honor Society seeks to improve scholarship and to place the regular and faithful performance of academic work in its proper place in the estimation of faculty and student body.

SCHOOL HONORS

School Honors for first, second and third quarters are based on the Report Card average for the marking period. Requirements are:

Principal's Honors	90% Average or higher; all grades 85% or higher
First Honors	85% or higher average; all grades 80% or higher
Second Honors	80% or higher average; all grades 75% or higher

School honors are published for each marking period based on the quarter average. A passing grade must be earned in Physical Education for listing on an honor roll. The extended-day music grades are not included in the average.

The Valedictorian and Salutatorian are chosen following the fourth quarter of junior year based the weighted cumulative average and rank in class. A student who enters Aquinas after 9th grade is ineligible.

ANNUAL HONORS CONVOCATION

The Annual Honors Convocation held in the fall of each school year recognizes the academic achievement from the previous year. The Honor Roll for the Convocation is based on the average of the previous academic year in accord with the requirements for School Honors.

STUDENT TRANSCRIPTS

Transcripts are the record of the academics of each year and attendance. They include the GPA and rank in class for the year and prior years. Physical Education and Instrumental Music are not included in the weighted GPA.

REPORT CARDS - WEIGHTED AVERAGES

The average that appears on the report card includes all subjects for which a grade is given for the marking period. The Year to Date GPA

is a weighted average.

TESTING

As an aid to general counseling, course programming, career planning and determining the need for improvement in basic skills, various tests and inventories are administered. Interpretation of the result of these measures takes place in guidance classes and during individual sessions. The testing program is as follows:

Ninth Year	Stanford Achievement Test
Tenth Year (P.S.A.T.)	Preliminary Scholastic Aptitude Test
Eleventh Year (P.S.A.T.)	Preliminary Scholastic Aptitude Test

Eleventh/Twelfth Years Scholastic Aptitude Test of the C.E.E.B. (SAT); American College Testing (A.C.T.)

HOMEWORK

Academic achievement improves significantly when students spend time at home on school work that is closely related to the instructional program. Therefore, **it is recommended that students spend from 2 to 3 hours in home study for each day of school.**

Purposes of Homework:

1. Reinforcement and additional practice to strengthen new skills introduced in the classroom.
2. Work on projects.
3. Complete unfinished classroom assignments.
4. Participate in research activities.
5. Extended reading for pleasure and enjoyment.

6. Guided reading of library books and texts.

SUMMER SCHOOL

All subject and Regents examination failures must be made up in summer school.

COLLEGE REQUIREMENTS

These vary from college to college. Generally, college-bound students should prepare by earning 4 units in Mathematics, 4 units in Science, 3 units in a Language Other Than English in addition to the required 4 units in English and 4 units in Social Studies.

Colleges expect students to have a solid college preparatory program in the 12th year. To meet this requirement Physics, AP Physics, Pre-Calculus, Calculus, Pre-College Reading & Writing, AP English, Spanish Conversation and Hispanic Culture, AP Spanish, Economics, Government, AP Government & Politics, AP European History, AP World, and AP Biology are offered.

WRITTEN REPORTS AND RESEARCH PAPERS

The purpose of written reports and research papers is two-fold: the development of information-gathering skills and the development of the ability to communicate through writing. These are complex skills that demand systematic development based on the formulation of comprehensive objectives, implemented in a continuous program through the four years of high school in all disciplines. Instruction in the development of the report and the research paper is provided in the English Department. The Modern Language Association (MLA) format is used for papers.

Throughout the four years, all teachers require proper note-taking and style. **Plagiarism in all forms is unacceptable.** The skills involved in note-taking are the key to producing satisfying personal expressions of learned materials.

Aquinas' sequential plan for its writing program is as follows:

Ninth Year Written Reports

1. The emphasis in the 9th year is on the process of reading, note-taking, and paraphrasing. Outlining skills are introduced here and reinforced throughout the four years.
2. Works cited page
 - a. The format of the works cited page is to be followed by all students in all disciplines that require written reports.
 - b. The works cited page should include all types of format and media (not necessarily on every report, but throughout the year).
3. The usual length is one to two typewritten page. The works cited page is always on a separate sheet.

Tenth Year Written Reports

1. The emphasis is placed on developing the opening paragraph and drawing the conclusions from the research.
2. The items of the works cited page are extended to include three to five sources for each report prepared in the MLA style.
3. The usual length is two to four typewritten pages, exclusive of the works cited page.
4. Proper note-taking is required.

Eleventh Year Written Reports

1. The emphasis is placed on the proper gathering of quotations for

parenthetical citations. This instruction includes information on the purpose for which citations will be needed.

2. The usual length is four to five typewritten pages, exclusive of the works cited page.
3. The correct form in the works cited page and in parenthetical citations should be observed, together with the well-developed opening and logical conclusion.

Twelfth Year: The Research Paper

In the first three years, it is expected that the teachers will assign the topics, or list topics from which the student may choose to do reference work for written reports.

In the twelfth year, with the presentation of the research paper, the student is guided into discovering, limiting, and developing her own topic. The reference skills developed over the three years should give the student a sense of security in handling many different types of reference materials in varying formats and media.

1. The emphasis is placed on discovering, limiting, and developing individual interest topics.
2. The complete form of the research paper should follow MLA documentation.
3. The usual length is seven to ten typed pages exclusive of the works cited page.

GUIDANCE

The Guidance program meets the needs of the Aquinas HS students. The services of the Guidance Department are to help students achieve maximum benefit from their high school education. One of the major goals is to assist all students realize their full potential for growth and development. Every individual should become the person she is capable of becoming. In order to assist students in realizing this goal, the Guidance Department provides a wide range of services: educational, social, vocational, and personal.

There are three full-time counselors at Aquinas. To make an appointment for a personal interview, the student may sign the appointment book of the counselor of her choice.

Counseling is an educational process in which the subject matter is oneself. With a counselor, an individual may discuss and explore freely, and in confidence, any concerns and feelings that are important. Anything causing a person to feel anxious or uncomfortable affects performance as well as personal satisfaction. These concerns may be "talked through" with a professional who, because of training and experience, is most likely to understand and to be of assistance. The effectiveness of counseling will always depend on the goals the student has set and how much effort she puts into it. The student controls the confidentiality of this relationship.

Group Guidance Program

Students are programmed for group guidance one day in each cycle. The goal of this program is to have each student recognize that she has a choice to make regarding her present and her future and that she must assume the responsibility for the choices/decisions she makes.

Helping students make meaningful decisions is a continuing process and is based on the factors of self-understanding, knowledge and skills. Knowledge about self, orientation to high school, requirements for graduation and college entrance, testing, post-secondary education planning, voluntary service, and career planning form the content of the curriculum. Emphasis around this content is the development of self-knowledge skills, career exploration skills, work effectiveness skills and decision making skills. These topics are covered in a developmental approach throughout grades 9-12. Annually each student is seen individually by a counselor to discuss her progress, concerns, career and educational plans. Group counseling sessions are held to help students develop specific skills needed to live more effectively.

Part-time Employment

Part-time jobs are communicated via email and posted in the guidance area.

Career Center

Open to all students, the career center's goal is to expose students to the hundreds of occupations open to them. Books, periodicals, literature and reference books are available to the students for their investigation and exploration. Students may take interest inventories to help them pinpoint their own special interests, talents and abilities - all the necessary ingredients for making a wise career choice. Use of computers and access to the Career Cruising Program are available for career decision making, educational, financial and career exploration. Databases contain information about four-year and two-year colleges, post-graduate information, financial aid information, and occupational information. Students may obtain a printout of results to share with

counselors and parents or guardians.

Career Cycle

One cycle per year will be spent in exploring the relation of each subject studied to related careers. Available materials assist in the exploration.

Parent/Guardian Information

You are welcome to visit the counselors, by appointment, to discuss any concerns you have about your daughter's progress, and future educational and vocational plans. College Information Night, Freshman Curriculum Planning Night, and Financial Aid Information Night are held annually to assist you in planning with your daughter.

ENRICHMENT PROGRAMS/CLUBS

SPIRITUAL PROGRAM

In addition to religion classes, Mass is celebrated at the beginning and end of the school year and on Ring Day, Thanksgiving, and Christmas. The Sacrament of Reconciliation is available to students during the school year. Students are encouraged and challenged to develop spiritually by reflecting on their own uniqueness and dignity, the dignity of others, and their responsibilities in a world created by God.

A spirit of reverence is expected during prayers and all religious activities.

FACULTY ADVISORS

A program designed to provide each student with the opportunity to interact with one particular faculty member - Home room Advisor. The advisor is available regarding school activities and to assist each student to reach her greatest potential.

LIBRARY/MEDIA CENTER

The library is open before, during and after school hours until 3:30 PM. The librarian and media specialist are available to help the students with projects and areas of personal interest. The entire holdings of the fully-automated library can be accessed through a computer terminal, enabling students to find materials more efficiently. The library database may be accessed from home and from the classrooms as well as from the library.

CLASSROOM COMPUTERS

More than 300 computers are available for student use school-wide. Students may access the Internet and educational databases in their course research.

STUDENT COUNCIL

The Student Council is an organization of students elected to represent the student body in decision making regarding student affairs. The activities of the Student Council provide a means whereby students may practice good citizenship, providing a forum for student expression and the exchange of student-faculty views. Objectives of the Student Council include the maintenance of good school spirit,

fostering of good student-faculty relationships and promotion of the general welfare of each student as well as that of the total school.

EXTRA-CURRICULAR/EXTENDED-DAY ACTIVITIES

To provide more fully for the social and emotional development of the students of Aquinas and to make possible a closer relationship between students and faculty, an extensive extra-curricular and extended-day program is offered.

Participation in extra-curricular activities is a student privilege subject to all school rules and regulations. All phases of school activities and publications are subject to the approval of the Principal.

AHS AFTER-SCHOOL SPECIALS
AMERICAN TECHNOLOGY
HONOR SOCIETY
AQUINAS BROADCAST NEWS
ART CLUB
ART NATIONAL HONOR
SOCIETY
CHEERLEADING VARSITY/
JUNIOR VARSITY
CHESS CLUB
COLOR GUARD
DANCE CLUB
DEBATE CLUB
DRAMA CLUB
ENVIRONMENTAL CLUB
FRENCH CLUB
FRENCH HONOR SOCIETY
FUTURE BUSINESS LEADERS
OF AMERICA
FUTURE TEACHERS OF
AMERICA
GLEE CLUB

GUITAR CLUB
LIBRARY CLUB
LIGHTING CREW
LITERARY MAGAZINE
(THE AQUINITE)
MARCHING BAND
MISSION CLUB
NATIONAL HONOR SOCIETY
NEWSPAPER ("SPIRIT OF
AQUINAS")
NEW YORK CITY OUTINGS
PRO-LIFE CLUB
ROBOTICS
SEEDS OF SOLIDARITY
S.A.D.D.
SPANISH CLUB
SPANISH HONOR SOCIETY
STAGE CREW

STRING ORCHESTRA
STUDENT AMBASSADORS
STUDENT COUNCIL
SWIMMING CLUB

3-H CLUB
WALK-A-THON
YEARBOOK (VERITAS)

VARSIY/JUNIOR VARSITY SPORTS

Varsity and junior varsity teams are organized for the following sports: basketball, volleyball, track/cross country and softball.

The teams, through skills taught in practice, compete against other schools in the Catholic High School Athletic Association (CHSAA).

The goals of our athletic program are an outgrowth of the Aquinas HS Mission and Belief Statements. Participation in the athletics program is a privilege rather than a right. Students need to:

1. Be a student in good academic standing;
2. Exhibit a satisfactory conduct record at all times;
3. Satisfy the physical examination requirements;
4. Have proper insurance against injury.

Students are responsible to pay for athletic equipment (including uniforms) that is lost, damaged or not returned.

In the event of injury, a coach or other staff member will accompany an athlete who must be taken to a hospital or doctor's office if a parent is not present. In such cases, the parents will be notified immediately and advised where their child has been taken.

Team members are representatives of Aquinas High School and are expected to exhibit a high degree of sportsmanship, respect for officials and opponents, and act in a Christian manner at all times.

A student participating in any inter-scholastic sport must obtain a physician's report annually indicating that she is medically cleared to participate in such sports. This report must be on file at Aquinas High School before she can try out for a team.

GENERAL INFORMATION

ATTENDANCE

Attendance and punctuality are essential elements in achieving one's potential. In addition, they are life-long positive habits that serve each individual at all stages in life. Excessive absences, lateness and/or early dismissals interfere with a student's academic growth and success. Irregularities (10 or more) in attendance and or lateness (including early dismissals) will result in a review of the student's record, parent conference, if required, and possible disciplinary action and/or **dismissal. Vacation times need to coincide with the school calendar. It is not acceptable to plan vacations when school is in session. These are illegal absences.**

APPOINTMENTS

Appointments are to be made after school to avoid absences when possible. However, when an early dismissal is required by a parent, it must be made **in writing** indicating the reason for the early dismissal, the time of dismissal and the manner of transportation home. The student is responsible for presenting the request to the Attendance Coordinator before 8 a.m. The student must sign the early dismissal book before leaving the school building. Early dismissal requests may not exceed two per semester. Any number that is excessive will result in a parent conference. Students with Perfect Attendance may not exceed the stated number. Early dismissals are excused for appointments which cannot be scheduled on a day school is not in session.

ILLNESS OR INJURY

If a student is ill, she is to request a pass from her class teacher and report to the nurse's office. If the nurse's office is closed, the student is to report to the General Office.

If a student is too ill to remain in school, a parent or guardian will be contacted. The parent or guardian will make arrangements to transport

the student home. In the event that the parent or guardian cannot be reached, the emergency contact person will be called.

Students are not permitted to call home to request parents to pick them up. A student leaves the building without permission will be considered illegally absent from class and/or school. A student going home before or during the first period will be considered absent for the day.

All students leaving school before the end of the school day must sign out in the Attendance Office.

If a student knows that she will be absent from school for a prolonged period of time for a medical reason, it is her responsibility to notify the Assistant Principal. A student returning to school after a prolonged absence is to present a doctor's note stating that she may return to school. It is the responsibility of the student to complete all assignments missed during an absence. Students are expected to make arrangements with their classmates and teachers to obtain all notes and assignments.

Medication may not be given by anyone in the school. If a student has to take medication during school hours, she is to have a note from her parent or guardian with her. This note is to be presented to the school nurse by 8 a.m., and a pass will be issued. A student who asks to leave the room to take medication must show the teacher her pass.

ABSENCE

If a student is absent from school, a parent or guardian is asked to call the Attendance Office (extension 109) before 10 a.m., or as soon as possible on the day of the absence. Every absence also requires a note of explanation from the student's parent or guardian. These notes are to be given to the home room advisor on the day the student returns to school after an absence or a demerit will be issued by the home room advisor.

Absences are understandable due to illnesses that necessitate them. However, positive habits of attendance and punctuality are essential. Generally, absences are legal for illness, death in the immediate family, quarantine, suspension, and court appearance. Clinic visits should be scheduled for early morning and/or early afternoon so the student will not lose a full day of school. All other absences are not acceptable.

Students who are absent during all or a major part of the day are not permitted to participate in the interscholastic and extra-curricular activities scheduled for that date.

COURSE CREDIT REQUIREMENTS

All class work, homework assignments and projects must be completed regardless of absence. Students who are absent for tests do not receive credit for assessment. Absences for more than one test during the quarter marking period are subject to a five-point deduction in the quarter grade. Consequently, positive attendance habits are essential for the completion of course work. Excessive absences may result in failure to complete the course work for the academic year.

TRUANCY

Truancy is an unexcused absence and a violation of the law. A student is also truant if she leaves the school without the permission of her parent made known to the Attendance Office, comes to school but does not attend class, or leaves school without signing out. Truancy is a serious offense, and requires an interview with the student's parent or guardian. A student who has been truant from school must remain for detention each day for five consecutive days. In addition, a Disciplinary Referral will be completed. Repeated truancy will result in dismissal from the school.

LATENESS

A student is late if she is not seated in her home room by 8:05 a.m. A student who arrives late for home room reports to the large cafeteria,

signs the late list and must report to late detention after school. Students who arrive after the end of home room are to report to the General Office and sign the late arrivals book. Signing the late arrivals book incurs a detention. Students who are uncooperative in this manner will be seen by an Assistant Principal. In addition, if a student is so late that the attendance list has already been distributed to the school, she must also fill out a program sheet, have it signed by each of her teachers and return it to the General Office at the end of the day.

Tardiness is excused for the following reasons: clinic appointment, weather, family emergency, and sickness. All other reasons are unexcused.

LIBRARY

All library materials are for the use of the students, faculty and students who have graduated from Aquinas. Most materials may be taken for two weeks; some, overnight only. All items are negotiable. There is no fine for overdue materials. However, any student with materials overdue after two notices is subject to being issued a detention or having her report card withheld until the matter is cleared with the librarian. All students are heartily encouraged to use the resources of the library continually.

LOCKERS

A locker is assigned to each student at the beginning of the school year for the storage of books, school supplies, gym clothes and outerwear clothing. The lockers are the property of Aquinas High School and are subject to inspection by authorized personnel. The locker must be locked at all times. The school is not responsible for missing items. Students may go to the lockers only before home room period in the morning, before and after gym class, during lunch periods and at dismissal. At any other time, and only for an emergency need, a student must obtain a pass from an Assistant Principal to present to the teacher supervising the locker room. **Students are required to**

remove all articles from their lockers and leave them opened on the last day of school before the Christmas and Easter vacations.

Lockers not emptied and left open will be opened by authorized school personnel. Articles removed may be claimed in the supply room upon payment of a \$25 service fee.

LOCKS

A school approved combination lock is to be purchased in the supply room by each student. **No lock other than the approved school lock is to be used on a school locker.** If a student loses her lock, she is to purchase a new one in the supply room.

REPORT CARDS/PROGRESS REPORTS

Progress reports are issued two times a year in October and March. Report cards are issued four times a year in November, February, April and June. Parents are expected to check the official school calendar for distribution dates and parental conferences.

For report cards to be released, tuition payments must be up to date. Therefore:

Report Card	Required Tuition Payment
November	September, October, November
January	December, January
April	February, March, April, Re-registration
June	May, June

ASSEMBLIES

Assemblies are regularly scheduled as part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful.

STUDENT ADDRESS

If a student's address or phone number changes during the year, the student's parent is asked to forward the new address and phone number in writing to an Assistant Principal.

BULLETIN BOARDS, FLIERS AND POSTERS

Bulletin boards are assigned for the use of particular student groups. These groups are responsible for keeping the bulletin boards neat and up-to-date. Before any notice, flier or poster is displayed or distributed, it is to be approved by an Assistant Principal or by the moderator of the group involved.

CLUB MEETINGS

Clubs meet at the time agreed upon by the club and the moderator. No club may meet without the presence of a faculty moderator. The group is to be dismissed via the front door by the moderator.

DRIVER EDUCATION

A state-approved program of Driver Education is provided with lectures after school hours and driving hours arranged with the driving instructor. Students must be 16 years of age. Applications and cost information are available in the office. The entire fee must be paid before the student begins the course.

FIRE DRILLS

Fire drills are held in compliance with the law which requires them as an important safety precaution. Everyone needs to be prompt in obeying the signal and clearing the building as quickly as possible. Talking is not permitted.

IDENTIFICATION CARDS

Every student should have an official identification card. At the beginning of the school year, students have pictures taken and are issued ID cards valid only for the current school year. The cost of the card is paid for through the Special Fee Envelope.

SCHOOL CLOSING DUE TO WEATHER

In the event of severe weather conditions, decisions on the closing of all schools in Manhattan and the Bronx will be made by the Superintendent of Schools. In addition, decisions on the closing of Aquinas High School may also be made by the Principal. This information will be announced on radio station WCBS News Radio 88 (880 AM) and posted on the school web site, www.aquinashs.org. The school phone will also carry a tape-recorded message.

STUDY PERIODS

Students having study periods are reminded to use the time wisely. If an assignment is given, it must be completed. Additionally, students wishing to use the library may do so with the permission of the supervising teacher. However, students are expected to remain in the library during the entire class period. At all times, students need to report to the assigned room as scheduled. If the student is in the library during the 90 minute period, she must report to the cafeteria for the assigned lunch period only.

TEXTBOOKS

All necessary hard cover texts are loaned to students for use during the

school year. Some workbooks and paperback books are also available for loan through the New York State Textbook Law. The student is to write her name and home room number in each state-loaned book.

Students must pay for lost or damaged textbooks.

TRIPPER BUSES

Transit Authority buses transport our students directly from the school to two destinations. Buses arrive after school dismissal, and go to FORDHAM ROAD & SEDGWICK AVENUE and to 181st ST. & BROADWAY. These buses are available at the same reduced rates as the regular route buses. Students are expected to behave in a manner which reflects their appreciation for the service they are receiving and abide by the rules of the New York City Transit Authority.

TRANSPORTATION PASSES

Applications for reduced fares are filled out at the beginning of the school year. **MetroCards** are issued each semester, and students are expected to abide by the rules for their legal use. If a **MetroCard** is lost, the guidelines for its replacement will be followed. **MetroCards** are not transferable to other students.

TRANSFERS

A parent who wishes to transfer her daughter from Aquinas should obtain an acceptance form from the school to which the student is transferring. This form should be presented to the Guidance Department secretary who will tell the parent what further steps should be taken. The secretary will mail all reports to the new school when everything, including financial obligations, is completed. The student should inform the Principal of her plan to transfer.

TRIPS

All off-campus school sponsored field trips, etc. will be supervised by members of the faculty and will require a parental permission slip. All school regulations will be in force on these occasions. **No student may organize or solicit students for a non-sanctioned event.**

TRANSCRIPTS/STUDENT RECORDS

Parents of students and eligible students (18 years of age or attending a post secondary school) may inspect and review their educational records by making an appointment through our Guidance Department. No educational records will be released to any third party without the prior written consent of the parent or eligible student. A reasonable fee will be charged for the reproduction of any records. Students who apply to college using the assistance of the Guidance Department give permission to the Aquinas High School Guidance Department to forward transcripts and records. Every senior is issued one unofficial transcript free of charge. Seniors who wish transcripts sent to one or more colleges should request this service from the Guidance Department secretary. There is a fee for each transcript mailed from the Guidance Department.

Records will not be released until all financial obligations to Aquinas High School have been completed.

VISITORS

Parents are welcome to visit the school. In order to maintain the academic schedule, appointments are required. If a student wishes to bring a prospective student to visit the school, she must request

permission from the Director of Admissions in advance of the visit. Generally, permission to visit Aquinas during a school day is given only to girls in the process of considering applying for admission to Aquinas High School.

PHYSICAL EDUCATION

Students are required to take Physical Education each year. Upon admission to the school, a physical examination is required clearing a student for participation in Physical Education and selected physical activities. A written note from the family physician is required to excuse a student from this requirement for a prolonged time. Proper gym attire is to be worn for Physical Education classes. This includes the school gym suit, sneakers, and white socks. Jewelry may not be worn in the gym. Lack of preparation for gym classes will result in a loss of credit; four repetitions of unpreparedness may mean a failure in the course. Expensive jewelry should not be worn to school on gym days; the school cannot assume responsibility for its safety.

BREAKFAST AND LUNCH PROGRAMS

Breakfast is served in the cafeteria on school days from 7:30 a.m. to 7:50 a.m. Lunch is served from 11:22 a.m. to 1:19 p.m. During these times, students may use tickets for their meals, or may purchase food "a la carte" at the regular prices. Breakfast and lunch tickets are issued according to an outlined schedule and, if lost, cannot be replaced. Students may only use tickets that are issued to them. Students who give their ticket to another student or use another student's ticket will be issued a Disciplinary Referral. Food other than that purchased in the cafeteria may not be brought into the building and eaten before home room.

CAFETERIA

In the cafeteria each student is expected to practice good manners and courtesy; to leave the surrounding table area clean and orderly; to replace chairs and trays and dispose of waste properly. **No food, including candy and snack food, is to be eaten anywhere in the building other than the cafeteria.**

Students are to deposit their books in their lockers before going to the cafeteria for lunch. No books or bags are to be brought through the area in which food is purchased. Tables may not be reserved in advance of the lunch period. After finishing lunch, students return to the locker room to obtain their books for later classes. It is generally expected that students will return to their cafeteria places to await the bell signaling the end of the lunch period.

ACCIDENT REPORT

Any student who has an accident in school or while engaging in a school activity away from school must notify the teacher in charge and/or the General Office immediately. An accident report form is to be completed and filed in the office.

ACCIDENT INSURANCE

Student Accident Insurance is provided for students enrolled in Aquinas High School. Forms describing this insurance protection plan are distributed to all students at the beginning of each school year.

NON-DISCRIMINATORY POLICY

Aquinas High School wholeheartedly subscribes to the following non-discriminatory policy published by the Archdiocese of New York: Roman Catholic Schools in the Archdiocese of New York base not only their educational purposes, but all their activities on the Christian teaching of the essential equality of all persons as rooted in God, Christ's love, and one's supernatural destiny. Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese have not and shall not discriminate on the basis of race, color, national and ethnic origin in administration or education policies, admission policies, scholarships and loan programs, and athletic and other administered programs.

TUITION/GENERAL FEE INFORMATION

A Tuition and Fees Information and Payment Schedule was forwarded to the parents of new students at registration and included in the January mailing for current students.

SCHOOL RULES AND REGULATIONS

EDUCATIONAL INTEGRITY

Integrity is the quality by which a person is true to her principles in the face of all opposition. It enables a person to respond in a respectful, just and fair manner to herself and to others. A person of integrity has

principles and will act on these principles with conviction. Lying, cheating, stealing, copying homework, plagiarizing or assisting others in such acts violates the philosophy of Aquinas High School and the honor and integrity of the individual and entire school community.

STUDENT BEHAVIOR

Aquinas High School provides a safe environment for all. Students are expected to be respectful of each individual and each one's space. Boundaries are to be respected and there may be no display of affection that is inappropriate in a school or work environment. A no-touch policy is operative in the school.

A goal of Aquinas' educational program is to encourage independence and responsibility which are characteristic of a mature person. Since an orderly atmosphere is essential for learning to take place, the following guidelines are for the personal welfare of the student as well as for the common good of the entire school community:

1. A respect for persons whether they be teachers, other students, staff or visitors is a basic requirement of Christians in a Christian community.
2. A respect for personal and communal property.
3. An atmosphere of quiet must be maintained to create a situation conducive to learning.

SCHOOL DISCIPLINE

A favorable learning environment is essential in a school community. Such an environment requires Christian consideration and responsibility on the part of all. To insure this atmosphere, rules and regulations are established. Infractions of school regulations as outlined in this student handbook incur demerit or detention slips. If three demerit slips are received by a student, they become equal to one detention. Detention for disciplinary reasons is held by the section year coordinator for one hour after school, generally on Friday after school.

The list of students who must attend Friday detention is posted the previous Wednesday. If a deferment is desired, the reason must be presented to the year coordinator or to the Assistant Principal before 2:15 on Thursday. If a student does not attend detention, she will be issued a Disciplinary Referral and also will incur an additional one-half hour of detention. If a student is assigned to detention frequently, a parent conference will be requested.

Classroom Behavior Management Forms

Classroom Behavior Management Forms are used by the teacher to identify a student's unacceptable behavior. A conference with the student after class and/or after school is recorded. If further action is warranted, the Behavior Management form, Disciplinary Referral and parent conference are also recorded.

Disciplinary Referrals/ Corrective Action

Misconduct on the part of the student, such as disrespect or disobedience toward the school personnel, immature and inappropriate conduct, vulgarity, or classroom disruption, will not be tolerated.

Teachers complete Disciplinary Referrals to record serious offenses and the problem is referred to an Assistant Principal for follow-up. Parents receive a copy of the Disciplinary Referral. If a student incurs a third Disciplinary Referral, a Corrective Action Report completed and a parent/s' conference scheduled. Students are placed on probation and changes in behavior expected. For serious cause, a Corrective Action Report and parents' conference scheduled.

Satisfactory progress must be observed by the administration and faculty if the student is to remain in Aquinas High School.

ACTS OF VIOLENCE

FIGHTING

Fighting or acts of harassment reflect negatively on the school and its philosophy. Consequently, fighting subjects student(s) involved to immediate suspension and probation, or expulsion.

Acts of harassment, verbal or otherwise, will result in suspension and probation and possible expulsion.

Students who are aware of situations which might lead to fighting must seek the intervention of the Principal and/or Assistant Principal immediately. Glances and/or verbal comments are not sufficient to warrant a physical response.

WEAPONS

Possession of weapons (including sharp blade cutting instruments) etc., is contrary to the philosophy of Aquinas High School and will result in expulsion.

HAZING

Hazing in any form is prohibited. Any breach of this regulation will incur severe disciplinary action.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination prohibited by federal and state law and school regulation. It is any unwanted conduct of a sexual nature. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or verbal conduct or communication of a sexual nature. Aquinas High School is committed to maintaining a learning environment that is free from such conduct. Any person who believes that she has been a victim of sexual harassment, or any person with knowledge or belief of such conduct, should report alleged acts to the Principal or an Assistant Principal in

oral and/or written form. Aquinas High School will act promptly to investigate all complaints and to discipline any person who sexually harasses another.

TESTING

Any student who gives, receives, or copies information for quizzes, tests, or major examinations is cheating and will, therefore, receive a zero for the mark and have a note sent to parents. A repetition of this behavior incurs serious consequences.

A minimum of three tests are administered each quarter. Students are expected to be present for all tests and quizzes. If a student is absent for a test, she must explain the extenuating reason for the absence to the subject teacher upon her return to school and present a parent or a doctor's note for the absence. A teacher may provide a make-up test. If a student is absent for more than one test without an explanation, the teacher may deduct points (1 - 3) from the quarter grade or administer a make-up test.

Students must be present for semester examinations. It is school policy not to provide for make-up tests. Should extreme circumstances prevent a student from being present for a final semester examination, the student's parent is required to contact the Principal or Assistant Principal in order for the student to be excused from the examination. A doctor's note is also required. If this procedure is not followed, the absence is unexcused and a zero for the semester examination will be recorded.

Students giving or receiving information on a Regents examination must be reported to the Office of State Assessment, New York State Education Department. Students are ineligible to receive a grade and are not permitted to take a Regents examination until exemplary behavior is documented by the principal of the school.

RADIOS, CELL PHONES, ELECTRONIC DEVICES

The use of cell phones, iPods, and/or any other electronic device compromises the learning environment. **These items must be left in the locker during the school day.** The school day includes home room, all classes and lunch periods. If used during the school day or found outside the locker, the electronic device will be confiscated and given to the Assistant Principal. First offense: Disciplinary Referral, detention; parent will be notified; electronic device will be returned at 3 p.m. the following day. Second offense: Disciplinary Referral, 2 detentions; parent will be requested to pick up the electronic device after 3 p.m. the next day; third offense: parent conference required; student will be on probation; three detentions to be served. Repeated disregard for this school policy may result in dismissal.

FIREWORKS, NOXIOUS SPRAYS

The possession or use of fireworks and noxious sprays (such as mace) are illegal and jeopardize the safety of students and others. The possession or use of these items in school or at any school associated activity is strictly forbidden. Violation of this regulation is a serious offense and may result in suspension or dismissal.

SMOKING

Smoking is not permitted in the building, on school property, or in the vicinity of the school. The school recognizes smoking as a health hazard. Disciplinary Referrals are assigned for smoking on school property or vicinity. A student found smoking in the school building is subject to dismissal, and will be immediately suspended from classes until an interview can be arranged with her parents or guardians.

DRUGS AND ALCOHOL

Aquinas High School believes that the use of drugs (including alcohol) interferes with the spiritual, physical, moral and emotional development of a person. The use or possession of all illegal drugs or

alcoholic beverages in any form while in attendance at school or at school related activities is strictly forbidden.

In addition to the Guidance Department, special programs of assistance are available outside the school to any student who has a problem with drugs and/or alcohol. To protect the entire student body, the following procedures will be followed: any student found profiteering in the sale of drugs will be dismissed from the school immediately. A student found using or possessing drugs (including marijuana) or alcoholic beverages on the school grounds or vicinity or at school-related activities will be required to have parents come to school for an interview. The student will be given the option of accepting help or leaving the school. Lack of cooperation with the assistance offered or repetition of the offence will result in dismissal.

GUM

Chewing gum is not permitted in school since careless disposal of gum has ruined clothing and property. The penalty for an infraction of this rule is detention.

DRESS AND APPEARANCE

Neatness in regard to dress is required of students at all times.

Summer uniform may be worn until October 8th and from May 9 until the end of the school year. The blazer is optional after April 15. The summer uniform consists of the following:

Uniform skirt - pink or blue

Uniform blouse - white or same color as skirt.

Either a pair of socks or plain, solid color stockings is to be worn.

Stockings must be beige or white. Socks worn with the summer uniform are to be solid color and white or solid color matching the color of the skirt.

Winter uniform is to be worn at all times when the summer uniform is not worn and consists of the following:

Uniform skirt (on and after October 8), uniform blouse, and blazer. Blazer must be worn between November 15 and April 15. In place of the blazer, seniors may wear the senior sweater.

A pair of plain, solid color stockings (no pattern) is to be worn. Stockings are to be beige, white, navy, gray or black. In addition to stockings, a pair of solid color socks may be worn. Socks, if worn, are to be either white, navy or black.

Uniform pants may be worn from November 15 - March 18 only. At all times, students are required to wear low-heeled black (leather) shoes: loafers, maryjanes or low-tied shoes. Shoes must have a full back. Boots, sneakers, diesels, or other “designer” shoes are not permitted. Students may wear a plain white tee-shirt or turtleneck under their school blouses. Only uniform parts that fit the above descriptions may be worn. Only school-related buttons may be worn on the school uniform.

ADDITIONAL UNIFORM DIRECTIVES

Long fingernails are not permitted. Excessive jewelry may not be worn with the school uniform. Students may wear one pair of small earrings no larger than one inch in diameter. **Not permitted:** bar and large earrings, nose, tongue studs, or other **facial or body piercings;** “spiked” bracelets, black wristbands, multiple bracelets, neck beads or chokers. Students may not wear a hat, kerchief, or other head covering in school at any time. **Skirts, both summer and winter, may be no more than two inches above the knee.**

Occasionally permission may be given to students to be out of uniform. On all such days, including birthdays, **business attire is the only acceptable dress.** The following will not be permitted: midriiffs, halter tops, thin straps, shirts with emblems or slogans, jeans (any color), sneakers, jeans, sweat/suits or pants, shorts. The Principal and Assistant Principals reserve the right to decide what is appropriate dress and attire.

Hair color must be “natural” and one color (not two or more) only (no pink, bright or garish red, blue, green, etc. is permitted). Mohawk hair cuts are not permitted.

Please note that the **Dress Code is in effect:**

- throughout the school building for the entire day and during after-school activities
- on all exam days (students will not be permitted to sit for any examination if not dressed according to the uniform standards)
- on all field trips unless an exemption is granted.

No excuses will be accepted for improper attire. All improperly dressed students will be suspended from classes until the problem is corrected.

OTHER RULES

To steal, to destroy, or deface the property of the school or others is to violate their rights. Violations of these rights will demand restitution. Repeated or serious offenses may result in expulsion.

Private sale of goods is not permitted.

No student is permitted in school unless her immunizations are up-to-date.

Students may not remain in the school building after dismissal unless they are under the supervision of a teacher.

* * * * *

Policies that may apply to a limited number of situations are discussed with parents when the need arises. The Principal may waive any rule for just cause at her discretion acting in the best interest of the student or other students.

Any time students are identifiable as Aquinas High School students the appropriate rules of behavior and the consequences for

misbehavior apply, e.g. public transportation, sporting events, etc.

The Principal reserves the right to dismiss any student for serious or repeated misconduct and any other behavior deemed inappropriate since such behavior interferes with the desired learning environment of Aquinas. Conduct, whether inside or outside the school, that is detrimental to the reputation of the school is unacceptable and may result in suspension or expulsion.

HELPFUL HINTS

1. Students are permitted on the lower level or the gym until the 7:40 a.m. bells rings when they may go to their home room.
2. Students are expected to be in home room by 8:05 a.m. for attendance, prayers, and announcements.
3. Students requesting early dismissal must present a parental letter to the Attendance Office before the beginning of home room.
4. Lost and found articles are to be sent to the Supply Room. They may be claimed there during lunch periods and before and after school.
5. Students should identify their textbooks and school materials with their names. Students should not lend books to other students. Each student is responsible for the books on loan to her for the year.
6. CELL phones, electronic devices, etc. are not permitted in the academic environment. If brought to school, they must be locked in the student's locker.
7. The Supply Room is open in the morning before class, during the lunch period and after school.
8. Students are expected to report any injury or illness immediately to the school nurse, an Assistant Principal or the Principal.
9. Homework assignments should be neat, written in ink or typed and always handed in on time.
10. Tuition is to be brought to the General Office before home room and put into the tuition box. At the conclusion of the day, students are expected to pick up their receipt which is to be retained as proof of tuition payment.
11. To obtain a proof of attendance letter, obtain a proof of attendance form from your home room advisor, complete and return to same advisor. At the end of the school day, pick up proof of attendance letter in the Guidance Office.
12. Students are to be on time and ready for class at the starting bell for each period. The directives of the teacher are to be followed throughout the class period.

ACCEPTABLE USE POLICY FOR INTERNET ACCESS

BELIEF STATEMENT

Freedom of inquiry and access to information are fundamental to the development of our society, and are the right of all students and staff. On-line electronic resources provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through world-wide communication and exploration.

On-line resources such as the Internet can be used to educate, to inform, to communicate and to entertain. As a learning resource they are similar to books, magazines, videos, CD-ROM, and other information sources. Students and staff have access to other individuals, government documents, social and scientific data, library indexes, and many other types of information.

Internet users at this school are expected to use the Internet as an educational resource. The following procedures and guidelines are used to help ensure appropriate use.

- Students are to receive instruction in the proper use of the Internet through a review of Student Expectations for Use of the Internet.
- Students are required to sign a contract indicating their understanding and acceptance of the school's guidelines.
- Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are understood clearly. Parents also have the option of denying permission for their child to use the Internet independently at school.
- Students are responsible for their explorations of the Internet and

are subject to the consequences of the school's discipline policy.

- Chat rooms and "hot mail" are not considered an educational resource and may not be used.

STUDENT EXPECTATIONS IN USE OF THE INTERNET

The use of the Internet is a privilege, not a right, and inappropriate use of any of the following standards and provisions will result in consequences laid down by the school.

Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school. They are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- Proofread your message before you send it.
- Only public domain software can be downloaded. Copyright laws must be respected.
- Do not post personal messages on bulletin boards or "list services."
- Do not use the network in such a way that you would disrupt the use of the network by other users.

- Never agree to get together with someone you “meet” on-line without first checking with your parents or a responsible adult in the school.
- Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.

Any student whose behavior on the Internet or elsewhere is contrary to the Mission and Beliefs of Aquinas, i.e. on and off-campus behavior which is illicit, immoral, illegal and/or which reflects adversely on Aquinas High School subjects the student to immediate expulsion.

AQUINAS STUDENT COUNCIL

The Student Council is an organization of students elected to represent the student body in decision making regarding student affairs. The activities of the Student Council provide a means whereby students may practice good citizenship in situations meaningful to them, providing a forum for student expression and the exchange of student-faculty views.

CONSTITUTION OF THE STUDENT COUNCIL

ARTICLE I - NAME

Section 1. The name of this organization shall be the Student Council of Aquinas High School.

ARTICLE II - PURPOSES

Section 1. The purpose of this organization shall be:

- a. to develop and promote cooperation and harmonious relations among students, faculty and administration.

- b. to strengthen school morale.
- c. to provide a forum for student expression.
- d. to assist in the direction of the school.

ARTICLE III - POWER AND AUTHORITY

Section 1. All powers of the Student Council are delegated to it by the school administration. The administration has the right to veto any act of the Student Council or to revoke any of the powers held by it.

ARTICLE IV - ORGANIZATION AND MEMBERSHIP

Section 1. The Student Council shall consist of:

- a.. An Executive Board consisting of the officers of the school (6)
 - a) President
 - b) Vice-President
 - c) Secretary
 - d) Treasurer
 - e) Historian
 - f) Parliamentarian

1.

A general body consisting of:

- a) the executive board
- b) all homeroom representatives
- c) committed members at large

Section 2. The schedule for elections shall be as follows:

- a. The election of class representatives excepting freshmen shall take place at the end of each school year at a time designated by the executive board of the Student Council.
- b. The freshman class representatives shall be elected in their respective classes during late September on a day designated by the executive board of the Student Council.
- c. The term of office for members of the Student Council shall extend from the day of election to the close of the spring term.
- d. Each member of the Student Council shall be

entitled to one vote.

Section 2A. Duties of the Officers:

a. President:

The president shall preside at all meetings of the Student Council; enforce the observances of the constitution; appoint committees; act as chairperson of the Executive Board; prepare agenda for the next Student Council meeting with the assistance of the Vice-President.

b. Vice-President:

The vice-president shall perform all the duties of the president when the latter is absent; act as advisor to the president.

c. Secretary:

The secretary shall record and read the minutes of all the official meetings of the Student Council; shall keep an attendance record of all Council meetings; shall write all correspondence for the Student Council.

d. Treasurer:

The treasurer shall keep records of all receipts and expenditures of the Student Council; shall make a financial report at every regular business meeting of the Student Council.

e. Historian:

The historian shall keep a photographic and written journal of all the Council's year activities.

f. Parliamentarian:

The parliamentarian shall keep order and follow Robert's Rules of Order at all meetings. She shall keep a record of all votes and members rights in discussions and debates.

Section 3. Nominations and Elections:

a. Nominations and Elections:

1. During the month of April and May candidates for the offices of President and Vice-President of the

- Student Council shall be self-nominated from the junior year.
2. During the month of April and May candidates for the Offices of Secretary and Treasurer of the Student Council shall be self-nominated from the sophomore year.
 3. During the month of April and May candidates for the offices of Historian and Parliamentarian shall be self-nominated from the sophomore and junior years.
 4. If more than five girls nominate themselves to run for executive office, there will be a run-off election to determine three girls who will then compete in a voting for the office.
- b. Elections:
1. The nominees will hold a “Meet and Greet” for one cycle in the cafeterias as a means of campaigning under the direction and supervision of an election board consisting of the senior members of the executive board of the Student Council.
 2. Voting shall be in the following manner in voting for the President and Vice-President of the Student Council: each junior vote shall be counted as two votes; each sophomore and freshman vote shall be counted as one vote.
 3. In voting for Secretary, Treasurer, Historian and Parliamentarian, each student vote shall be counted a one vote per student for each office.
 4. Voting shall take place by secret ballot.
 5. A tally of votes and announcement of winners shall be made by the election board.
 6. The candidates receiving the highest number of votes for each office shall be the officer.
 7. All non-elected candidates will automatically become Student Council

- representatives for the following year.
- Section 4. Election of Home room Representatives:
- a. Following the election of the executive officers of the school, each year shall self-nominate candidates to the office of Home room Representative.
 - b. Following a general election, the candidates with the highest number of votes shall be designated a home room representative for her year and placed in home room by the assistant principal.

ARTICLE V - MEETINGS

- Section 1. A general meeting of the Student Council shall be held every Tuesday. Any representative who has a serious reason to be excused, shall ask her home room president to attend the meeting in her place.
- Section 2. The Executive Board shall meet once a cycle on a specified day with the faculty moderator.
- Section 3. In the absence of the president, the vice-president, may call a special meeting when necessary.

ARTICLE VI - QUALIFICATIONS FOR OFFICERS AND MEMBERS

- Section 1. Any student of Aquinas High School in good standing is eligible for election to the Student Council.
- Section 2. Any student who will be a senior during the term of office and has served on Student Council for two years is eligible for election to the offices of president and vice-president. Any student who will be a sophomore, junior or senior during the term of office and has served on Student Council for one year is eligible for election to the offices of secretary, treasurer, historian, and parliamentarian.
- Section 3. Any student who desires to participate in a Council Committee can become a member at large. They follow the same requirements and removal procedures

- but do not have a vote or debate privileges.
- Section 4. Any officer or member of the Student Council may be removed from her position for:
- a. failure to represent her group properly and fairly.
 - b. failure to attend meetings (a member may be excused for a serious reason-but two absences will be investigated by the Executive Board.) Three absences will result in dismissal.
 - c. failure to carry out her duties.
 - d. any action which is detrimental to the welfare of the school. The decision to remove an officer from her position shall be made by the school administration only after an interview and period of trial for the student involved and after consultation with the Student Faculty Moderator.

ARTICLE VII - DUTIES STUDENT COUNCIL MEMBERS

- Section 1. The members of the Student Council shall:
- a. represent the student body at all meetings of the Student Council.
 - b. assist in the general good order of the school.
 - c. initiate and carry out activities that will be of service to the student body and supportive of school spirit

HOME ROOM OFFICERS

In addition to a Student Council representative, each home room elects a president and vice-president to work with the Section Coordinator and to represent her home room at meetings to plan events for her year. Students in good standing may run for home room office.