

THE AQUINAS INSTITUTE & NAZARETH SCHOOLS



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STUDENT/PARENT HANDBOOK 2010-2011

This agenda belongs to:

Name _____

Address _____

City _____ Zip _____

Phone _____

Student No. _____ Homeroom _____

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INTRODUCTION

The history of Aquinas Institute dates to the establishment of Cathedral High School in 1902. Within the next 12 years Cathedral High changed from an all male business school to a co-educational academic institution named Rochester Catholic High School. On March 16, 1922 a Special Act of the New York Legislature formed an educational corporation called The Aquinas Institute of Rochester. A new school building opened on Dewey Avenue in 1925 with an all male enrollment. In 1937 the Bishop of Rochester invited the Congregation of St. Basil, a congregation of Roman Catholic priest educators, to serve at Aquinas Institute. The Basilians served at Aquinas through the year 2000. Aquinas Institute became a co-educational high school in 1982. Three buildings have been added to the original construction: a gymnasium/science building in 1993, an arts center in 2004 and an education fitness center in 2008. An outdoor courtyard was converted into student union in 2006. In the fall of 2008, Aquinas Institute added a junior high school to its academic program and the original gymnasium was remodeled and converted to house a new state-of-the-art school library. In February 2010, Aquinas Institute and The Nazareth Schools formed a partnership to educate students in a Catholic school setting grades Pre-K-12.

We continue to honor the legacy left by the Basilian Fathers who taught at Aquinas from 1937 until 2000 by using their motto, "Teach me goodness, discipline, and knowledge," as one of our own. Representatives of the Basilian Fathers and the Sisters of St. Joseph serve on our Board of Trustees and offer other services to our school.

Aquinas Institute has been accredited by the Middle States Association of Secondary Schools since 1928.

The policies and procedures included in this handbook are intended to create an environment that promotes academic success, respect for others, safety, and orderliness. By registering at Aquinas Institute, students agree to abide by this handbook and parents agree to assist their children in following the policies and procedures of the school.

This handbook may be accessed on the Aquinas website; parents may obtain a printed copy in the Main Office.

The Administration reserves the right to make changes to this handbook. Those changes will be communicated through Newsnotes, Aquinas website, and subsequent editions of the handbook.

STATEMENT OF MISSION

The Aquinas Institute of Rochester is a Catholic, private, college preparatory, co-educational school educating in the Basilian tradition.

Our mission is to teach all students goodness, discipline, and knowledge, supported through gospel values, within a comprehensive curricular and co-curricular program that will prepare them to be responsible and caring citizens.

PROFILE OF THE GRADUATE

Upon graduation the Aquinas Institute graduate will:

- Be prepared to take on leadership roles.
- Embrace and foster Christian values in the home, the workplace, and in the community.
- Make responsible, well-informed decisions and concrete judgements on personal and societal levels.
- Model courage when confronted with prejudice and hate.
- Understand education as a lifelong process rather than a goal.
- Possess the skills needed for success in further education and professional endeavors including:
 - strong problem solving skills.
 - strong communication skills.
 - technical competence.
 - appreciation of diversity.
 - openness to change.
- Embrace pride in his/her Christian and ethnic heritage.
- Express Christ's love through service to others.
- Have confidence in the constancy of God's love.

Regular/Assembly/Activity Schedules

Regular Schedule		"A" Schedule	
HR	8:00 - 8:08	HR	8:00 - 8:08
1st	8:12 - 8:52	1st	8:12 - 8:42
2nd	8:56 - 9:36	2nd	8:46 - 9:16
3rd	9:40 - 10:20	EXTRA	9:16 - 10:46
4th	10:24 - 11:04	3rd	10:50 - 11:20
5th	11:08 - 11:48	4th	11:24 - 11:54
6 th	11:52-12:32	5 th	11:58-12:28
7 th	12:36-1:16	6th	12:32-1:02
8 th	1:20-2:00	7 th	1:06-1:36
9 th	2:04-2:44	8th	1:40-2:10
		9 th	2:14-2:44

"B" Schedule		"C" Schedule	
HR	8:00 – 8:08	HR	8:00 – 8:08
1st	8:12 – 8:45	EXTRA	8:12 – 8:53
2nd	8:49 – 9:22	1st	8:57 – 9:32
3rd	9:26 – 9:59	2nd	9:36 – 10:11
4th	10:03 – 10:36	3rd	10:15 – 10:50
5th	10:40 – 11:13	4th	10:54 – 11:29
6 th	11:17 – 11:50	5th	11:33 – 12:08
7th	11:54 – 12:27	6 th	12:12-12:47
8th	12:31 – 1:04	7th	12:51 – 1:26
9th	1:08 – 1:41	8th	1:30 – 2:05
EXTRA	1:41 – 2:44	9th	2:09 – 2:44

"D" Schedule		"E" Schedule	
HR	8:00 – 8:08	HR	8:00 – 8:21
1st	8:12 – 8:47	1st	8:25 – 9:04
2nd	8:51 – 9:26	2nd	9:08 – 9:47
3rd	9:30 – 10:05	3rd	9:51 – 10:30
4th	10:09 – 10:44	4th	10:34 – 11:13
5th	10:48 – 11:23	5th	11:17 – 11:56
6th	11:27 – 12:02	6th	12:00 – 12:39
7th	12:06 – 12:41	7th	12:43 – 1:18
8th	12:45 – 1:20	8th	1:22 – 2:01
9th	1:24 – 1:59	9th	2:05-2:44
EXTRA	2:03 – 2:44		

SCHOOL MOTTO

Credo Quidquid Dixit Dei Filius
“I believe whatever the Son of God has said”

BASILIAN MOTTO

Teach me goodness, discipline, and knowledge.”

SCHOOL COLORS Maroon and White

SCHOOL NICKNAME Li'l Irish

ALMA MATER

Thou place of rev'rie, praise we and uphold thee;
In retrospection we see thy intention:
Always to strive for that which we were made for,
Aquinas evermore.
Dear Alma Mater, may you in all hours
Be thee outstanding, be the one commanding
And of those striving, be the one surviving
Triumphant over all.

CONTACTING SCHOOL PERSONNEL

SCHOOL PHONE 585-254-2020

DIRECTORY

Office of the President	Ext. 1009
Office of the Principal	Ext. 1013
Assistant Principal 9-10	Ext. 1035
Assistant Principal 11-12	Ext. 1022
Attendance Officer	Ext. 2001
Counseling Center	Ext. 1015
Athletic Office	Ext. 1043
Business Office	Ext. 1004
Nurse's Office	Ext. 1031

A full directory of extensions and e-mail addresses of faculty and administration is mailed to parents with the September Newsnotes and is available on the Aquinas website.

GENERAL ACADEMIC POLICIES

All high school students are required to take eight (8) subjects each year, including physical education. In order to qualify for promotion/graduation, a student must earn six and one half (6.5) units of credit and pass all required courses. Students cannot repeat at Aquinas any courses they have failed.

All courses taken at Aquinas are part of the permanent record. Summer school courses are recorded as additional courses in the permanent record.

Student performance is reviewed at the end of each quarter and at the end of the summer session. Only students who have qualified for promotion may return to Aquinas.

The Junior English Research Paper must be successfully completed to qualify for senior year.

Community Service is required each year at Aquinas.

HOMEWORK

Homework is an integral component of an Aquinas student's education. Failure to do homework is a major cause for failing grades. Students are expected to complete all assigned homework, study, and project assignments on time.

Each student should spend an average of two and one half (2.5) hours on homework each night. Students may be required to stay after school to complete homework that is incomplete or missing.

EXAMINATIONS

Examination periods are scheduled at the end of each semester in January and June.

1. Students are required to write all semester examinations or comparable assessments.
2. Parents must call the Attendance Officer when a student is ill and will be absent for an examination. Upon return to school the student must present a doctor's note verifying the illness. Parents consult with the assistant principal to schedule the writing of the missed exam. This applies to midterm and final exams.
3. *Unexcused absence* - A student who has an unexcused absence from a **midterm or final** examination will receive a zero for that test grade.
4. Regents exams, if not taken on the regularly scheduled date and time, must be written at the next regularly scheduled time.
5. Students are responsible for reading the posted examination schedule and for being present at the time and place where

examinations are scheduled. Information regarding the examination period will not be given by telephone.

6. *Conflict* examinations (two or more examinations scheduled for the same time) must be reported to the assistant principal. Students have full time for each examination and will be scheduled for a rest period and lunch as appropriate (2 Regents exams = 6 hours of maximum writing time).
7. Projects and papers that count as examinations must be submitted on the due date or will receive a zero (0) grade.
8. Advanced Placement examinations are administered in May according to the schedule set by the College Board. All students who take an AP course must take the AP exam.

REPORT PERIODS

Parents are encouraged to monitor their student's progress using the online Parent Gradebook Portal. Teachers post assignments and grades on the 1st and 15th of each month. Instructions for using the Parent Portal are found on the parent page of the Aquinas website.

Interim Reports are posted midway through the quarter. Teacher requests for conferences may be indicated on the interims.

Report cards are posted quarterly. Parents pick up report cards at the end of the 1st quarter. Teachers are available that afternoon and evening for a Parent-Teacher Conference. Teacher requests for parent conferences may be indicated on report cards during any marking period.

Co-curricular eligibility is based on quarterly and interim reports.

FAILURE OF COURSES

Students who fail a required course must:

1. Attend summer school.
2. If no summer school is available, complete 30 hours of principal approved tutorial instruction by a teacher certified in that subject, and retake the final exam by August 15.

COMMUNITY SERVICE

Preparation of students to give Christian witness is part of the mission of Aquinas Institute. Therefore, every student is required to complete community service each year. Students in grade 9 must complete 12 hours of community service during the school year. Students in grades 10 and 11 must complete 16 hours. Students follow the directions of the theology department, which coordinates the program for 9th, 10th and 11th graders.

Students in grade 12 are required to complete 20 hours of community service and must complete this service in the summer prior to the beginning of senior year in order to meet graduation requirements. The grade 12 community service program, coordinated by the Community Service Coordinator, takes place through designated agencies in the community. Student leaders in the Peer Ministry program may be asked to participate in additional service.

MINIMUM GRADUATION REQUIREMENTS

English	4 Units	Science	3 Units
Mathematics	3 Units	Foreign Language	1 Unit
Physical Education	4 Units	Fine Arts	1 Unit
Social Studies	4 Units	Health	.5 Unit
Theology	4 Units	Sequence and/or Elective	3.5 Units

ADDING/DROPPING COURSES

Students' schedules are distributed in August. Deadlines for students to change courses are Thursday of the last week in August and Thursday of the first week of January, respectively.

ACADEMIC HONORS

Students qualify for three levels of honor status at each marking period according to the academic average for the quarter:

St. Thomas Club	95-100
Principal's Club	90-94.999
Honor Roll	85-89.999

Permanent status in each honor area is based on semester report periods, January and June. (no failing grades, including all exam grades)

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that encourages and rewards scholarship, renders service, promotes leadership, and develops character in the students at Aquinas Institute. To be eligible, students must attain a cumulative weighted GPA of 92.000 by the end of their sophomore or junior year and maintain this GPA for the remainder of their membership in NHS. Students must also exhibit leadership qualities, show evidence of exceptional character as reflected

in their disciplinary record, and have performed significant hours of community service.

Students will be notified of their eligibility in September of their junior or senior year and will be asked to complete an information form detailing their involvement in school and community activities. It is important that this form be filled in accurately and completely as no further additions or corrections will be allowed. Upon receipt of the information forms, a final decision will be made concerning each student's membership by a faculty committee and the administration. An induction ceremony will be held in October or November each year.

Questions concerning student non-selection into NHS may be forwarded to the chapter advisor. Formal appeals may be made in writing to the principal within two weeks of notification of non-selection of a student. Appeals may only be based on information previously provided by the student in the information packet or their disciplinary record. No information may be added to their packets during the appeals process so it is important for the information packet be accurate and complete.

An appeal may be made if a student or parent thinks that the student, as shown in their information packet and through their disciplinary record, has demonstrated exceptional character, leadership and service during their years at the Aquinas Institute. A final decision on selection will be made by the principal in consultation with the NHS faculty committee after further review of the information packet and disciplinary record. No appeals are allowed for non-selection on the basis of academics as a 92.000 cumulative weighted GPA is clearly stated as the cutoff.

COURSE CATALOGUE

The listing of courses offered and their pre-requisites is available on the Aquinas website and in the Counseling Center.

ATTENDANCE

Daily attendance and participation in classroom instruction are necessary for academic achievement. Educational research shows a direct correlation between class attendance and academic success. Only by being in school can students benefit from teachers' expertise and peer interests. Parents have an obligation to ensure that students understand the importance of school attendance and that their children are in attendance on all school days.

PROCEDURES FOR RECORDING ATTENDANCE

Homeroom and classroom teachers take attendance at the beginning of each period. Homeroom absences are reported to the attendance officer; unverified classroom absences are reported to the appropriate assistant principal. Teachers notify the appropriate assistant principal once a student's class absences have reached 5; teachers notify the assistant principal again once a student's class absences reach 7 for a one semester course or 14 for a two semester course.

A student who reports late to school must report to the attendance officer to receive a pass to be admitted to class or homeroom.

A student who is late to class for any other reason is admitted to that class and accepts the teacher's consequences for being late.

PARENTAL REPORTING OF ABSENCES OR TARDINESS

A parent must phone the attendance officer (Ext. 2001) by 7:30 a.m. on every day a student is absent or will be tardy. The parent provides the following information: student name and ID number, reason for absence or tardiness, dates of absence and name of parent reporting. The call will be recorded on voice mail if a parent calls outside of school hours. If a parent does not call the school, the attendance officer will call the home and/or the parent's place of employment.

DETERMINATION OF EXCUSED AND UNEXCUSED ABSENCES/TARDINESS

The following are considered **excused** absences/tardiness: sickness, sickness in the family, death of a family member or close friend, religious observance, medical, dental, or court appointment, approved cooperative work program.

Class absence because of participation in a school retreat or other approved Aquinas activity does not affect class credit. The student is, however, required to complete missed assignments.

The following reasons are counted as **unexcused** absences/tardiness: oversleeping, late ride, missing the school bus, family vacation, activity trips not associated with Aquinas Institute or otherwise approved by the Principal.

Truancy, an unauthorized absence from a class or classes, is an unexcused absence carrying further consequences.

INCENTIVES AND INTERVENTIONS

Administrators and teachers demonstrate to parents and students the importance of promptness and regular attendance in educational, social and business matters and set a positive example by their own promptness and regular attendance.

Assistant principals and counselors schedule meetings with the student and parent when attendance interferes with academic progress. Together they formulate an attendance improvement plan.

- After 5 absences the student meets with the assistant principal.
- After 7 absences in a one semester course, the student and parent meet with the assistant principal.
- After 14 absences in a full year course, the student and parent meet with the assistant principal.

A student who is truant serves a detention for each class missed or fulfills another consequence determined by the assistant principal.

A student who has a third, unexcused incidence of tardiness to school within a semester serves a detention. Every subsequent instance of tardiness receives additional disciplinary consequences.

Consequences for unexcused absence/tardiness may result in additional disciplinary sanctions including detention, suspension, probation, dismissal and exclusion from co-curricular activities. Assistant principals may request a physician's note for cases of excessive absence.

DETERMINATION OF CREDIT

To receive credit for a one semester course, the student's class absences cannot exceed 10. To receive credit for a year long course, the student's class absences cannot exceed 20. The Physical Education department explains its attendance policy at the beginning of each semester.

MAKE UP ASSIGNMENTS DURING ABSENCE

Parents of students who are absent for three or more consecutive days due to illness or other excused absence should contact the counseling center administrative assistant (Ext. 1015) to arrange for getting the student's assignments.

Students are responsible for contacting teachers on the day they return to school after an absence to make arrangements to make up assignments, labs and tests missed on the day(s) of absence. All work must be made up within 3 days of the student's return or a grade of "0" will be assigned. Students are encouraged to email his/her teachers and check the course web page for missed assignments.

Students must submit long term assignments/projects/papers on the due date regardless of excused or unexcused absence.

A student who is truant receives a grade of "0" for any work missed or due on the day of truancy.

Teachers are not required to give extra help to students who have an unexcused absence or provide assignments before the unexcused absence.

EXTENDED MEDICAL ABSENCE

The school nurse, in consultation with the administration and/or counseling center, may require that a student not return to school until an acceptable health professional verifies that the student can do so without danger to self or others. The professional would be asked to supply information on:

- Care being provided to the student
- Medications taken, either at home or at school
- Recommendations regarding class load or other considerations

APPOINTMENTS AND EARLY DISMISSALS

A student who needs to leave school at any time during the school day must submit a note to the attendance officer prior to homeroom. The note must state the date, time, reason for dismissal, parent signature and name of person transporting student, or permission to drive self. A parent or guardian must sign the student out at the attendance window. If a student has permission to drive, a parent must call the attendance officer on the day of the appointment to confirm permission for early dismissal and the student must sign out with the Attendance Officer.

Students may not call home during the school day for an early dismissal.

The same designation for excused and unexcused absences applies to early dismissal.

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Students must be in school on time and in attendance for the entire day in order to attend or participate in any co-curricular activity that day. A student who has a pre-scheduled medical appointment may be absent for the time of that appointment with a note from the doctor's office indicating the time that the appointment ended. Students absent on Friday may not participate in any activity on Saturday. Students who have an unexcused absence or tardiness on the day following an activity will receive an automatic detention.

WAIVER

The principal has the authority to waive parts of the attendance policy where it is determined that the circumstances warrant such action and comply with the New York State Education Law.

ACADEMIC HONESTY POLICY

Aquinas students are expected to recognize the gifts and talents God has given them and utilize these gifts as they pursue their academic, spiritual, and personal development. By engaging in academic dishonesty they are cheating themselves and the Aquinas community.

Academic dishonesty, including cheating and plagiarism, is a form of lying. Such behavior is antithetical to academic achievement. True academic achievement requires that a student's grade be based on the work of the individual student. A student who assists another student either by giving papers, assignment answers, examination answers or allows another student to copy assignments or examination answers is also guilty of academic dishonesty.

In applying this policy the intent of the student, that is the state of mind with which the student acted, is irrelevant. The determination of academic dishonesty is based on the work or action(s) of the student.

Teachers may require that the student submit written work to turnitin.com to verify the authenticity of the composition.

Every freshman completes lessons on avoiding plagiarism as part of the English course in the first quarter.

BEHAVIORS WHICH CONSTITUTE ACADEMIC DISHONESTY

(The following list is not exhaustive)

Plagiarism

- Copying or pasting text from electronic or printed sources without proper citation
- Editing, rewriting, or paraphrasing an original source without permission or acknowledgement.
- Copying another student's work with or without permission
- Buying or using any work and claiming it as one's own

Fraud

- Taking credit for work you did not do yourself
- Using unfair or unethical methods to obtain answers to a quiz or test

- Assisting another student in academic dishonesty either by giving another student your paper or answer, or allowing another student to copy answers to an assignment, quiz, or test
- Obtaining a copy of a quiz or test prior to its distribution in your class
- Using a teacher's answer key without proper authorization
- Using a source when the assignment prohibits the use of a source
- Submitting the same paper or project for more than one assignment without permission from the teacher

POLICY PROCEDURES

Instances of plagiarism and fraud are reported to the appropriate assistant principal. The teacher who reported the dishonesty notifies the student's parents/guardian of the suspected dishonesty.

The assistant principal, in conjunction with the reporting faculty member and/or the academic department chair, will determine if the student's work contains plagiarized material or fraudulently obtained answers. The assistant principal will also determine if another student has given information and has thus subjected himself/herself to the consequences of the academic dishonesty policy.

A student who has engaged in plagiarism or fraud may be required to demonstrate academic proficiency by completing the assignment or examination without credit. A student may also be asked to make satisfactory explanation before the student's parent, teacher and/or assistant principal.

CONSEQUENCES OF ACADEMIC DISHONESTY

A student found guilty of academic dishonesty forfeits the privilege of honor role status for a semester.

If it is determined that a student's work, to include written class assignments, homework, classroom tests, take-home examination or end of semester examinations, contains plagiarized material or fraudulently obtained answers, the student will receive no credit (0%) for that assignment or examination. Similarly, if it is determined that another student gave information, allowed his/her work to be copied or assisted in cheating, the assisting student will also receive no credit (0%) for the assignment.

A student who has plagiarized or committed fraud on a final assessment, to include a final examination or written term paper, will receive no credit (0%) for the assessment. Since graduation is an academic ceremony, any senior who plagiarizes or commits fraud on a final assessment, to include a semester final examination or written term

paper, will not be eligible to participate in formal graduation ceremonies. This prohibition applies to both required and non-required senior courses.

Disciplinary Consequences

At the discretion of the assistant principal, a student who has plagiarized or committed fraud may be placed on disciplinary probation. The student receives disciplinary consequences at the discretion of the assistant principal.

A student who has plagiarized or committed fraud on a final assessment, to include a semester final examination or written term paper, may be subject to immediate expulsion from Aquinas.

STUDENT RIGHTS AND RESPONSIBILITIES

Every student has the right to learn in a safe and orderly environment, free from physical and verbal abuse, harassment, or intimidation. Aquinas students are expected to act according to Christian principles, to follow the rules of common courtesy, to accept responsibility for their actions, and to respect the rights and property of others at all times.

Students experiencing denial of any of the above mentioned rights should notify any administrator, counselor, faculty or staff member. In particular, students are encouraged to bring related concerns to an assistant principal. He/she will bring the matter to the immediate attention of the principal, who will ensure that the matter is promptly investigated and resolved.

Every faculty member and authorized agents of the school have full authority to enforce the rules of the school during all school activities. The assistant principals have overall charge of student discipline and attendance.

BULLYING POLICY

Bullying: A student is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students (Olweus 1986 & 1991).

The Aquinas Institute defines bullying as a form of harassment and the act of intentionally causing unhappiness to others through verbal harassment, physical assault, or other more subtle methods of coercion such as manipulation.

Bullying is: any unwanted written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or

dehumanizing gesture that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

1. unwanted teasing
2. threats
3. intimidation
4. stalking
5. cyber stalking
6. cyber bullying
7. physical violence
8. hazing
9. theft
10. sexual, religious, or racial harassment
11. public humiliation
12. destruction of school or personal property
13. social exclusion, including incitement and/or coercion
14. rumor or spreading of falsehoods

HARASSMENT POLICY

Harassment may be any unwelcome actions, words, jokes or comments based on an individual's race, sex, sexual orientation, ethnicity, age, religion, or disability, that unreasonably interferes with a student's participation in academic or other school activities or creates an intimidating, hostile, or abusive school environment for a student and/or school personnel.

Sexual harassment occurs when an individual, male or female, is subjected to or witnesses conduct of a sexual nature which is intimidating or offensive to that individual. Prohibited conduct includes sexual advances, and verbal, physical, or visual conduct of a sexual nature.

Public displays of affection are prohibited.

Policy Procedures

Any student who has reason to believe that he/she is the victim of any form of bullying or harassment by another student, teacher or any other employee of Aquinas Institute, should report the matter immediately to the Principal, an Assistant Principal, or a counselor. A prompt investigation is conducted by the principal or designee. Aquinas will take appropriate corrective action when warranted.

If a student reporting that he/she has been the subject of bullying or harassment the following steps will be taken.

1. The offending student and parents will be notified of the allegation.
2. Parents of the reporting student will be notified as soon as possible.

3. The assistant principal will convene a conference with parents of the offending student. At the discretion of the administration, the student may be suspended from school until such conference is held and an investigation has been conducted
4. The City Police Department may be notified. Criminal charges will be supported by Aquinas when applicable.
5. The offending student may be directed to limit contact with the victim and appropriate sanctions may be assessed. The student may face further disciplinary sanctions for failing to follow the directive.
6. The assistant principal will convene a parent conference with the parents/guardians of the victim. They will be notified of the progress in the investigation and resolution of the incident.
7. Recommendation for further disciplinary consequences including suspension or expulsion may be made to the Principal.

SUBSTANCE ABUSE POLICY

Use of alcohol and drugs poses a serious threat to the academic, social, and emotional health of all students. Consequently, Aquinas will assist students by conducting educational programs, referring them for counseling, drug testing and/or other needed services, and, when deemed necessary, imposing discipline.

No policy or procedure can be effective without the understanding and cooperation of all parties involved. Successful prevention and intervention require the participation of students, faculty, staff and parents. Towards this end, student assemblies that illustrate the physical dangers associated with substance abuse will be conducted as well as opportunities to discuss this cultural reality will be provided within the instructional curriculum.

Prohibited Conduct

Prohibited conduct includes the use, possession, sale or distribution of any controlled substances and alcohol beverages (as defined under New York State Law) during school hours, on school property, at school-sponsored events, and on school buses used to transport students to and from school or any school sponsored event. Any student who comes to school or a school-related event while under the influence of illegal drugs or alcohol will be considered to be in violation of this Policy.

Aquinas also prohibits the possession and/or distribution of instruments and materials known to be intended for the use or preparation of controlled substances.

Aquinas reserves the right to search its property, including student lockers and parking lots, as well as the property or person of any student on Aquinas property or at a school related event. Aquinas also reserves the right to require that a particular student be tested and evaluated for the presence of alcohol and/or other drugs.

Procedures:

- 1. If a student is using a controlled substance and/or alcohol and voluntarily requests assistance from an Aquinas staff member or is enrolled by parents/guardians in a therapeutic program to address drug/alcohol use/abuse:**
 - A. The student will be eligible to remain enrolled at Aquinas provided the student:
 - (1) Cooperates fully with expectations associated with his or her recovery programs(s) as documented by the program(s)
 - (2). Abstains from further use of alcohol and controlled substances.
 - B. Failure to cooperate or to abstain may subject the student to immediate dismissal.
 - C. The designated assistant principal and/or counselor will monitor the student's progress.
- 2. If a student is under the influence of, in possession of, is using, distributing, or selling a controlled substance, alcohol or implements associated with the use of controlled substances, during school hours, at a school related event, or at any time on school property:**
 - A. The substance(s) and/or implement(s) shall be confiscated.
 - B. The Principal shall initiate a review of the incident.
 - C. The Parent/guardians will be notified.
 - D. As deemed appropriate, law enforcement officials shall be notified. The Administration will initiate disciplinary procedures. Sanctions may include, but are not limited to mandatory drug testing, counseling and/ or expulsion.
- 3. If a visitor or other person who is not enrolled at Aquinas is under the influence of, in possession of, selling or distributing a controlled substance and/or alcohol to students:**
 - A. If evidence suggests that a non-student or visitor is in possession, selling or distributing a controlled substance and/or alcohol to Aquinas students, law enforcement officials shall be notified immediately.
 - B. If a non-student or visitor appears to be under the influence of a controlled substance and/or alcohol, the individual will be

asked to leave Aquinas property immediately. Failure to abide by this directive will result in law enforcement being notified.

- C. If an Aquinas student brings such an individual to Aquinas, that student may be subject to disciplinary review and action. Sanctions may include but are not limited to mandatory drug testing, counseling, and/or expulsion.
- 4. If an Aquinas student is involved in an incident off school property in which he/she is using, distributing or selling a controlled substance or alcohol:**
- A. At the discretion of the Administration a review of the incident may be initiated.
 - B. Parent/guardian will be notified.
 - C. As deemed appropriate, law enforcement officials shall be notified.
 - D. Upon review of the incident, Aquinas may impose disciplinary sanctions. Such sanctions may include, but are not limited to, mandatory drug testing, counseling, and/ or expulsion.

PREGNANCY POLICY

Aquinas Institute upholds the teaching of the Roman Catholic Church which states that sexual intercourse is a natural and integral privilege of the Sacrament of Marriage, and does not condone sexual promiscuity.

If an Aquinas girl becomes pregnant or an Aquinas boy fathers a child, the greatest degree of Christian charity will be exercised by the school.

The pregnant student is strongly urged to contact a faculty member or counselor in whom she can confide so that support mechanisms can be brought into play as soon as possible. This is necessary to ensure the health and safety of the mother and her unborn child. If the girl chooses not to remain at Aquinas during her pregnancy for personal or health reasons, the school will assist her with the continuation of her education in an alternative program. The student's counselor will maintain contact with her during this time to offer whatever assistance is needed, and to facilitate her return to Aquinas after her child is born. In order to maintain continuity in her high school education, the girl is encouraged to return to school as soon as possible after the child is born.

Aquinas will offer the same support to any Aquinas boy who becomes the father of a child outside of marriage. The school will also assist him in facing any social or emotional difficulties that may result from the situation.

POLICY ON HIV / AIDS RELATED CONDITIONS

Aquinas Institute recognizes the public concern over the spread of Acquired Immune Deficiency Syndrome (AIDS) and related conditions.

To respond to the HIV/AIDS concern, Aquinas Institute establishes the following policy based upon its Christian philosophy. Emphasis shall be on:

1. Education of the Aquinas community
2. Recognition of the importance of the individual
3. Right of confidentiality
4. Loving Christian concern for the infected person, sensitivity to the needs of the individual and a concern for the school community.

All decisions will be based on the ever-changing scientific knowledge, Christian charity, and recognition that the disease has been defined as a disability by the Human Rights Commission of the State of New York, and, therefore, infected persons are protected against discrimination in employment, public accommodations, and other matters. School age children with HIV infection are entitled to all the rights and privileges offered by law.

Education

Each student will be taught about the disease, AIDS, including; symptoms, signs, prevention, and the prognosis should an individual develop any of the related conditions.

The teaching of prevention will emphasize traditional Catholic moral teaching concerning sexuality and drug abuse.

If a student believes he or she is infected with HIV, that student is encouraged to confide in the school nurse. Exposure to the virus is not a matter for immediate action. Students will be referred and encouraged to get counseling and maintain contact with their physicians.

If a student is diagnosed as having AIDS, the Principal will convene a committee including an administrator, the school nurse, school physician, public health official, student's parents/guardians, student's physician, and the student when appropriate. Such committee will evaluate and monitor the student's condition and make recommendations regarding the student's participation in school activities. The emphasis will be on the student's involvement in the full life of the school until such time as such involvement represents a clear and immediate danger to him/herself or to the rest of the school community. If the student must leave school, the committee will continue to monitor the case until such time as the parents/guardians

desire to terminate such monitoring and will seek to arrange alternative educational programs for the student.

General

The school nurse will keep the administration, faculty, and staff fully informed of all general developments concerning AIDS and any memos issued by the Monroe County Health Department.

All information and proceedings concerning students or employees infected with AIDS will be confidential, except for referral to the school committee, school physician, and public health officer or as required by law.

DISCIPLINARY POLICIES

Aquinas structures its discipline system to reinforce the school mission, to safeguard our students and staff, and to provide a positive learning environment for all students. Discipline is the second tenet of the Basilian motto, "Teach me goodness, discipline, and knowledge." Aquinas expects its students to behave as Christians, giving respect to faculty, staff and fellow students and acting with charity and understanding towards all Aquinas community members.

The discipline system consists of four (4) levels of discipline: self discipline where students are responsible for their own behavior, classroom discipline administered by teachers, grade level discipline administered by grade level assistant principals, and administrative discipline.

Self-discipline occurs when a student recognizes his/her or a peer's inappropriate behavior and corrects him/herself or the peer.

Classroom discipline takes place when a teacher recognizes inappropriate behavior on the part of a student and assigns appropriate consequences. These consequences may include, but are not limited to, reminding the student of school and classroom rules of behavior, warning the student that continued inappropriate behavior will result in disciplinary consequences, phone calls to the student's parent or guardian to discuss the behavior, meetings with the teacher, student, and parent or guardian to discuss the student's behavior, additional assignments to reinforce appropriate behavior, and detention with the teacher after school.

Grade level discipline occurs when a teacher refers a student to the appropriate assistant principal. A teacher writes a referral on a student after having recognized inappropriate behavior and having attempted to correct the situation through classroom discipline. The referral describes the situation and attempted solutions to the assistant principal and instructs the student to report to the assistant principal on

the day the referral is received. The assistant principal reviews the referral, interviews the student, and assigns appropriate consequences that may include, but are not limited to, verbal and written apologies, detention, meetings with parents or guardians, in-school suspension (ISS) and out of school suspension (OSS). The assistant principal may also refer the situation to the disciplinary committee for consideration of school-level consequences.

Students receiving a referral must report to the appropriate assistant principal within 24 hours of receiving the referral. If the student fails to do so he or she will be assigned detention in addition to any other consequences that may result from the referral.

Administrative-level discipline is invoked when a student is referred for allegedly committing a major offense or for a pattern of inappropriate behavior as defined by 7 or more referrals in a single semester or 10 referrals in a year.

Offenses

- Violations of Aquinas' Harassment (p. 14), Substance Abuse (p.15), Computer Use (p. 29), and/or Academic Honesty (p.12) policies
- Fighting
- Defiance, disrespect, or vulgarity directed to any member of the Aquinas community
- Theft
- Vandalism and/or destruction of Aquinas property
- Any action that endangers or jeopardizes the safety and health of the school community, to include tampering with fire safety equipment
- Introduction or practice of cult or anti-Christ activities
- Falsifying notes
- Possession, use, or sale of weapons or pornography on the Aquinas campus or at any Aquinas school-related activity.
- Truancy from school or classes
- Smoking and/or use of tobacco products
- Use of a cell phone in school, to include making or receiving calls, sending or receiving text messages, checking the time, and/or taking photos in school, including unauthorized distribution of these photos.
- Disruption that interferes with a classroom lesson or results in removal from class
- Lying
- Failure to report to assigned detention

- Use of inappropriate language
- Failure to attend or behave appropriately at school liturgies, assemblies, required activities, extra curricular activities or events.
- Repeated tardiness to class
- Dress code infractions
- Chewing gum
- Abuse of school pass system
- Eating and/or drinking in the hallways or in classrooms
- Gambling/card playing

Classroom Detention

Teachers assign classroom detentions. Students stay after school with the teacher for a length of time specified by the teacher, not to exceed 45 minutes. Students who miss a classroom detention may be referred to the grade-level assistant principal for further disciplinary action.

School Detention

Grade-level assistant principals, or the principal may assign morning or afternoon detentions.

Students must arrive at detention at 3:00 PM. Afternoon detention begins at 3:00 PM and ends at 3:45 PM. Students arriving after 3:00 PM will not be admitted to detention and must report to grade-level assistant principal.

Students are not allowed to study or do homework during school detention.

Students serve school detention on the day assigned by the grade-level assistant principal.

School detention takes precedence over all school co-curricular activities and student employment.

Students who miss an assigned school detention without prior approval from the appropriate grade-level assistant principal will be assigned additional consequences.

In-school suspension (ISS)

Students serve ISS from 7:55 AM to 3:00 PM on the designated school day. They may not attend or participate in school activities on the day(s) of suspension. The grade-level assistant principal will contact the student's teachers to collect work for the student. Students may not eat in the cafeteria and must bring their lunch from home.

Out-of-School Suspension (OSS)

Students may be suspended on an Out-of-School basis for one to five days based on the severity of the offense. All suspensions may be increased or decreased based on further investigation of the incident in question or the outcome of a hearing. Suspension may not be the only consequence for some offenses. A student on suspension may not be on campus or attend any school events for the term of suspension. The following process exists for suspensions:

1. A student may only be suspended by the Grade Level Assistant Principal in consultation with the principal.
2. Parents/guardians will be informed of suspensions by phone and in writing.
3. A conference with the student, parent/guardian, and director will take place at the time of suspension.
4. Dates of suspensions will be in writing and may be extended or reduced based upon further investigation. Investigations may lead to additional consequences including probation or expulsion from Aquinas.
5. A student may not be suspended for more than five days or expelled without a hearing. Hearings are conducted by the Principal and held with the student, student's parent/legal guardian, school counselor, and the Grade Level Assistant Principal.
6. Written record of the suspension will be kept on file and given to the parent/guardian.
7. Academic remediation measures will be made clear to the parent/guardian and student at the time of the suspension.
8. Suspensions will be kept confidential.
9. Suspensions of students in grades 9-12 will be reported to colleges if requested as part of the college application.
10. Suspensions will be recorded on a student's permanent record.

Probation

A student may be placed on disciplinary probation for a specified time for serious or continued misconduct. The following procedures are followed:

1. A conference including parent/guardian, student, school counselor, and grade level assistant principal is held to discuss the nature of the misconduct and the terms of the probation.

2. A *Probation Contract* that outlines the guidelines and terms of the probation will be provided to the student and parents/guardians.
3. The Probation contract will be signed and dated by the student, parent/guardian, and the grade level assistant principal.

Expulsion

Aquinas reserves the right to dismiss students, at any time, for conduct unbecoming of an Aquinas student or for behavior inconsistent with the Aquinas Mission or student Profile.

DRESS CODE

The dress code for high school students is designed to encourage students to **Dress for Success**. The student dress code is necessary to maintain an environment consistent with the Aquinas educational mission and to discourage competition among students. All clothing must be clean, pressed, modestly styled, in good condition, properly fitted and worn. Adherence to the dress code is the responsibility of both the student and parent. This dress code is in effect September-June.

Extreme fashions in clothing, make-up, jewelry, and hair styles are unacceptable. Decisions as to what constitutes “extreme” or appropriate shall be determined by school administration. Serious and/or repeated violations of dress code are considered insubordination and may lead to expulsion.

Only Aquinas polo shirts purchased in the school bookstore or Nazareth polos may be worn from September 1 through October 31 and also May 1 through the remainder of the school year. All shirts must be tucked in and sleeves must be unrolled. Only a white, short-sleeved T-shirt may be worn under the polo. Shirts must be clean, neat, pressed and properly fitted.

Shirt:

Males:

- Oxford style long or short sleeve loose fitted dress shirt with a tie.
- Must be tucked at all times with no undergarments exposed.
- Top button buttoned and tied tie covering top button.
- Only solid white shirt may be worn beneath dress shirt and must be tucked.

Females:

- Oxford style long or short sleeve loose fitted dress blouse. No sleeveless or cap sleeve blouses.
- May be worn tucked or untucked with no undergarments or skin exposed at any time.
- Buttoned to the collar bone.
- Only solid white “t” shirt or undergarment may be worn underneath dress blouse. This “t” shirt or undergarment must be tucked.

Pants:

- Dress slacks or dockers style pants only; must be loosely fitted and worn at waist. Rivets, cargo pants, rips, tears, hip huggers, Crop Pants, Capri, low-rise, tight, skinny style, and sagging pants are not allowed at any time.
- Solid color black, navy, tan (khaki), gray, and brown.
- Plain colored belt, no chains or large buckles, rivets, or other decoration. Males must wear a belt.
- Key lanyards must be tucked in pocket.
- Bottom of pants cannot be ripped or torn or dragged on the floor.
- Worn over shoes.

Skirts:

- Females may wear *modestly* styled navy, black, and tan (khaki) skirts with no slits.
- Length to the knee.

Footwear:

- Dress style tan, brown, black, navy and white shoe.
- All shoes with laces must be tied.
- Timberland style shoes are allowed if properly worn.
- Sneakers, athletic shoes, sandals, slippers, backless shoes, open-toed shoes, clogs, moccasins, skateboard shoes, Uggs and other style boots are not allowed.
- Males must wear socks.
- Females may wear tan, white, black or navy nylons/socks.
- No high heels are allowed (maximum height of heel is 2”).

Sweaters: (optional)

- V-neck, crew neck, cardigan sweaters, and sweater vests only. All sweaters must be waist length.
- Proper dress code shirt/blouse must be worn under all sweaters.
- Knitted or made with woven yarn.
- No hoods, turtlenecks, or mock turtlenecks are allowed.

- No sweatshirts, fleeces, zipped jackets, camisoles, tank tops, or jersey knit shirts are allowed.
- No cap sleeves are permitted.

Hair:

- Style should be well groomed and evenly trimmed.
- Males: not to extend below the top of the shirt's collar or bottom of ear lobe.
- Sideburns may be grown straight down from the hairline, must be neatly trimmed and not extend below the ear lobe.
- May not cover eyes.
- Natural colors only. Extremes in hair color and style are not permitted.
- All male students must be clean shaven (no facial hair is permitted) in school and when representing Aquinas in an official or approved activity.

Jewelry

- Males may not wear earrings on body or clothing during the school day or at any time when the student is representing Aquinas in an official approved activity.
- Females may not wear more than 3 earrings per ear.
- Other body piercings are not permitted. No tongue rings or nose rings.
- Tattoos may not be visible in school or at any time a student is representing Aquinas in an official or approved activity.

Hats:

- No head coverings including hats, hoods or do-rags are allowed in school, at any time.

Bags:

- Nylon bags, backpacks and large purses exceeding 12" may not be carried during the school day.

DRESS CODE MODIFICATIONS (to be followed on **DRESSDOWN DAYS**)

There are no changes to the requirement regarding hair, jewelry, and jackets/vests. All clothing must fit properly and reflect modesty and good taste.

Shirts:

- Must be long or short sleeved to elbow.
- Polo shirts, T-shirts, flannel and sweatshirts.

- Printing and designs must be in good taste.
- Students may NOT wear shirts depicting rock groups, alcohol, tobacco, illegal drugs, or any printing that could be construed as suggestive or vulgar.
- Neckline of shirts or blouses cannot be below the collarbone.
- Midriffs may not show.
- Approved Aquinas senior shirt (Friday senior privilege).
- No hoods.

Pants:

- Clean, plain jeans or pants that comply with the standard dress are acceptable.
- Worn at the waistline.
- No holes, rips or tears.
- No sweatpants, capris, shorts, other athletic pants, or pajama pants.

Footwear:

- Most types of footwear are acceptable including sneakers and/or athletic shoes.
- Heels may not exceed two inches.
- Laces must be tied.
- SANDALS, BACKLESS SHOES, AND BACKLESS SNEAKERS ARE NOT ALLOWED FOR SAFETY REASONS.

ACADEMIC ELIGIBILITY POLICY

The Aquinas eligibility policy seeks to ensure a focus on academic achievement. The policy applies to all co-curricular activities.

Eligibility for all co-curricular activities is determined by the interim and quarter grade reports. Students must achieve at least a 70% average and pass 7 subjects to retain eligibility. Ineligible students are not permitted to practice, play, or participate in a co-curricular activity during the ineligibility period, including weight training and being on the sidelines during games. Once ineligible, a student remains ineligible until the next interim or quarter report.

A student who fails two or more required courses at the conclusion of the academic year remains ineligible until summer school is completed, and official grades reflect a 70% or higher in each summer course completed. The student may practice with the team until the school receives and reviews the official grades.

The Office of the Principal is responsible for compiling the ineligibility list. Change in eligibility status becomes effective the Monday following the issuing of interims or report cards with exception to quarter 2 interims and quarter 3 report cards, which will become

effective after the break. Failure to comply with these rules will result in disciplinary action.

GENERAL INFORMATION

ASSEMBLIES

All assemblies, liturgical and otherwise, are held for the enrichment of the student body and should be received and appreciated as such. Student assembly requests must be submitted in writing (including program agenda) to the Principal for approval at least ten school days before the planned assembly date. All students participating must have prior approval by list or individual request. No one is allowed in the stage area without proper authorization. Students are not free to absent themselves from assemblies.

ATHLETIC POLICIES

An Aquinas student athlete is under the jurisdiction of the New York State Public High School Athletic Association, Section V, and all rules and regulations contained in the Aquinas Student Handbook.

All associated with the Aquinas athletic program recognize the centrality of the academic program and accept that the athletic program, like all other co-curricular programs, exists to promote academic excellence. The Aquinas athletic program is directed by the Athletic Director.

The Athletic Director, in conjunction with the Principal, is responsible for maintaining the standards of the athletic eligibility policy. The Director is also responsible for the scheduling of all competitions and practices, athletic transportation, the use of all athletic facilities, the selection and supervision of the coaching staff and ensuring that the behavior of Aquinas athletes and spectators consistently represents the values and traditions of Aquinas. The Director also serves as the Administration's liaison to the Aquinas Sports Booster organization.

Students have to responsibility to:

1. Demonstrate at all times self control and respect for others: officials, spectators, and other athletes.
2. Remember that participation is a privilege not to be abused.
3. Respect the integrity and judgment of the officials.
4. Remember that poor behavior reflects poorly on themselves, their school and their community.
5. Accept victory with grace and defeat with dignity.
6. Understand and abide by the rules of the game.

7. Remember that the use, abuse and resulting negative influence of drugs, including alcohol and tobacco, is detrimental to the games and their participants. *If a student is found to be using drugs, alcohol or tobacco he/she will be subject to disciplinary sanctions.*

ATHLETIC FINANCIAL AID

The Aquinas Institute does not provide any financial aid, scholarship aid or other financial incentives in exchange for a student's participation in the athletic program. Academic scholarships are awarded solely on the basis of academic performance. All financial aid is need based and any student who receives tuition assistance in the form of financial aid is required to have a financial aid form on file in the business office.

Aquinas reserves the right to discipline, to include removal from the athletic program, any student who accepts tuition payments/reimbursements or allows a third party to pay his/her tuition in exchange for participation in the athletic program.

Anyone claiming to represent Aquinas with the promise of athletic tuition assistance is in violation of the rules and regulations of Aquinas and NYSPHSAA, Section V.

QUALIFICATIONS TO PLAY A SPORT (S)

Physical Examination: Students must have a documented physical examination within one year of qualifying. The health care provider's recommendation for the level of athletic participation is required. A blood pressure and pulse taken within the current year must be on record.

Immunization Record: Must be current, including tetanus immunization within 10 years.

Self-carry medications (including inhaler): Physician's orders and parent permission must be current with school year.

Physician's Clearance: A statement for any previous illness or injury that has excused the student from physical education or participation in a sport.

Sports Clearance Form: completed and signed by parent/guardian and student.

Requalification: Students must be requalified for each sport.

Contact extension 1031 to speak with the school nurse or aide.

BUS TRANSPORTATION

School districts provide transportation to and from school for Aquinas students. Each district has established rules of conduct. Aquinas students must observe these rules. Aquinas works in conjunction with district transportation offices and reserves the right to discipline those Aquinas students who fail to observe these regulations. Aquinas cannot authorize students to ride school buses other than their assigned bus.

Families must apply to their district of residence for transportation by April 1.

CAFETERIA

The cafeteria uses a computerized Point of Sale payment system for purchase. Every student has an account accessed by using his/her student number. The cashier verifies the student's identity through the student photo which shows on the cashier's screen. Although cash may be used, parents are encouraged to deposit money in advance into the student's account. Students are informed of their balance after each purchase.

Please include the student's ID number on any check or envelope with cash when adding to the student's account.

Anyone concerned about a food allergy should contact the cafeteria staff so that a notification to the cashier will appear when the student's account is accessed.

Students are assigned to one lunch period per day as indicated on their school schedule. Aquinas offers hot and cold lunches, a la carte items, and daily specials. Specials are posted on a monthly calendar, in the monthly news notes, and on the morning announcements.

Rules of common courtesy must be observed regarding cleanliness, the returning of trays, and the disposing of wastes and recyclables. No food or drink is allowed outside the cafeteria between 7:30 and 3:00.

COMMUNICATIONS

Announcements, weekly calendars, posters, or other notices must be approved by the principal or designee and may be placed in the cafeteria and cafeteria corridor only. During student elections, the regulations of the Student Council must be observed. Students must not destroy or otherwise deface any posters or notices. Those who post announcements are responsible for removing them following the given event.

Announcements of meetings and up-coming events are aired on Morning Update. These announcements must be submitted at least 24 hours in advance.

COMPUTER NETWORKS/INTERNET USE

Computers, computer programs, resources such as the Internet and e-mail are provided to students for academic and school related use. Use is a privilege and not a right. All users of Aquinas equipment and programs are expected to use this equipment and programs in a legal and ethical manner.

Students are certainly encouraged to use these resources to increase their knowledge and appreciation of the world. However, because some students may stray from proper use, regulations and penalties are necessary.

The following regulations govern the use of computers and programs belonging to Aquinas Institute:

- Students may use only the computer assigned to them by the teacher or librarian.
- Sharing of passwords or use of another student's password is prohibited
- Use of the Internet for nonacademic purposes is prohibited. This includes the playing of games, watching videos, etc.
- Use of the computer to create and print nonacademic material such as invitations, messages, etc. is prohibited.
- Use of obscene, abusive, and insulting language is prohibited
- Students are expected to take care of equipment and use equipment and programs according to the ways they are designed.
- Students may use e-mail to communicate with faculty and to submit work from home according to agreements made with the faculty member. E-mail use as part of a class may be used under the teacher's direction.
- E-mail between students using Aquinas resources is prohibited.
- Viewing, sending, printing, and downloading of pornographic, illegal, obscene, and abusive materials is prohibited
- Only students who have submitted an Agreement signed by them and their parents may use Aquinas's computers and resources.
- The signed agreement is submitted at the time of registration and is kept on file while the student attends Aquinas.
- The Computer Use Policy is printed yearly in the Student Handbook.

Students who violate any of the regulations listed above or use computers or programs in violation of the spirit of these regulations may be subject to the following penalties:

- Suspension or revocation of the privilege of using computers or programs provided by Aquinas for the students' education. This may have a serious effect on the student's fulfillment of course requirements.
- Additional disciplinary action determined by the Administration
- Contact of law enforcement agencies when applicable.

COMPUTER USE IN STUDY HALL

Computers are available for student use during study hall periods. The following regulations govern the use of computers belonging to Aquinas:

- Each student must sign up on the log prior to using a Computer Station. Each student must be held accountable for their workspace.
- If the computer does not work properly or there are any problems, the student must report them immediately to the room supervisor; otherwise they will be responsible for the damage or lost items.
- Students are not to remove keyboards and mice from the computers for any reason.
- Students are not allowed in the lab without designated supervision at any time.
- No food or beverages are allowed.
- Chairs should be pushed in and the keyboard trays need to be pushed in after each class.
- The last class of the day needs to power down the computers, shut off the lights and lock the doors.

DANCES

Dances are an important part of the high school social life. Dances generally begin at 7:00 p.m. and end at 10:00 p.m. No one will be admitted after 8:00 p.m. and all must remain until 9:30 p.m. Once the student leaves the dance, there is no re-entry or loitering on school property or at the dance location. No one will be admitted without a valid photo ID. Junior high school students may not attend high school dances. The homecoming dance is only open to Aquinas students grades 9-12.

For the Junior Prom and Senior Ball students may arrive ½ hour after the established start of the dance and may leave ½ hour before the dance is scheduled to end.

Chaperones and security act on behalf of the Aquinas administration. Off duty police officers augment our security personnel. Students are expected to show respect and comply with the directives of all chaperones and security personnel.

Use of Alcohol or Chemical Substances

All Aquinas rules apply at all school sponsored events. As with all school sponsored activities, the Aquinas Drug and Alcohol Policy is applicable. The school administrator or designee will determine whether a student is under the influence of alcohol or drugs. His/Her judgment is final. The school administration reserves the right to test students and their guests for alcohol or screen for entry to any Aquinas event. The test methodology is at the sole discretion of the administration.

Attire

Attire must be modest. Students shirtless, with bare midriffs or other immodest attire, will not be admitted. Backpacks will be left at the door.

Dancing Guidelines

Lewd and lascivious dancing such as “grinding” or “freaking” will result in a student being asked to leave the event and will make him or her eligible for further disciplinary action.

Guests

1. Students must obtain a guest pass for the Winter Semi-Formal, Junior Prom and Senior Ball with a verification that must be faxed to Aquinas from the guest’s school.
2. Guests must be accompanied by an Aquinas student who shall be responsible for the guest's behavior while on Aquinas property.
3. Guests must present a valid photo ID upon entry.
4. Guests must follow rules and policies of conduct expected of Aquinas students.
5. Guests not attending school or college may obtain references from their employer.
6. Aquinas reserves the right to refuse entry to any guest.

ELECTRONIC DEVICES

All communications using electronic devices are subject to the school’s harassment policy. Non-instructional electronic devices may not be used within the school building during the school day. *If*

seen electronic devices will be confiscated. A parent/guardian must retrieve the electronic device. Cell phone use during the school day is prohibited.

Cell phones present particular difficulties within the school community: they may be disruptive to the educational process, they may present a safety concern during a school emergency, and they may be used as a means of cheating on a test. Therefore, **cell phones are not permitted during the school day** and must be locked in the student's locker. Any unauthorized picture taking or distribution of pictures will be subject to disciplinary action.

Upon any subsequent offense of this policy, additional consequences may be imposed.

Parents should not call students on their cell phones during the school day. The Main Office will deliver any necessary message.

Game playing is prohibited on computers and calculators during the school day.

TELEPHONES

The use of cell phones during the school day is prohibited (see section on *Electronic Devices*).

In case of emergency, or an urgent need to call a parent, students may use the main office phone or see their Assistant Principal.

EMERGENCY EVACUATION PROCEDURES

The school routinely conducts evacuation drills, important exercises that may save lives. Students are expected to act accordingly.

The signal for evacuation is a continuous tone. At the sound of the alarm, students must walk quickly and quietly, maintain order, and proceed to the area designated for homeroom. *TAMPERING WITH THE ALARM SYSTEM IS A CRIMINAL OFFENSE.*

FUNDRAISING:

All fundraising activities must be approved by school administration.

SCHOOL CLOSINGS

Announcements regarding school closings due to weather or other emergency will be made on local radio and television stations. Aquinas will be specifically announced.

ATHLETIC FACILITIES

The gymnasium and fitness education center are places for physical activity and team practices. There is to be no horseplay in any

area, including the locker and shower rooms. The gymnasium, fitness education center, and locker rooms are to be used only by those who are scheduled for an athletic event.

The school is *not responsible* for lost or stolen articles. Students are advised to leave valuables at home. Other items should be left in a locked locker or given to the teacher during physical education class. Students are responsible for providing their own lock for lockers. Gym bags should have proper student identification on the outside of the bag.

Students should be in the locker rooms only during their physical education class and athletic practice.

All activities in the athletic facilities must be supervised by a faculty or staff member. No student is permitted in these areas without supervision.

HEALTH OFFICE

Physical Examination Requirements:

According to New York State Education Law, a physical exam is required for all new entrants to the school at grades 2, 4, 7, 10. These physicals should be performed by your own physician as each child has the best assurance of proper attention to his or her health needs when examined by his or her own doctor. Physician exam forms need to be completed and returned to the school nurse.

It is the responsibility of the parent/guardian to notify the school health office of any changes in a student's health, such as injury, illness, surgery, need for medication(s) at school.

Medications:

Prescribed medication may be dispensed only by the school nurse or a designated employee. Students who need to take any medication must contact the nurse.

Yearly Mandated Screenings:

The New York State Department of Education mandates the following yearly screenings:

- Vision—All new entrants in grades K, 1, 2, 3, 5, 7, and 10
- Hearing—All new entrants in grades K, 1, 2, 3, 5, 7, and 10
- Scoliosis—Grades 5-9

HOMEROOM

Each student is assigned to a homeroom. The homeroom period is scheduled for 8 minutes at the beginning of the day during which time attendance is taken and announcements are made. Students

are considered tardy if they are not in their assigned seats by the 8:00 a.m. tone.

LIBRARY

The library provides the services a student needs to supplement classroom instruction. Library hours are 7:30 a.m. to 4:30 p.m. on regular school days. The library is **not open** during homeroom. Any changes will be announced.

The library's home page may be accessed through the Aquinas website. This site gives students access to various databases from home.

The study hall moderators explain library usage procedures at the beginning of each semester.

Common rules for the library include:

1. Library privileges are granted on a need to use basis from study halls. The moderator will list all names on one pass which will be presented to the librarian.
2. NO FOOD OR DRINK may be brought into the library.
3. A quiet atmosphere is expected.
4. All books must be checked out according to library procedures.
5. Magazines and newspapers must be returned to their proper places.
6. Students must follow the Computer Use Policy (p. 36).
7. All materials must be returned on time for the benefit of everyone who uses the library. A student will be issued an overdue notice if the material has not been returned on time. Lost or damaged materials must be replaced at the expense of the borrower.

LOCKERS

Lockers are the property of Aquinas Institute and assigned to students for their use. Students may use only the locker assigned to them.

School authorities have the right to search lockers when they have reasonable cause to believe that the student is concealing something, possession of which is either dangerous or in violation of the law or school rules. Items that disrupt or interfere with the educational process may be removed from the student's possession.

Each locker is to be locked at all times. Extreme care and good judgment should be exercised in the use of lockers and their contents. Lockers/lock combinations should not be shared with other students as this creates a potential liability to each of the students

All personal belongings and school issued materials must be kept in the locker.

Student athletes may be assigned a locker for the duration of the season for that sport. The student must provide a lock. When the season ends the lock must be removed and the locker cleaned out. Lockers in the gym locker room may not be shared.

LOST AND FOUND

All lost and found items are to be taken to the Main Office. The school accepts no responsibility for items not claimed within two weeks. Lost textbooks may be claimed from the Textbook Loan Office.

PARKING

Parking on campus is a privilege. Parking permits are issued, for a \$75.00 fee, to students who possess a driver's license. Applications for permits are available during the last week of May. Permits are issued in order of application. Students issued permits agree to the following regulations:

1. Aquinas Institute is not responsible for theft or damages to any vehicle parked on school property.
2. All cars must have affixed to their car in the proper place, an Aquinas parking permit.
3. The speed limit at all times is a maximum of 10 miles per hour.
4. One Way and Stop signs must be observed at all times.
5. After parking the car, students are to lock it and leave the parking area immediately. No one is allowed in or near their car after it is parked without permission of a school administrator.
6. In the event that a student changes cars or obtains a different license plate number, that information must be reported to the Assistant Principal.
7. If the permit holder transfers to another school, the parking fee will not be refunded.
8. There is only one (1) parking permit per family.
9. Car pooling is strongly encouraged.
10. Parking Permits may not be exchanged between students.
11. The owner of the vehicle is responsible for any towing charges.
12. Failure to comply with any parking regulation may result in suspension or revocation of parking privileges with no refund.
13. Students are required to park in the student lot only.

Students who park on nearby side streets should be familiar with parking regulations and be respectful of the rights and property of the home owners. Neighbors who issue complaints will be referred to the local police.

Parking in the Aquinas parking lot without a permit will result in a \$25.00 fine and a detention. A permit is not required after 3:00 p.m. or on weekends.

PASSES

Any student who leaves a class must have a pass from the teacher. Fraudulent use of passes, including forging, altering, or using an expired pass is considered to be a serious offense.

PUPIL INFORMATION/CHANGE OF ADDRESS

Parents must report to the Registrar any changes in demographic information including address, home and work phone numbers, custodial and non custodial parent/guardian information, e-mail addresses, and school district of residence. This information is crucial in the event of an emergency.

RETREATS

All students are required to participate in a yearly retreat. Aquinas provides a retreat for every student, appropriately designed for each grade level. Retreat participation is a requirement for graduation.

STUDENT ILLNESS

Any student who becomes ill during the day must have a pass from the teacher and must report to the nurse or to the Main Office. A student may remain in the nurse's office for a MAXIMUM of one class period. If the nurse determines that the student needs to go home, parents will be notified. A student will not be permitted to leave school unless the parents are contacted. Students may not call home to report illness or request parents to pick them up. Any student who fails to abide by the policy will be considered truant.

STUDENT INJURIES

If a student is injured during school hours, the student must report the accident to the supervising staff member. A student injured during athletic practice or other extra-curricular activity must report the injury to the coach or faculty moderator immediately.

STUDENT MESSAGES

Student messages cannot be delivered except in the case of extreme emergency. The nature of the emergency must be specified to a school official before classroom activity will be interrupted.

Arrangements for routine matters such as rides to and from school, car and house key delivery, pick-up, job times, and meeting places should be made before students arrive at school. Attempts to deliver such messages will be made only during homeroom, prior to the lunch period and prior to dismissal.

The school will not accept deliveries of gifts (flowers, balloons, o-grams, candy, etc.) for delivery to students. Such items will be refused.

Parents who need to contact their sons/daughters during the school day must call the main office and request that the student be notified. Students who respond to a cell phone call will receive disciplinary consequences.

TEXTBOOKS

Textbooks issued to students are provided by the districts in which students reside or are purchased by Aquinas Institute. Students are expected to take care of textbooks and pay for any loss or damage. In particular, students must observe the following:

- Write name and homeroom once on the inside cover.
- Write nothing else inside or outside the textbook.
- Pay a fine for tampering with the barcode.
- Return the book on time at the end of a course.
- Refrain from leaving an issued book in a classroom or lending it to another student.

DRIVER EDUCATION

Driver Education is during the Fall and Spring semesters. Lecture class is after school and road classes are taken during study hall, lunch period, and after school. Information packets are available on the Parent Page of the Aquinas website. Payment in full is due prior to the beginning of the course.

VISITORS

All visitors must report to the Main Office to obtain a visitors pass, which must be worn.

Visits by potential students are arranged through the Director of Admissions.

Effective July 1, 2010