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STUDENT / FAMILY HANDBOOK 2025 - 2026

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## MISSION

Fontbonne, the Early College of Boston, sponsored by the Sisters of Saint Joseph of Boston, is a Catholic, college-preparatory high school for young women. Fontbonne fosters Gospel values and educational excellence. This inclusive community embraces diversity in many forms. Through the values of respect, responsibility, reconciliation and reverence, Fontbonne promotes growth of young women in spirituality, scholarship, and leadership in the changing world.

### **Therefore, Fontbonne:**

- Offers the opportunity for all students to have a spiritual experience in education that opens them to the Catholic heritage of the search for God and the expression of faith through concern for the *dear neighbor*.
- Empowers students to claim their identity and voice as women and develop qualities of leadership that they may live fully, courageously, and healthfully in a challenging world.
- Promotes a safe, diverse learning environment which welcomes students of all faiths, fosters intellectual openness and social connection, and prepares students to become active, participatory citizens of the world.
- Cultivates an atmosphere of academic integrity and high expectation and instills a work ethic that encourages students to be self-directed, active participants in their learning.
- Provides high caliber instruction and attentive individualized academic support that allows students to discover the true reach of their abilities.
- Enables students to integrate learning in ways that derive from and apply to real world contexts.
- Prepares students for higher learning with 21<sup>st</sup> century skills and knowledge to support high academic achievement in a college curriculum.

## **GRADUATE PROFILE**

The Fontbonne graduate is a woman of intellectual and spiritual insight and courage. Her strong faith and moral compass are founded upon Catholic gospel values and the *four Rs* of Respect, Responsibility, Reconciliation, and Reverence. A challenging and comprehensive program of studies which emphasizes both subject knowledge and 21<sup>st</sup> century skills prepares her for a future of lifelong learning and achievement. She develops the creative, analytical, and communication capabilities central to success in higher education and life. Committed teachers and mentors nurture her academic and personal growth, with special emphasis upon women's leadership qualities and opportunities. Informed by the vision of Catholic social justice teaching, she is a responsible and engaged citizen of both her local and larger community, serving and speaking for those who most need her assistance. She welcomes diversity in its many forms, embracing our complex world and relating to its people in the spirit of the "dear neighbor." The Fontbonne woman graduates secure in her faith and intellectual talents and attuned to her moral and spiritual responsibilities.

### **About Fontbonne, the Early College of Boston**

Fontbonne is a 7 - 12 secondary school for young women sponsored by the Sisters of St. Joseph of Boston. Founded upon a Catholic, Western intellectual and spiritual tradition, today Fontbonne welcomes students of all faiths as they prepare for life in a global community. For each student, the goal upon graduation is that she will have discovered the true reach of her abilities and be thoroughly prepared for higher learning, with foundational skills and knowledge to support high academic achievement in a college curriculum; she will have had spiritual experience and education that open her to the world heritage of humankind's search for God; and she will have had a social experience and education in a diverse community that prepares her to live and work among peoples of many cultures.

Fontbonne's academic program, co-curricular activities, and daily life seek to instill in young women qualities of leadership, intellectual openness, social connection, multicultural competence, and spiritual strength that will support the widest range of personal and professional choices they might make. We believe our education confers as its highest attainments wisdom and grace to live fully and courageously in a challenging world.

Fontbonne Academy was founded in 1954 by the Congregation of the Sisters of St. Joseph. The academy takes its name from Mother Saint John Fontbonne, a woman of courage and vision, who re-established the Congregation of Saint Joseph in France after it had been suppressed by religious persecution during the French Revolution. As a ministry of the Sisters of St. Joseph, Fontbonne furthers their charism of unity and reconciliation by embracing a non-violent way of living that reverences self, the "dear neighbor," and all creation.

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**DIRECTORY**  
**ADMINISTRATION / STAFF LEADERSHIP**

Head of School	Mrs. Maura Spignesi
Assistant Head of School for Student Experience	Dr. Ruth Evee
Assistant Head of School for Advancement	
Dean of Academics	Mrs. Barbara Ryder
Director of Athletics	Ms. Liana Tyler
Director of Admissions	Ms. Kathryn Meschino
Director of Communications and Marketing	Mrs. Lisa Fahy
Director of Technology and Data	Mrs. Michelle Shaw
Director of 7th & 8th Grade	Mrs. Sheila Simon
Dean of Mission Integration & Student Experience	Ms. Maria Sarte
Admin. Assistant to Head of School & Financial Aid Coordinator	Mrs. Theresa O'Toole
School Receptionist	Mrs. Annemarie Walsh

<b><u>DEPARTMENT</u></b>	<b><u>CHAIRPERSON/SUPERVISOR</u></b>	<b><u>DEPARTMENT MEMBERS</u></b>
English	Mrs. Susan Sullivan	Ms. Kathleen Dougherty Ms. Shannon McMullin Dr. Laura Tallon Mrs. Margaret Thompson
Fine Arts	Mrs. Nicole Robertson	Ms. Elizabeth Bennett Ms. Ilana Zack
Mathematics	Mrs. Stephanie Cuffe	Ms. Bridget Burkett Ms. Suzanne Loconto Ms. Tracey Scannevin
Physical/Health Education	Mrs. Keri McPhillips	Mrs. Marie Elena Devine
Science	Mr. Victoria DaCosta	Mrs. Michelle Beans Mr. Michael Consoletti Dr. Shauna Downey Ms. Elizabeth Zhou Ms. Amanda Lorusso
Social Studies	Dr. Julie Leonard	Ms. Elizabeth Pilla Ms. Shannon McMullin

Theology	Mrs. Kerry Killgoar	Ms. Colleen Francis Ms. Michelle Coakley Ms. X Mr. Brian Jenkin Mrs. Sheila Simon
World Language	Mrs. Anke Herbert	Ms. Maria Azcue Ms. Karima Belalou Ms. Maria Colarusso Ms. Rita Sanchez Mrs. Margaret Thompson
School Counseling	Ms. Heznie Bubb	Ms. Carolina Dominguez Ms. Grace Kenney

### **STAFF**

Academic Success Program Coordinator	Ms. Patricia Donelin
Accounts Payable	Mrs. Kimberly McKenna
Associate Director of Events and Experiences	Mrs. Maura Dudas
Assistant Director of Admissions	Mrs. Devan Pecoraro
Administrative Assistant to Admissions	Ms. Fiona McDonald
Administrative Assistant to School Counseling & Administration	Ms. Khaia Greene
Dining Hall Services Coordinator	Ms. Paula Venzen-Ryner
Dining Hall Services Assistant	Mrs. Caroline Delano
Custodial Services	Sanitrol Building Maintenance Corp.
Gift Processor and Database Manager	Ms. Madeline Hutchinson
Facilities Manager	Mr. Thomas McGoldrick
Facilities Rentals Manager	Mrs. Maura Dudas
International Student Coordinator	Mrs. Anke Herbert
Librarian	Ms. Krystal Powers
Math Center Support	Ms. Sandra Giordano
Nursing / Health Services	Ms. Christine Kelly
Technology Support Coordinator	Taylor Hackenson
Tuition Manager	Ms. Erin Griffin
Wellness Coordinator	Mrs. Keri McPhillips
Van Driver / Facilities	Mr. Greg Foley
Administrative Support	Mrs. JoAnn Gear

## ACADEMICS

With the goal of excellence in education which anticipates the needs of the future as well as the present, Fontbonne recognizes the value of a dynamic curriculum model. Thus, students experience varied learning environments, homework assignments, research papers, tutorial opportunities, technological support, and alternative assessments.

### ACADEMIC INTEGRITY POLICY

A Fontbonne woman is expected to be a woman of integrity in all of her relationships—social, spiritual, and academic. Academic integrity is just one aspect of the personal integrity which the Early College hopes to develop and foster in each member of the community. Academic integrity at Fontbonne is an all-embracing philosophy and policy which is a natural outgrowth of the definition of a Fontbonne woman; the 4Rs of respect, responsibility, reconciliation, and reverence; and Fontbonne's mission statement. Academic integrity includes all student/teacher, student/administrator, student/student, and student/parent interactions and relationships. All forms of work (written and oral) and all forms of assessments (tests, quizzes, papers, projects, reports, presentations, homework, etc.) fall under its heading. Academic integrity means being honest and taking responsibility for one's own work. It means demonstrating self-respect and respect for others by doing one's own assignments and giving credit to those whose words or ideas may have been used in the course of doing those assignments. All students will be briefed on the academic integrity policy during their opening orientation, and the importance of academic integrity will be reinforced at every grade level.

For the Fontbonne student, academic integrity includes but is not limited to the following:

- giving proper citation credit to the author(s) of any words or ideas used in a paper or project [per the MLA Handbook and/or specific instructions from the teacher(s)]
- submitting only papers or projects which have been written or created solely by the student herself
- refrain from using AI to write or create any assignment, such as ChatGPT unless given explicit instructions by the teacher. The school's official AI detector is Turnitin.com and will be used to determine AI generated versus human writing.
- respecting other students' rights to common resource materials held in the library
- doing her own work for all assignments; copying another student's work, submitting work completed by someone else (including professional tutors) is strictly prohibited
- refraining from asking or giving information to another student about the specific content of a test or quiz the student herself will take or has taken
- refraining from bringing any materials to class which contain answers to a test or quiz or would give the student an unfair advantage on a test or quiz, including any written material or information or programs stored in a graphing calculator, cell phone, laptop, or other electronic device
- refraining from copying answers to a test or quiz from another student's test, quiz, or notes in class
- refraining from copying answers from an online source, such as Slader, without giving proper citation
- refraining from copying translations from an electronic translator, such as Google Translate, for world language assignments
- refraining from providing another student with the answers to a test or quiz or lending notes during an open notebook test or quiz to another student in class
- refraining from getting answers whether electronically or in person during an online assessment

If a student has any questions about Academic Integrity and how it applies to her, she is encouraged to speak with her teacher and/or school counselor. Every Fontbonne student is expected to know, understand, and adhere to Fontbonne's Academic Integrity Policy.

**Violation of Academic Integrity standards** in any form will not be tolerated. Cheating undermines the basic relationship of trust between a student and a teacher. It prevents the proper evaluation of a student's work. It detracts from the achievement of all the students in the class. The subject teacher will first speak with the student. If it is determined that this is a violation of our academic integrity policy, the teacher will then notify the Assistant Head of School for Academics (Grades 9-12) or the Director of Grades 7 & 8 (Grades 7-8). Students will receive an academic penalty on the assignment in question. The specifics of the academic penalty will be determined by the Assistant Head of School for Academics / Director of Grades 7 & 8 in collaboration with the teacher and Department Chairperson. In some cases, the student may be expected to revise or re-do the assignment. ***This policy applies to students who either give information or receive information.*** Parents/guardians will be informed. Subsequent incidents may require an additional parent/guardian conference, a research paper to be assigned by the Assistant Head of School for Academics, and/or

suspension or expulsion. If a student is a member of the National Honor Society, the moderator will be informed, and additional consequences may ensue as detailed in the National Honor Society by-laws.

### ACADEMIC GRADING SYSTEM / REPORT CARDS

Report cards are issued quarterly for grades 7-11 using letter grades which have been determined from a numeric average. Grade 12 receives three report cards: quarter 1, quarter 2, and combined quarters 3 and 4. Report cards are published to students and parents/guardians on the dates specified in the school calendar and do not require a parent/guardian signature. Report cards are sent via email and appear in the student's e-portfolio in PlusPortals. Final report cards will not be issued to students who have not fulfilled all their obligations such as tuition, financial contracts, absence notes, incomplete work-study, detention time, or athletic responsibilities.

A to A-	Excellent	D+ to D-	Poor	I	Incomplete	WF	Withdrawn Failing
B+ to B-	Good	F	Failure	W	Withdrawn	M	Excused for medical reasons
C+ to C-	Average	P	Pass	WP	Withdrawn Passing		

In addition to the College Preparatory (C.P.) courses offered, Advanced Placement (A.P.) and Honors courses are offered in some subjects. The following chart indicates the Quality Points earned which are used to compute a student's GPA. The transcript GPA represents a student's performance in grades 9 - 12.

GRADE		QUALITY POINTS		
NUMERIC GRADE	LETTER GRADE	C.P.	HONORS	A.P.
100-95	A	4.00	4.50	5.00
94-90	A-	3.67	4.17	4.67
89-87	B+	3.33	3.83	4.33
86-83	B	3.00	3.50	4.00
82-80	B-	2.67	3.17	3.67
79-77	C+	2.33	2.83	3.33
76-73	C	2.00	2.50	3.00
72-70	C-	1.67	2.17	2.67
69-67	D+	1.33	1.83	2.33
66-63	D	1.00	1.50	2.00
62-60	D-	0.67	1.17	1.67
59- 0	F	0.00	0.00	0.00

Fontbonne Academy does not rank students.

### ACADEMIC CONTRACTS

The contract is an agreement with a student, drawn up by the Assistant Head of School, a school counselor, and/or a teacher. The terms of a contract will include the actions, behaviors, study habits, etc. that are needed for improvement. Signed by the student and parent/guardian, this contract is kept on file and reviewed during the time stipulated in the contract. Students in academic jeopardy will be assigned for extra help. Failure to live up to the agreed upon terms may result in a more serious decision affecting the student's future at Fontbonne, the Early College of Boston. ***Students on contract may not hold a leadership position in any school-related activity.***

### AWARDS



At the conclusion of each academic year, the achievements and contributions of members of the Fontbonne Community are recognized at a formal assembly.

## **BOOKS**

Students must have all their books and supplies for the first full day of classes. All books *must* be carefully marked with the student's name, homeroom, and year of graduation. All book information may be found in [the student PlusPortals](#). The booklist for grades 9-12, published each June, specifies which books must be purchased through an online supplier (be sure to use the correct ISBN). For 7th and 8th grade students, a book fee will be collected and a supply list will be provided on the new student information page. All students are required to purchase a Fontbonne planner and device insurance through the purchasing links found in [the student PlusPortals](#).

## **BOOK BAGS**

For safety and health reasons, students are required to carry a backpack of their choice to transport needed material from class to class. The backpack must have appropriate straps allowing it to be carried on the back and all pockets must fully close. Infractions will be issued to students using non-backpack book bags (such as totes) during the school day.

## **CONFERENCES WITH TEACHERS**

Parent/teacher conference dates are listed in the calendar, announced in the weekly email newsletter *This Week at Fontbonne*, and posted in [the student PlusPortals](#). Appointments must be made online prior to the conferences. In addition to these conferences, parents/guardians may request a meeting with a teacher at any time by emailing or messaging through [the student PlusPortals](#).

## **COURSES**

A broad spectrum of courses is offered within grades 9-12. In our college preparatory program, students take six major courses along with physical / health / wellness education each year. Regardless of religious affiliation, every student is required to take a theology course each year. The Program of Studies, available under Resources on [the student PlusPortals](#), contains the list of course offerings along with their prerequisites. Students and parents/guardians should check these prerequisites before making course selections.

The 7th and 8th grade curriculum is designed to deliver 7th and 8th grade content while fostering the academic skills necessary for success in our 9-12 classes. The 7th and 8th grade curriculum includes courses in the following subject areas: Math, Science, English./Language Arts, Social Studies, Spanish or French, Fine Art, Health, and Physical Education. The specific course descriptions and sequence of courses is available in the Program of Studies.

## **Virtual High School / Online Courses**

Virtual High School (VHS) and other online courses have been an effective supplement to the Fontbonne 9-12 curriculum for many years. These are the policies which are in place regarding VHS/online courses. Prior to registering for a VHS/online course, students are required to sign a VHS / online course acknowledgement agreement; please see this agreement for further details.

- Most VHS/online courses are available as elective courses only. They cannot be used to fulfill one of the graduation requirements. Any waivers must be granted by the Assistant Head of School for Academics.
- As an exception, our AP science courses and occasionally other courses (e.g. upper language courses) are offered through VHS or another online provider, with a mentor teacher at Fontbonne assigned to the students in these classes. The school will pay the full cost of these courses, including AP and lab fees when applicable. These are not considered elective classes unless they are a seventh subject.
- Students enrolled in online AP courses are required to sit for the AP exam in May in order to receive AP credit on the Fontbonne transcript. A student who fails to sit for the AP exam earns Honors credit for the course.

- In certain cases, the school will pay the full cost for a VHS/online course if it is the only means to solve a scheduling conflict involving a student's six major courses. These are not considered elective classes.
- **Any student who drops a VHS/online course is responsible to reimburse Fontbonne Academy the full cost of the course including any additional fees (e.g. lab, AP, etc.).**
- VHS/online course registration will be enrolled in order of class Seniors, Juniors, Sophomores on a first come/first served basis.
- Students are allowed to take up to two credits through VHS or another approved online provider in a given year with permission from the Assistant Head of School for Academics.
- If a student is taking seven classes, and one of her electives is a VHS/online course, she is responsible to pay the full cost of the course, including any added AP, lab, book, or materials fees.
- Fontbonne will transfer the grade and the credit earned in a VHS/online course for credit on the student's transcript. All course requirements, deadlines, and grading policies of VHS or another online provider is determined by the provider. Fontbonne will not change or modify the work or the grade a student earns.
- Fontbonne has a VHS coordinator on site to process student applications and to monitor student progress and submit student grades during the year.
- Courses with other online providers must be approved prior to registration by the School Counseling Department and Administration.

#### **Self- Paced Online Class Grading Policy**

- All self paced courses, including but not limited to VHS Flex and Educere, must be completed to the "expected progress" or ahead of schedule in order to receive a marking period grade.
- If a student is behind the expected progress of a course, they will receive an Incomplete on their report card and or midyear report. A student can not make the Honor Roll until the Incomplete grade is changed.
- If they are behind the expected progress at interim report time, they will receive the numerical value if they were to complete no additional work.
- If a student becomes severely behind schedule, the Assistant Head of School for Academics, at their discretion, may consider the student in danger of failing. The student and family will be notified of this failing status and will be subject to any failing consequences including but not limited to the loss of senior privilege, becoming ineligible for student activities and athletics as well as any other consequences found in the Student Handbook.
- Fontbonne does not change the grading decision of any online class.

#### **COURSE CHANGE/DROP**

Departments work to assure that students are placed appropriately in their classes. We offer an array of academically rigorous courses that all our students are encouraged to take. Counselors and teachers work with all students to help them choose courses in which they will be challenged and successful. Parents/guardians should help their daughters to choose courses carefully during the course selection process. Once course requests have been confirmed in June, course changes are discouraged because they are very disruptive to the schedule of the student involved and they negatively affect the balance of classes overall.

- Changes made prior to the second week of classes do not appear on the first quarter report card or permanent transcript.
- Changes made after the first two weeks of classes but before interim reports are issued appear as a W (Withdrawn) on the first quarter report card but do not appear on the student's permanent record.
- Changes made after interim reports for the first quarter have been issued appear as a WP (Withdrawn Passing) or WF (Withdrawn Failing) both on the quarter report card and the permanent transcript.
- If a student changes to a completely different course in another discipline, she is responsible for making up, in a timely manner, all the work which has been assigned up to the time she entered the class.

#### **Parent/Student Initiated *during* the first two weeks of classes:**

If a parent/guardian feels that a student should change an elective class which ***does not*** involve a level change (from honors to college prep, etc.):

- The student speaks with her counselor to ascertain that the proposed change can be accommodated in the schedule.
- The parent/guardian and student fill out a Parent/Student Initiated Course Change form, which the student gets from her school counselor, indicating the rationale for such a change.
- The student gathers all appropriate signatures and submits the completed form to her school counselor along with a non-refundable \$10.00 fee.
- A copy of this form is kept in the student's file.
- The school counselor will inform the student when a new schedule has been programmed.

**Parent/Student Initiated (*during the first two weeks of classes involving a level change OR after the first two weeks of classes*):**

- If a parent/guardian feels that a student should change a class, the student and parent/guardian should discuss the reasons with the chairperson of the department.
- If the chairperson agrees, he/she will begin the process with a Teacher Initiated Course Change form.
- If the department chairperson does not approve the change, the parent/guardian and student may fill out a Parent Override form (available from the Assistant Head of School for Academics or Academic Dean), indicating the rationale for such a change; gather all appropriate signatures; and submit the completed form to the student's school counselor along with a non-refundable \$10.00 fee. A copy of this form is kept in the student's file.
- The school counselor confers with the teacher(s), the chairperson(s), and the Assistant Head of School for Academics to determine if the request can be honored.
- The school counselor will notify students and parents/guardians whether the course change has been approved or not.

## EXAMINATIONS

Traditionally, exams have been given on a semester basis as an opportunity for students to integrate course content. Grade 9-12 examinations count for 20% of the semester average. Grade 7 & 8 exams (if applicable) count for 10% of the semester average. Part of MAP testing for students in grades 7-8 will take place during midterm week.

### Senior Exam Exemption policy:

Seniors may be exempt from their final exams if they meet the following criteria:

- have an **average of C+ or higher** for second semester in the subject
- have not been absent from class more than six times second semester (a medical waiver for long-term absences may be granted by administration)
- have completed all class and homework assignments
- is in good discipline standing, without suspension or behavior contract

***Seniors may not appeal the final exam exemption policies. These policies are separate from the failure policy for attendance (See Attendance on p. 15).***

## ACADEMIC SUPPORT / Extension Periods

The 2025-2026 school schedule was designed to include designated academic support during the school day. This schedule has two twenty minute extension periods. These extensions provide an opportunity for students to work directly with their teachers for subject support. A schedule of teachers' locations will be available and will be shared with students at the beginning of the school year. Students are expected to use this time to meet with their teachers for academic support and/or to work quietly on their assignments. All students are expected to work in a classroom with a teacher (designated room as seen on individual schedule) or in the Academic Success Center. In addition to those spaces, senior, junior, and sophomore students in good academic standing may work in the quiet space of the Library. Students should not be roaming the hallways. The Dining Hall and Foyer are designated tutoring spaces with NHS tutors, group work, and other approved support only.

Students who have been assigned to the Academic Success Program will be meeting with the ASP coordinator on a regular basis to address their academic needs.

School counselors are available to assist students if they need support in coordinating extra help. 7th and 8th grade students will have the opportunity to work with their teachers during the academic extension periods. Additionally, they will have an academic skills class built into their schedule. The Director of 7th and 8th grade will organize the students' access to extra help during the academic extension times.

## FAILURE POLICY

- Students who fail 3.0 or more credits in one year are not readmitted to Fontbonne the following year.
- Students who fail fewer than 3.0 credits for the year must successfully complete an approved summer program to make up the required academic credit. Students who fail to do so will not be allowed to return in September the following school year. Official reports from the summer program must be submitted directly to the School Counseling office no later than August 22nd. The grade earned in the summer program does not replace the original failing grade and is not counted into the student's overall GPA; the original failing grade and a "Pass" for the summer work are noted on the student transcript.
- Seniors who fail fewer than 3.0 credits are not allowed to participate in the graduation ceremony, but they can make up the credits and receive a Fontbonne diploma upon successfully completing an approved summer school program. Seniors who fail 3.0 or more credits do not receive a Fontbonne, the Early College of Boston, diploma.

## FIELD TRIPS

Field trips serve as a source of enrichment as well as a valuable adjunct to the academic and spiritual program offered at Fontbonne.

## HIGH SCHOOL GRADUATION REQUIREMENTS

Students must earn a total of 25.5 credits and complete service hours during their four years at Fontbonne, the Early College of Boston, in order to be considered for graduation. The following distribution of credits is required:

Theology	4 credits	Global History	1 credit	World Language	3 credits (same language)
English	4 credits	Mathematics	3 credits	Fine Arts	1 credit
U.S. History	2 credits	Science	3 credits		
Electives	3 credits			Health / Physical Education & Wellness (HPEW)	1.75 credits

To earn graduation requirements, all students take six full credit (1.0) classes per year and earn 1.5 HPEW credits distributed over 4 years. In addition, all students must fulfill the yearly requirements (while enrolled as a student) of the Patricia Cerasuolo Girls' Leadership Conference. Seniors must also fulfill the requirements of the Social Justice Fair, including individual research, writing, action, and presentation.

All graduating seniors must participate in the graduation ceremony in order to receive the diploma. Any exception requests must be made to the administration by May 1. ***Seniors who do not meet graduation requirements do not participate in the graduation ceremony.*** It is a privilege and not a right to participate in the academic procession at graduation. Caps and gowns will not be distributed to seniors with unfulfilled obligations until all obligations are met. These obligations include tuition, guidance fees, athletic equipment, athletic fees, absence notes, detentions, and work study.

## 7th and 8th Grade Course Requirements

Students in 7th and 8th grade must pass all of their classes in order to be promoted. 7th and 8th grade students will engage in a communal service project each year.

## SCHOOL COUNSELING

Students meet with school counselors in regularly scheduled classes and by individual appointments. Fontbonne's Counseling Department encourages informed decision-making by providing the following resources to students:

- Personal counseling related to each student's individual program and academic course selections.
- Aid in resolving academic difficulties through study skills help, accessing extra help, time management, classroom behavior modification
- Crisis intervention
- Materials and programs related to colleges, careers, financial aid, in particular Naviance for college and career planning
- Visits by college representatives who familiarize interested students with their schools and programs
- Workshops on topics such as self-esteem, current issues, financial aid, college selection, and adjusting to a new school environment

- Various department-generated publications to bring current and pertinent information to targeted students

## **HOMEWORK ASSIGNMENTS**

Homework is integral to a college preparatory program. It provides opportunities to reinforce information introduced in class. Homework may include written work, study, reading, and research, as well as products in application (such as artwork, digital designs, music performance, etc.). Teachers will specify when assignments are to be submitted in hard copy and when they are to be submitted online. Teachers post assignments in Google Classroom. Daily assignments are posted by 3:00 p.m. Long term assignments are posted at least a week in advance. The amount of time spent on homework will vary according to the individual student and the complexity of the assignment, as well as grade and course level. Long range assignments should be adequately spaced over the assigned time frame to avoid last minute work. Even when working on a group project, students should do their *own* work. Taking credit for another's work is cheating, which nullifies the benefits of assignments and will result in a *zero* (0) for both students (See Academic Integrity Policy p. 7).

When a student returns to classes after an absence, she should meet or contact each teacher to arrange make-up work which should be completed within one week and according to classroom policies. If a student is absent for several days because of illness, she should follow along with assignments posted in Google Classroom if possible. Parents/guardians may contact her school counselor to help facilitate this process (See Make-up Work p. 18). In the case of a planned absence which is deemed Constructively Present (retreat, field trip, etc.) all work missed while Constructively Present must be completed and submitted according to the policies of the individual classroom teachers on the day of return. Students are also expected to complete any homework due on the day of return.

### **No Homework Days/Weekend Policy**

When there is a scheduled no homework night, teachers will not schedule any homework due the next day. This includes no scheduled tests, quizzes and long term paper assignments or projects.

When there is a scheduled no homework weekend, teachers will not assign any homework that is due on Monday after the weekend. This includes tests, quizzes and long term paper assignments. A student may have a long term assignment that is due the Tuesday following the no homework weekend. This means students should plan ahead of time to complete long term assignments.

## **HONOR ROLL**

The school recognizes academic achievement each quarter by publishing an honor roll. The requirements for membership for Grades 9-12 are as follows:

- Head of School List:  
GPA 4.000 or above with no grade below A-
- First Honors:  
GPA 3.750 or above with no grade below B-
- Second Honors:  
GPA 3.500 - 3.749 with no grade below B-

In addition to the Honor Roll, students will receive recognition within school for the following:

- Honorable Mention:  
GPA 3.250 - 3.499 with no grade below B-

The requirements for membership for Grades 7 & 8 are as follows:

- Head of School List:  
No grade below A-
- Honors:  
No grade below B-

## **INCOMPLETE GRADES**

Students who have not completed the requirements of a course may receive an Incomplete (I) grade on their report cards. A student's GPA will be inaccurate until the Incomplete work is made up.

Incomplete grades may be issued in the case of an extended absence while a student is under a doctor's care. The student's counselor will inform her teachers if an Incomplete supersedes the usual F grade issued when a student is absent more than eight days in a semester (See Attendance p. 17). The process for scheduling make-up work will begin at the re-entry meeting with the student, parent(s), counselor, school nurse, and Assistant Head of School for Academics before a student returns to classes. When it is not possible to hold the meeting in person, it will be held online. The student is responsible for meeting the extended deadlines determined with her teachers.

A teacher may issue an Incomplete grade for a student who has missed the last few assignments, tests, quizzes, etc. in a quarter. The Assistant Head of School for Academics will be informed. This work must be made up within the first cycle of the next quarter.

## **INTERIM REPORTS**

Interim reports are issued approximately halfway through each quarter to all students as an indication of a student's academic standing. Interim reports give students an opportunity to assess their work and to seek help if improvement is needed. Students and parents/guardians use their [student PlusPortal](#) login information to access grades. If families do not have Internet access at home, students may print out copies of interim reports at school to bring home to their parents/guardians. Dates when interim reports are published online are listed in the calendar. Instead of a third quarter report card, seniors receive an interim report.

## **INTERNATIONAL STUDENTS**

International students maintain the rights and privileges of all Fontbonne students. In addition, non-native English-speaking international students receive support throughout their transition to the Fontbonne curriculum. For more information about available academic supports, please contact the Assistant Head of School for Academics.

All international student travel must be communicated a minimum of two-weeks before departure to the Assistant Head of School for Academics. Any school days missed for travel will be marked as unexcused, unless otherwise specified by the Assistant Head of School for Academics. Prior to travel all international students are expected to meet with the school's DSO to confirm that all necessary paperwork is in order including I-20's and VISA Documents.

All health and immunization records must be submitted to the school nurse upon arrival. All medical needs of international students will be communicated to both the student agency and host family.

## **ONE-TO-ONE INITIATIVE**

Fontbonne, the Early College of Boston, provides computing devices to students in Grades 7-11 to enhance the educational experience. Students in grades 7 & 8 are required to use school-owned and -issued Chromebooks and are prohibited from using personal electronic devices. All 7th and 8th grade students are required to purchase Chromebook insurance annually. Students in grades 9-11 also receive school-owned and -issued Chromebooks but may bring their personal laptop computers, tablets, and/or e-readers to school. Students with school-issued devices are required to purchase insurance annually. At the end of grade 8 and 11, students will return their school-issued devices to the school. If the device is destroyed or missing, students will be charged the replacement cost. Since all devices have accidental protection, damage must be reported to the School Computer office in a timely manner in order to facilitate repair of the device. Failure to do so may result in a destroyed device charge at the end of the leasing term. If a student in grades 9-11 is interested in opting out of the one-to-one program, their parent/guardian is required to contact the Director of Technology to discuss their options. Students in grade 12 must bring their own electronic devices to school but are always given the option to purchase the school-issued device for a fee based on residual value of the device.

## **PLANNERS**

Students are required to purchase a Fontbonne planner. Planners can be ordered through the purchasing links in the student portal.

### **PARTICIPATION IN REMOTE CLASSES**

**In person learning is the best way for our students to learn and therefore, remote learning will only take place under very limited circumstances, if at all. If necessary, the decision to provide remote learning will be made by the administration. If for any reason, Fontbonne makes a decision to have remote learning classes due to a pandemic, act of God, natural disaster, etc.** Students who are participating in class remotely are required to turn their cameras on for visual verification of attendance throughout the class period. By signing off on this Student Handbook, parents/guardians are granting permission for their child to turn on their cameras during remote learning.

### **PROTOCOL FOR ACADEMIC CONCERNS**

Since the primary relationship in a Learning Community is the one between teacher and student, all students are encouraged to bring their academic concerns directly to their teachers. As part of the grades 7, 8, and 9 Seminar classes, students are given strategies for scheduling appointments and meeting with teachers. Parents/guardians, school counselors, administrators, and other adults can help a student in this process.

A parent/guardian with an academic concern can email the teacher directly. If the question is not resolved, a meeting with the student, the parent/guardian, and the teacher should be scheduled. If there are further concerns, they should be brought to the chairperson of the department. In the event that the issue is still not resolved, it should be brought to the Director of Grades 7 & 8 for Grade 7 and 8 students and the Assistant Head of School for Academics for students in Grades 9-12. School counselors are available to facilitate this process.

### **SCHOOL CANCELLATION**

In the event that school is closed unexpectedly (e.g. because of inclement weather), teachers will post and students will access daily assignments on [the student PlusPortal](#). If teachers are unable to post assignments or students are unable to access assignments because of technology or electrical power issues, students will follow the instructions for this situation as stated in classroom policies. All assignments are due as instructed by the teacher.

### **SERVICE REQUIREMENT**

The Office of Mission & Ministry works with the Director of 7th & 8th Grade to teach students about Fontbonne's mission and values, and the importance of serving the dear neighbor. Students in grades 7 and 8 engage in service projects together.

For students in grades 9 through 12, the annual service requirement for graduation was reinstated in school year 2022-2023. The number of hours of service was increased incrementally each year to return to the annual requirement of 25 hours. Students were required to complete 20 hours of service last year (2024-2025). Students will be required to complete a minimum of 25 hours of service this year (2025-2026). The following are hours per student in each grade level as required for graduation:

The Class of 2026 will be required to complete 70 hours of service for graduation.

The Class of 2027 will be required to complete 85 hours of service for graduation.

The Class of 2028 will be required to complete 95 hours of service for graduation.

The Class of 2029 will be required to complete 100 hours of service for graduation.

Students who complete more than the minimum number of service hours per year will have those hours carried forward to the next year. Students can complete their service requirement for graduation before their Senior Year. The Office of Mission & Ministry will continue to work with students to help them find service opportunities, to inform their understanding of service to the dear neighbor and its connection to Fontbonne's mission and values, and to encourage their participation in school wide service opportunities throughout the academic year.

### **STAFFINGS**

Staffings are meetings attended by a student's teachers, her school counselor, an administrator, and sometimes her parents/guardians in order to share insights regarding a

student's performance. These may be held in-person or online. Intended as a positive step toward improved achievement, staffings provide overall information so that recommendations for improvement can be made. School counselors share the recommendations with the student and parents/guardians. Staffings have proven to be a strong support system for the student, enabling her to assume more responsibility for her progress. The information shared at staffings is confidential.

## **STUDENT RECORDS**

**Temporary Records** contain the majority of information maintained by the school about the student. They include reports cards, standardized test results, co-curricular activities, awards, and honors. These temporary records are destroyed when the student leaves the school. A discipline record including infractions, suspensions, incidents of cheating, etc. is kept for each student while she is enrolled. If a student transfers, her discipline record is forwarded to the next school. The discipline record is destroyed when a student graduates.

A parent/guardian or/a student who is enrolled in grade 9-12 has the right to inspect all portions of the student record upon request. Students who are 14 years of age have the right to inspect all portions of the student record upon request. This right belongs to the parents/guardians of students under the age of 14.

The **Transcript** contains name, address, course titles, grades, credits, grade level completed, and awards. This transcript is kept by the school for at least fifty years after the student leaves the school. Transcripts are available for a nominal fee through the School Counseling Office.

**Dual Mailings** - As set forth in the amended regulation, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records unless the school or district has been given documentation that:

1. the non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. the non-custodial parent has been denied visitation or has been ordered to supervised visitation, or
3. the non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.

## **TECHNOLOGY – ACCEPTABLE USE POLICY (AUP)**

Fontbonne provides computing devices to enhance the educational experience of its students. Students in grades 7 and 8 are required to use a Fontbonne-issued computing device for educational purposes only. Students in grades 7 and 8 are prohibited from bringing to school and/or using personal computing devices during regular school hours. Students in grades 9 thru 12 may bring their personal laptop computers, tablets, and/or e-readers to school. Students in grades 7-11 receive Chromebooks, which belong to the school. Students and parents/guardians are required to sign a contract and pay for insurance annually. All damage to school owned devices should be reported to the Technology Support Coordinator within 48 hours so that an insurance claim can be started in a timely manner.

Students are expected to exercise the privilege of using these electronic devices in a manner consistent with the educational objectives of the school; and therefore, all devices are subject to search. The use of personal electronic equipment will be monitored to assure that it is being used for academic purposes only. Use of electronic equipment in a classroom is regulated by the teacher.

Fontbonne provides secure Internet access through a wifi network while students are at school. All students are required to use the Fontbonne wifi while at school, personal hotspots are forbidden unless directed by an adult. All students are expected to have Internet access at home in the event that classes are held remotely. If a student does not have access to the Internet at home, the student and parents/guardians should inform the Head of School immediately.

Each student is given a Fontbonne email account to be used for school-related purposes. Students are expected to check their email on a daily basis.

Any online activity which is disruptive or offensive to other students or adults is subject to disciplinary action. Students who use school computers or Chromebooks; their personal laptop computers/tablets/e-readers; or their Fontbonne email accounts for unethical, illegal, personal, or mischievous purposes will be referred to the administration



for disciplinary action which can include but not limited to loss of computer privileges and suspension/expulsion from Fontbonne.

- **Acceptable Use:** The use of any material in violation of any United States legal code or any state legal code is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. The sale of any commercial product or service is prohibited. The listing of any product advertisements or political lobbying materials is prohibited. Illegal activities of any kind are strictly forbidden.
- **Network Etiquette and Privacy:** Students are expected to use and to share computer resources courteously and efficiently, respecting the privacy of individuals and the integrity of electronic documents. Users should not reveal names, home addresses, or phone numbers; their own or others. Students are not allowed to send or receive personal email or access websites for personal use (not related to the school curriculum) using school equipment or their personal laptop computers/tablets/e-readers.
- **Services:** Fontbonne makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained through the Internet is at the user's own risk. The school will not accept any responsibility for the accuracy of material obtained through the Internet.
- **Security:** Security on any shared computer system is a high priority because there are so many users. If a user identifies a security problem, she must notify her teacher or the Director of Technology at once without discussing it or showing it to another user. A student must not use another individual's account. Any user identified as a security risk will be denied access to the Network.
- **Vandalism:** Vandalism includes any attempt to harm or destroy the computer system, the hardware, the software, or the data of another user, or any other agencies or networks that are connected through the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.
- **Sanctions:** Fontbonne Academy has the sole right at any time to terminate a user's access to and the use of the Network and/or the Internet.

Any violation of the above stated Network/Internet Policy will result in the immediate loss of computer privileges on school computers, iPads, Chromebooks or personal laptops/tablets/e-readers. In addition, further disciplinary action may be taken including legal action in accordance with appropriate state/federal laws.

While not on the school network, students should remember to represent Fontbonne in a manner that is consistent with our mission statement and the ideals of a Fontbonne Woman, centering on respect, responsibility, reconciliation, and reverence. Students are expected to understand that their actions, while not in school, reflect directly on the entire school community and on each student. Flagrant disregard for these principles will result in disciplinary action.

## TESTS AND QUIZZES

Tests are posted on Google Classroom and PlusPortals one calendar week in advance. Quizzes can be scheduled or unannounced. Students should have no more than three tests on a given day. Students should inform their teachers if a fourth test is being scheduled for a given day.

## ATTENDANCE

Students are required to attend school every day that school is in session. The school is required to maintain accurate daily attendance records for the Massachusetts Department of Education. In order for a student to receive credit for the year's work, regular attendance is required. Fontbonne tracks attendance as individual class meetings.

## ABSENCE FROM SCHOOL

If a student is absent because of illness or an emergency situation, a parent/guardian must call the school office (617-696-3241) by 7:45 a.m. *each* day of the absence. Parents/guardians must provide the following information: student's name, grade, reason for absence, and name of caller. Upon return from absence, students who reach greater than 8 absences (9 or more) must submit an approved letter excusing any of those absent days. An approved letter includes (but not limited to) a medical note from a Doctor's office, a legal note from a court, or College invitations for a campus visit. Parental written notes are only accepted and approved at an appeal meeting with an administrator and school counselor. This meeting can be scheduled by contacting the appropriate School Counselor or Assistant Head of School for Student Experience.

Also, Parent notes will not be accepted to excuse tardiness to school. The proper absence note to excuse an absence should be submitted to the main office and must specify the date(s) and reason of absence. Parents/guardians must call the nurse (617-615-3021) and report any absences due to illness that exceeds 1 day or have potential COVID symptoms.

If a parent/guardian knows that a student will be absent for a non-emergency situation, the parent/guardian should notify the Assistant Head of School for Student Experience *via email* ahead of time indicating the date(s) and reason(s) for absence (e.g. funeral, minor medical procedure). Upon returning to school after being absent from absence, students must follow the same procedure as stated above.

Administration reserves the right to call a parent/guardian to verify the absence. ***Excused Absences are only issued upon the receipt of proper documentation or an appeal meeting that includes parent(s), student, and guidance counselor and an administrator. A student's academic term grade will be reduced to 55% once unexcused absences reach 9 or greater per semester.*** Students have 5 academic days post term to produce proper documentation or get approved via appeal meeting to excuse absent days and receive their proper grade.

A student who is eighteen years or older may not sign her own notes or any school forms.

In order for a student to participate in after-school events, she must be in attendance for one-half the class periods on a given day. A student absent from school may not be on school property or participate in school events that day unless permission is granted by the Assistant Head of School.

#### **EXCESSIVE ABSENCE AND FAMILY NOTIFICATION FOR EXCESSIVE ABSENCE**

Consistent attendance in class is essential for learning. Students will be issued a 55% or earned grade (whichever is lower) in a course within the term/quarter if they have **9 or more UNEXCUSED** absences in a class that meets 6 out of 8 times in a cycle. An unexcused absence is an absence that has not been excused by administration. Administration, in collaboration with the school nurse and school counselors, may excuse absences due to reasons such as (but not limited to) illness and any related protocols, medical emergencies/situations, and death in the family. Students who experience an extended absence will work in conjunction with their school counselor and Academic Support to create an extended absence plan for make-up work. The number of absences resulting in failure is adjusted for classes that meet fewer than 6 times in a cycle. Students and Parents/Guardians will be notified when a student has reached between 6 and 8 unexcused absences and can be issued a 55% (failure) for the course once absences reach 9 or more.

The following are the **number of unexcused absences that result in failure** by class meeting times:

- Class meets 6 times in a cycle: 9 or more unexcused absences in a semester
- Class meets 3 or 4 times in a cycle: 7 or more unexcused absences in a semester
- Class meets 2 times a cycle: 4 or more unexcused absences in a semester
- Class meets 1 time a cycle: 1 or more unexcused absences in a semester

#### **For seniors during Semester 2 ONLY**

- Class meets 6 times in a cycle: 7 or more unexcused absences
- Class meets 3 or 4 times in a cycle: 5 or more unexcused absences
- Class meets 2 times a cycle: 2 or more unexcused absences
- Class meets 1 time a cycle: 1 or more unexcused absence

\*Select Chorus and Jazz Choir have additional attendance policies which are distributed to students. Physical education classes are not included under this policy. ***All*** physical education classes must be made up.

## **APPEALING IMPENDING FAILURE**

An appeal can be made to the Assistant Head of School for Student Experience by which the class failure can be reversed. Parent/guardian appeals for exception to the attendance policy will be heard within five (5) academic days of the following term/quarter. An appeal can be made for reasons such as illness of a student or a family crisis. Examples of absences which would **not** be considered as exceptions to the policy are those due to family vacations. Proper documentation handed in within the semester are not considered appeals and will be immediately updated if deemed excusable.

## **MAKE-UP WORK**

It is the responsibility of the student to contact teachers on the day of her return to classes after being absent to schedule make-up work which must be completed within one calendar week at the latest. Scheduling of make-up work is at the convenience of the subject teacher based on specific classroom policies. Students who miss class work because of tardiness, must follow the policy outlined below. (See Incomplete Grades p. 11 and Extended Absence Due to Illness p. 17.) Any student who has missed two major tests during a quarter will receive a deduction of ten (10) points on the second and subsequent make-up tests in that quarter, unless the absence is excused by the Assistant Head of School for Student Experience. Students who miss work because of tardiness, must follow the policy outlined below.

## **DISMISSALS**

All appointments should be made outside of school time. If a dismissal is unavoidable, students and parents/guardians should follow this procedure:

- A student must have a note, giving the date, her homeroom, the reason for dismissal, and a telephone number where the parent/guardian can be reached. This note must be turned into the main office before first period. If a student is transporting herself, the school will confirm the dismissal by phone according to the note.
- Students granted dismissal will report to the school office and sign out before leaving the building. If a student returns to school after the dismissal, she must report to the school office to sign back in before returning to class.
- Persons responsible for the transportation of dismissed students must enter the building and sign the student out at the school office. Identification may be requested for a non-parent/guardian.
- If a student is old enough to drive herself, this must be specified in the dismissal note.
- All dismissals are marked as an unexcused absence unless proper documentation is presented upon return (ex. Note from doctor's office). If a student or family wishes to have a dismissal marked as excused they must meet with the Assistant Head of School upon return.

Only the Head of School, either Assistant Heads of School (or one acting in their absence), or the school nurse can authorize the dismissal of a student for any reason. When dismissal is authorized in case of illness, parents/guardians will be notified by phone, and will be required to sign the student out in the school office. The student may not participate in any after school activities the day of dismissal due to illness.

## **TARDINESS**

Students who are attending in-person classes must report to school by 7:40 a.m. to be in homeroom/class by 7:50 a.m. each morning (See Senior Privilege Attendance p. 19). If a student arrives late, she must report to the school office to obtain a tardy pass to class which she must present to her classroom teacher before being admitted. A parent/guardian may submit a note from an external source (ex: doctor's office, dentist, etc.) with the student, enter the building with the student, or call the school to request for an excused tardy due to extenuating circumstances. This information will be given to the Assistant Head of School for approval. Any student who arrives late and does not report to the school office will be subject to disciplinary action as granted by an administrator.

All students should arrive promptly to each class and homeroom. A student who arrives late for class or homeroom can be given a disciplinary action by that teacher or an administrator. A student who is tardy and misses a test, quiz, or homework assignment is required to see the teacher as soon as possible the same day, ready to hand in the assignment or do the make-up work that day. If a teacher has left school for the day, the student should contact the teacher by email to arrange the make-up work. Consequences for failing to contact the teacher are specified in individual classroom policies.

If a student arrives ***more than ten (10) minutes late for class, she is subject to disciplinary actions from an administrator or teacher.*** Tardy students will not be given additional time to complete quizzes or tests.

Students who consistently arrive late to school (6 or more days per term) or students who often miss more than ten (10) minutes of the first period can/will be given a disciplinary action and/or be placed on a behavior contract. Failure to live up to the agreed upon terms may result in a more serious decision affecting the student's future at Fontbonne, the Early College of Boston. ***Students on contract may not assume a leadership position in any school-related activity. Seniors will lose senior privilege.***

### **TARDINESS OF A TEACHER**

If a teacher is late for a class, students must notify the school office after five minutes.

### **EXCUSED ABSENCES/ TARDIES**

Absence for a school-sponsored field trip, core evaluation testing, or a program or event where the student is representing Fontbonne, the Early College of Boston, will be recorded as a CP (Constructively Present) and will be reported as an excused absence on the report card. All assignments due on the day of and the day after the CP day must be submitted according to the policies of the individual classroom teachers.

All absences, tardies, and dismissals are recorded as unexcused unless deemed excused by the Assistant Head of School, who may excuse students for extenuating circumstances such as a family emergency or a specialty medical appointment. Students or families who wish to have an absence or tardy excused must contact the Assistant Head of School upon return to school.

### **EXTENDED ABSENCE DUE TO ILLNESS**

Students who are absent from school because of an extended illness need to follow this process:

- The parent/guardian must notify the school office and the school counselor. Documentation is required.
- The counselor will discuss the projected length of absence, the process for accessing class assignments (usually through Google Classroom), and the possibility of receiving tutoring services.
- Tutors must be approved by a school administrator and are usually available through the town in which the student resides. The counselor will plan for instructional materials to be sent on a weekly basis for use by the tutor, if needed.
- The tutor should use these materials while evaluating the student and provide the guidance counselor with feedback on a regular basis. Tests/quizzes should be corrected by the person administering them. Grades from tutoring sessions should reflect both the material/tests sent by Fontbonne teachers and those provided by the tutor.
- The school counselor gives the materials to the Fontbonne teachers who will determine the final grade. Further evaluation by the teachers may be required.
- The student is responsible for meeting any extended deadlines determined with her teachers.

If a student is absent for an extended period of time, communication among all parties concerned is crucial to the student's academic standing as well as her re-entry process upon recovery. Any information/advice that can be provided by family and medical personnel to the school counselor, school nurse, and administrators of Fontbonne will aid the student's recovery.

### **RE-ENTRY PROTOCOL**

When a student has been absent for an extended period for medical reasons, she may not return to classes without providing a doctor's note and attending a re-entry meeting with her parents/guardians. A parent/guardian should call the school counselor to schedule the re-entry meeting in order to ease the transition back into school. At this meeting the student, her parent/guardian(s), school counselor, school nurse, and an administrator meet to exchange necessary information and determine the best protocol for a smooth transition. In order for a student to be allowed to return to school, she must be compliant with her prescribed medical regimen. If necessary, these re-entry meetings may occur through an online platform such as Google Meets.

### **SKIPPING CLASS**

It is expected that students are present in all scheduled classes unless permission has been granted releasing them from class. If a student misses a class (or greater than 10

minutes) without proper excuse, she will be given a disciplinary consequence. Parents/guardians will be notified. The student will not receive credit for tests or quizzes which were administered during the time missed from class.

### **SCHEDULED SUPPORT CENTERS**

Grades 7, 8 and 9 will report to their assigned support centers during unscheduled periods. Students in grades 10-12 are provided responsible time during the school day. Students in grades 10-12 can be assigned to a location for unsatisfactory academic performance or behavior. During this time, students in grades 10 - 12 can work in unused classrooms (except for science labs and the graphic lab). The door must remain open if in a classroom. No student should be at a teacher's desk, they must be at tables or in student desks. Students may also sit outdoors on campus, in our library as well as our dining hall. Seniors may use the foyer as their senior center.

### **SENIOR PRIVILEGE**

With parent/guardian permission, a senior who does not have a first period class may arrive for in-person classes after first period in time for second period and/or may leave school if unscheduled for no more than the last two periods of the day. Seniors using senior privilege must sign in at the school office upon arrival to school and sign out when leaving school. Students who do not adhere to this protocol will forfeit senior privilege. A student may not leave early if an assembly or program has been scheduled or if a student has been assigned make-up work. Any student who has been given retention by a classroom teacher forfeits senior privilege for that day. This privilege may also be suspended for unsatisfactory behavior (excessive tardiness and/or infractions) and/or unsatisfactory academic performance. Seniors who receive an F in any subject on a report card will lose senior privilege until the next report card is issued. Parents/guardians who do not want their daughter to participate in senior privilege are to notify in writing the Assistant Head of School for Student Experience.

### **PARENT or GUARDIAN TRAVEL**

Any parent or guardian who will be away from home during any period in the school year must send a note, addressed to the Assistant Head of School, designating an alternative address and phone number to contact in case of emergency or absence as well as the name of the adult in charge of the student in the parent/guardian's absence.

### **ABSENCE OF A TEACHER**

If a teacher is absent from class, all students should report to the classroom to work on assignments which will be posted on Google classroom by the absent faculty member. Completed assignments are due by the end of that school day. Seniors with senior privilege may leave school if a teacher is absent for their 6th period class, provided the class assignment has been completed and submitted (See Senior Privilege above).

### **COLLEGE INTERVIEW DAYS**

Seniors are encouraged to schedule college visits on designated days set in the school calendar. Visits on these dates allow seniors to gather college information without losing valuable class time. Any other college visit or interview during school time will be considered an unexcused absence until proper paperwork is submitted.

### **NO SCHOOL ANNOUNCEMENTS**

When weather conditions make it necessary to cancel in-person classes at school, you will be notified by telephone via ConnectED. This information will also be available on television channels 4, 5, and 7.

In the event that school is closed unexpectedly for more than one day consecutively, classes will continue remotely, following the remote learning procedures. If teachers are unable to post assignments or students are unable to access assignments because of technology or electrical power issues, students will follow instructions for this situation as stated in classroom policies. All assignments are due as instructed by the teacher.

### **WITHDRAWAL PROCESS**

If a student is withdrawing from Fontbonne, her parents/guardians must contact her school counselor to initiate the process which includes an exit interview with an administrator. During this interview the parent/guardian signs a request to have the final transcript and medical records released. No final records will be released until all

school obligations including finances are met.

## STUDENT ACTIVITIES

Students are encouraged to participate actively in the co-curricular program at Fontbonne. Sign-up and meeting times are sent to students via email. Students involved in school activities, including athletics, must maintain good academic standing. Students who fail more than one subject in a quarter may not continue in a present activity or try out for an upcoming one. Students who hold leadership positions must have a cumulative GPA of 2.5 or above. Clubs and teams may have additional requirements. Students may not be president of more than one club or activity at Fontbonne. Seniors may not be an officer of both Student Council and National Honor Society. An Activities Fair will be held in September to introduce students to our co-curricular activities.

**Full list of clubs and activities is available in the office of Student Experience.**

### ATHLETIC PROGRAM

Participation in the athletic program is encouraged in order that students may more fully develop their physical as well as social skills. Various sports are offered on the Varsity and Junior Varsity levels. The Wellness Center sponsors many wellness and fitness programs for all students. Our organized sports include:

Basketball	Ice Hockey	Softball
Cheerleading	Indoor Track	Tennis
Cross Country	Lacrosse	Track and Field
Golf	Soccer	Volleyball

Schedules of competitive events are given to athletes and are available in the athletic office, on our website [www.fontbonneboston.org](http://www.fontbonneboston.org), and in [the student portal](#). Athletes must adhere to the directives of the Student Athlete Contract.

Junior and senior team members are eligible to serve as captains. Interested candidates can pick up an application from the athletic director. This application is signed by the student's guidance counselor, confirming that she has a cumulative G.P.A. of 2.5 or above, and by an administrator. The completed application is to be submitted to the athletic director. Final selection is made by the athletic director and the coaches with approval by administration.

### State Rules for Athletics

Fontbonne, as a member of the Massachusetts Interscholastic Athletic Association (MIAA), must abide by all rules and regulations set down by the MIAA. We call your attention to the following rules:

- Transfer Rule:** A student who transfers from any school to an MIAA member high school is ineligible to participate in any interscholastic athletic contest at any level for a period of one year in all sports in which that student participated at the varsity level during the one year period immediately preceding his/her transfer. Exceptions may be granted for students who have received a waiver from their previous school.  
*Varsity participation* is defined as any appearance, as a competitor, in a varsity interschool game, match, or meet other than a scrimmage.  
For a transfer student to be eligible in a specific sport within the year of his/her transfer, the sending school head of school, athletic director, and head varsity coach/es of the sport/s in which the student desires to participate must certify by signature that the student did not participate at the varsity level during the year prior to the actual transfer. A student who transfers after the start of the practice season is ineligible in all sports during that season.
- Alcohol and Drugs:** The MIAA recognizes the use of chemicals as a significant health problem for many adolescents resulting in negative effects on behavior,

learning, and the total development of each individual. The misuse and abuse of chemicals for some adolescents affects co-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members, or other significant persons in their lives. The close contact in MIAA activities of advisors and coaches and other athletic department personnel provides them with a unique opportunity to observe, confront, and assist young people. The MIAA, therefore, supports the symptomatology of chemical dependency and special issues affecting athletic activities for administrators, athletic directors, coaches, advisors, participants, and their families.

During the season of practice or play, a student shall not (regardless of the quantity) use/consume, possess, buy/sell, or give away any beverage containing alcohol, any tobacco product, marijuana, steroids, or any other controlled substances. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

#### **First violation**

**Penalty:** When the Head of School confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. A student will be allowed to remain at practice for the purpose of rehabilitation.

#### **Second and subsequent violations**

**Penalty:** When the Head of School confirms, following an opportunity for the student to be heard, that a second or subsequent violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport.

If after the second or subsequent violations, the student on his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Penalties shall be cumulative each academic year. A penalty period will extend into the next academic year.

3. **Time allowed for participation after first completing grade eight:** A student shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons beyond the 8th grade. In no case may a student be eligible to participate in more than four of each of the three annual athletic seasons.

In special cases where a student has been absent because of an accident or illness which prevented school attendance, the Executive Director, or his/her designee, shall have the authority to extend the student's eligibility upon presentation of a doctor's certificate on the student's behalf and a letter from the Head of School attesting to the inability of the student to attend school during the period of the student's absence because of an accident or illness. In instances where an extended eligibility is granted, the student may be declared eligible only for the season(s) that the student's illness prevented him/her from participating.

4. **Age Limits:** A student shall be under 19 years of age, but may compete during the remainder of the school year, provided his/her 19th birthday occurs on or after September 1 of that year. For grade 9 competition, a player shall be under 16 years of age but may compete during the remainder of the school year, provided that the 16th birthday occurs on or after September 1 of that year.
5. **Concussion Policy:** (See the Concussion Management Policy p. 24)

Fontbonne specific rules:

6. **Attendance:** Fontbonne athletes are required to be at every practice and competition during both the regular and postseason. Athletes are expected to attend all games and practices that occur on the weekends and during school vacations. Medical and family emergencies are the only excused absences. **Any student-athlete with more than one unexcused absence is at risk of removal from her respective team under the decision of the coaching staff. Any athlete absent from school on the day of a game will be ineligible to participate that day. Any athlete who is absent from practice the day before a game will be ineligible to participate either in full or in partial, depending on the individual coach's choice.** In order for a student to be recorded as present, she must be in attendance for one-half of the school day.
7. **Academic:** Any student who has failed more than one subject is ineligible to play sports. Academic eligibility is determined by the report card prior to the start of the season. If a report card is issued during the season, student eligibility will be determined by the most recent report card. If an athlete has made up failures in summer school she is eligible to play in the fall. A student-athlete may become eligible for athletic participation again if during the time the interim or report card is distributed she is no longer failing more than one subject.

## GENERAL INFORMATION

### ACCIDENTS

Accidents of any kind involving a student, whether in the school building or on school property, should be reported immediately to the school office, where a report will be filed. Accidents at a school sponsored event off campus should be reported as soon as possible to the school office, where a report will be filed. After assessment of the situation, parents/guardians will be notified. If parents/guardians are not available, emergency contacts designated by the parents/guardians will be notified. In compliance with state law, each student must be insured for the duration of the school day, including travel time.

### ASBESTOS

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act): Asbestos management plans have been developed for Fontbonne. These plans are available and accessible to the public at the school office upon request.

### COMMUNICATION

#### Email

Adult members of the Learning Community (administrators, faculty, and staff) can be reached by email (addresses are on the school website, [www.fontbonneboston.org](http://www.fontbonneboston.org), and in [the student PlusPortal](#)). This is the primary means of communication with most faculty members.

#### E-News

Fontbonne uses email to communicate with its many constituencies. Parents/guardians will receive emails throughout the year to keep them informed of any important information. Parents/guardians have the option to unsubscribe to our email lists. Please note that, if you unsubscribe/opt out of any particular email, you will no longer receive ANY email communications from Fontbonne.

*This Week at Fontbonne* is the official weekly email that is sent to parents/guardians, students, and members of the Learning Community. It is sent out on Sunday mornings and provides upcoming key dates, administrative information, and good news from the previous week. Parents/guardians and students should read this email each week.

#### Mail

Occasionally, important information will be mailed to students' homes using regular mail. Most communication with students and families is now online.



*The Fountain* is Fontbonne's alumnae magazine which is mailed twice per year. Student and alumnae news and upcoming key dates are published in *The Fountain*. The Annual Report for The Fund for Fontbonne is also included in the magazine.

### **Social Media**

Social media is defined as any web-based or mobile technology that has the potential to turn communication into a discussion. Fontbonne respects the right of students, faculty, staff, parents/guardians, alumnae, and all other constituent groups to use a variety of social media as a way to connect with others, learn, build community, and enhance the classroom experience.

It is the expectation of Fontbonne that all individuals using social media will do so in an ethical, moral, and legal manner in accordance with the mission and values of Fontbonne. The school reserves the right to remove any material that violates the school's mission and values. Fontbonne also reserves the right to take disciplinary action for content posted, as well as failure to comply with removal. Please refer to the Acceptable Use Policy (p. 16) for more details.

Fontbonne maintains numerous social media accounts as a resource for the entire community. Our publications include news stories, links to electronic publications, happenings, promotional material, and events.

Official social media accounts:

- Facebook: search criteria Fontbonne
- Twitter: **@fontbonneboston**
- Instagram: **@fontbonneBoston**
- LinkedIn: **<https://www.linkedin.com/company-beta/1999455/>**

### **Telephone**

The phone number for the school is 617-696-3241 and will be answered in the school office. When the school office is closed, you may leave a message for adults in the Learning Community who have office extensions through this number as well.

Special announcements (e.g. school cancellations, etc.) will be transmitted to student homes by telephone through the ConnectED service.

### **Website**

All students and parents/guardians should visit the Fontbonne website ([www.fontbonneboston.org](http://www.fontbonneboston.org)) to get acquainted with where to find relevant information. The school website is frequently updated to reflect upcoming events, key dates, and recent publications. It also provides access to school news, calendar, admissions, athletics, academic departments, mission and ministry, organizations, and parents'/guardians' page. A directory of email addresses for the adults in the Learning Community is available on our website.

Students and parents/guardians can log into our **Learning Management System (LMS)** through the website or directly by accessing [the student PlusPortal](#). In addition to information about class policies and grades, the LMS has a section with links to our program of studies, student/parent handbook, calendar, Chromebook insurance, planner, summer reading, daily cafeteria menus, and much more. Fontbonne encourages all its constituents to connect through the LMS. It is the expectation that all individuals using the LMS will do so in an ethical, moral, and legal manner in accordance with the mission and values of Fontbonne.

### **CORRIDORS**

During class changes students should move through the corridors respectfully and quickly. Students are expected to respect others in passing and follow the core values of Fontbonne. Loitering in the corridor is not permitted. Students who move through the corridors while classes are in session should not disrupt classes. Disciplinary actions can/will be issued if these policies are not followed.

## DINING HALL

The dining hall opens at 7:00 am for students who arrive early. Families can pre-order lunches for their students. The link to the order form is available on our website. Students may also bring lunch. Microwave ovens and toasters are provided for student use. All microwaves need to be wiped down after every use to reduce the spread of germs. Students are expected to cooperate with adult learning community members in maintaining a neat and clean dining area. All tables need to be wiped down before and after student use. The rectangular tables will each have ten chairs per table. The round tables will each have 8 chairs. Students will be encouraged to eat their lunch outside when the weather is nice.

## DROP OFF AND PICK UP PROCEDURES

The school building opens at 7:00AM. Students should report to the Dining Hall or to the Library upon arrival. The Library opens at 7:00AM. All 7th grade and 8th grade students should be dropped off no earlier than 7:00AM and should report to the Library until the first bell. Students may go to their lockers at 7:15AM. When necessary, students are allowed to remain in the building until 6:00PM and must wait for their transportation in the dining hall unless in a supervised activity. Students being picked up after 3:00PM should be retrieved from the dining hall (porch door).

## EVACUATION / EMERGENCY

Fontbonne has a set of emergency protocols that are practiced regularly as a community. In an emergency situation students will receive direction from adults in the community. Necessary information will be communicated with families as needed.

## FINANCIAL AID / WORK STUDY

Financial aid is given to students solely on the basis of need. Applications and previous year tax returns must be submitted online to [www.factstuitionaid.com](http://www.factstuitionaid.com) on or before March 31. ***Families must apply for financial aid yearly.***

## HEALTH

The health office is located on the second floor. If a student is sick, they should inform their teacher and present themselves to the Nurse's office. Students and faculty should put on a mask prior to entering the office. ***If the nurse is unavailable, the main office will be notified.*** If it is determined that a student is displaying symptoms of COVID-19, the flu or other illness, the school nurse or an administrator will authorize dismissal and notify parents/guardians. ***Students are not to contact parents/guardians before seeing the school nurse. A student will not be dismissed for illness before being seen by the school nurse.***

No medication may be administered by school personnel without a written, signed, and dated parent/guardian request with instructions for dispensing. A student diagnosed as having an infectious disease, e.g. chickenpox, must present a note from her doctor indicating readiness for return to school before being readmitted.

All health records are maintained by the school nurse. Parents/guardians will be notified by the school when a physical examination is necessary or immunizations are required. Failure to comply with deadlines will result in the student's exclusion from school.

## Covid Expectations

It is the responsibility as parent/guardian of a Fontbonne student to assess their student every morning prior to school for COVID-19 symptoms including but not limited to fever, chills, difficulty breathing or shortness of breath, bluish lips or face, fatigue, loss of taste or smell, sore throat, congestion or runny nose, diarrhea, nausea, vomiting, headaches, body aches, or new confusion. If a student has any of these symptoms, it is the responsibility of the parent/guardian to keep the student home from school and administer a COVID test. The parent/guardian will also notify their pediatrician and the school nurse of the test results. If the student receives a negative result, the parents will keep their Student home until 24 hours of being symptom free. If the results are positive, the parent/guardian will keep the student home for 5 days (day 0 is the day

symptoms appeared). The student can then return on day 6 if symptoms have subsided and must wear a mask at all times until day 10. If the results are positive please contact Christine Kelly at 617-615-3021 or [ckelly@fontbonneboston.org](mailto:ckelly@fontbonneboston.org).

*I understand that sending my Student to school during the 2023-2024 school year will involve a risk of exposure to and/or illness from an infectious disease regardless of the level of supervision and/or the observance of rules pertaining to health and safety guidelines. I acknowledge and agree that I am consenting to my Student's return to in person learning at Fontbonne with full knowledge of the dangers involved therewith. I expressly assume and accept any and all such risks with full knowledge that Fontbonne, the Sisters of St. Joseph of Boston, and all of their respective officials, members, agents, employees, servants, volunteers, vendors, affiliates, insurers, attorneys, representatives, subcontractors, successors, and assigns, and others for whom any one or more of these parties may have legal responsibility (collectively, the "Released Parties") will not be liable for any such injury and/or damage.*

### **Concussion Management Policy**

Fontbonne's policy for the management of head injuries within the school setting is based on the most recent medical research and recommendations from the National Center for Disease Control.

1. The school will **offer** concussion education for athletes, administrators, teachers, parents/guardians, school counseling staff, and the school nurse.
2. The athletic director will **mandate** concussion education for all coaches in the form of the National Federation of High Schools' online concussion course.
3. The school **strongly suggests** that each athlete undergo preseason baseline individualized computer neurocognitive testing. The school nurse can provide details and instructions on where and how to take part in this testing.
4. A standard sideline neurological assessment tool will be used by **all** coaches to assess the possibility of a head injury. This assessment tool will be available in all first aid kits.
5. Academic support during recovery will be provided for students. We will implement the following accommodations as needed for the period of time prescribed in writing by the student's physician which can include:
  - excused absences and/or partial days
  - rest periods during the day
  - extension of assignment deadlines
  - staggering or postponement of testing
  - extended time for tests and assignments
  - accommodation for hypersensitivity to light and noise (a more quiet environment for testing and assignments)
  - waiver of physical education and team practices
  - avoidance of other physical exertion
  - use of a reader, a note taker, or a tutor
  - preferred classroom seating
6. Return to physical activity and resumption of standard academic procedures will be based on written permission from the **physician**.

### **LOCKERS**

Each student is assigned a locker which should be closed and locked at all times. Discipline can be issued to students whose lockers are not closed and locked at all times. The school is not responsible for any items students leave in their lockers. Students who lose articles should notify the Assistant Head of School for Student Experience. Students may not change lockers without the permission of the Assistant Head of School for Student Experience. The school is the co-tenant of lockers, school and athletics, and reserves the right to search them at any time without notice.

### **LOST AND FOUND**

The student's name, homeroom, and year of graduation are to be written inside the cover of all her books. All clearly marked books and all valuables such as watches,

rings, pocketbooks, etc. that are found are to be brought to the school office. All personal belongings, including book bags, calculators, uniform sweaters, jackets, etc. should be labeled. Unmarked items or items not labeled can be placed in the Lost & Found Cabinet in the dining hall. Any items that are not claimed within a reasonable period of time are donated to charity or discarded. Fontbonne is not responsible for lost or stolen items.

### **MOTOR VEHICLES**

All students driving cars to school must register them with the facilities manager, including students who only drive occasionally. Forms, available in the facilities manager's office, must be completed and returned to the facilities manager. Students will receive a numbered parking sticker which must be placed on the left side of the rear window. If a student does not follow the motor vehicle policies as outlined on the form, she will lose driving privileges on campus. Students must park their cars in the lined spaces behind the building. All other areas are reserved for adults in the Learning Community. After one warning, cars parked in an unauthorized area will be towed at the owner's expense.

### **OFFICE OF MISSION AND MINISTRY**

The Office of Mission and Ministry provides opportunities for spiritual development and apostolic service, both dimensions enhancing the spirit of Christian community. Students participate in a variety of activities which help them to grow spiritually and to become sensitive to the needs of society.

### **PUBLIC TRANSPORTATION**

At the beginning of the year, students who ride the MBTA to and from school are issued a badge which will entitle them to a reduced rate during school hours. These passes will be active with the discount from September 1st to August 31st. This program is managed by the school receptionist, please see her for additional information.

Students using public transportation are expected to behave in a dignified manner that reflects the mission of Fontbonne. Disorderly behavior will result in disciplinary action. Transportation officials will receive the full cooperation of the school in dealing with any student whose conduct is inappropriate.

### **RECYCLING**

Fontbonne is dedicated to caring for our environment. To that end, we encourage our community members, students and adults, to recycle. Recycling containers are available on campus.

### **SCHEDULE**

The first bell rings at 7:45 to begin each day on campus.

	<b>Regular Day</b>	<b>Morning Assembly</b>	<b>Early Dismissal &amp; Student Enrichment Wednesdays</b>
<b>Homeroom</b>	7:50 - 8:00	7:50 - 8:00	7:50 - 8:00
<b>Period 1</b>	8:03 - 8:52	8:03 - 8:52	8:03 - 8:39
<b>Period 2</b>	8:55 - 9:44	8:55 - 9:55 <b>Assembly</b>	8:42 - 9:18
<b>Period 2 Extension</b>	9:44 - 10:04	9:58 - 10:42 <b>Period 2</b>	<i>No Period 2 Extension</i>

<b>Period 3 Extension</b>	10:07 - 10:27	<i>No Period 3 Extension</i>	<i>No Period 3 Extension</i>
<b>Period 3</b>	10:27 - 11:16	10:45 - 11:29	9:21 - 9:58
<b>Period 4</b>	11:19 - 12:36 <i>Lunch with 50-minute class</i>	11:32- 12:47 <i>Lunch with 50-minute class</i>	10:01 - 10:39
<b>Period 5</b>	12:39 - 1:28	12:50 - 1:34	10:42 - 11:20
<b>Period 6</b>	1:31 - 2:20	1:37 - 2:20	11:23 - 12:00
			12:00 - 2:20 <i>Lunch and Enrichment</i>

If necessary an alternative schedule will be announced for the day.

### SCHOOL ATTIRE / UNIFORMS

As a Catholic, college preparatory high school and a sponsored ministry of the Sisters of St. Joseph of Boston, the Fontbonne uniform reflects and promotes the mission and values of the Fontbonne Community as an early college dedicated to spirituality, scholarship and leadership. As an inclusive community, our uniform policies unify our student body. Students are expected to wear their school uniform properly as representatives of our school whenever they are on campus or off campus. Orders for uniforms can be placed by contacting Metro School Uniforms in Dorchester, [website link](#), (774) 500-4085.

***Items marked with an asterisk must be purchased from Metro School Uniforms.***

#### 7th - 12th Grade Uniform

- Regular School Days
  - \*Plaid skort: not more than 4 inches above the knee.
  - Pants: chino or khaki pants in beige or navy blue. Cargo or carpenter pants are not permitted.
  - \*White or navy polo jersey short sleeve or long sleeve.
  - \*Navy quarter zip fleece, navy quarter zip sweatshirt, or navy full zip jacket with Fontbonne logo, which must be worn with a uniform polo underneath.
  - Solid navy, black, or white matching knee, mid, or crew socks or navy or black tights.
  - Blue or black tapered solid color leggings may be worn underneath the plaid skort. Joggers, sweat, flared or yoga pants are never permitted to be worn under the plaid skort.
  - Modest colored, fully-enclosed footwear with heels no higher than two inches must be worn. Slippers/ moccasins/ flip flops/ Crocs may not be worn. Non-basketball securely tied sneakers may be worn.
- Formal Uniform (in addition to Regular Uniform)

- \*Navy Blue Blazer (*no fleece or sweatshirt under the blazer*)
- White button down blouse is optional; otherwise the navy blue or white polo must be worn with the blazer.
- Modest colored **SHOES** with heels no higher than two inches must be worn. *Sneakers are not to be worn on Formal Days.*
- The Formal Uniform is to be worn on specific days. This includes, but is not limited to, all liturgy days and formal ceremonies on campus.
- *Admission Ambassadors must wear a white button down blouse with their navy blue blazer when representing Fontbonne at school visits, school fairs, Open House or other formal occasions.*
- Friday Spirit Wear Uniform
  - Fontbonne spiritwear may be worn on Fridays only.
    - Fontbonne spiritwear are Fontbonne sweatshirts, t-shirts, jackets, etc. that represent a Fontbonne club, athletic team or school wide event. Fontbonne spiritwear represents the school community and shows school pride.
  - Blue, white, or gray solid, plain sweatshirts may be worn. Plain sweatshirts refer to no writing or large logos visible.
- Appropriate attire is expected at all times including non-uniform school days, after school, athletic practices and games. Students may wear appropriate casual attire. Students may not wear torn/ripped jeans, pajama pants, short shorts, mini skirts or mini dresses, crop tops, halter tops or tank tops. Leggings should only be worn as an alternative to tights or with a long top. Any apparel which makes reference to alcohol and other drugs or displays vulgarity may not be worn in school or at any school-sponsored activity or event.
- Footwear including but not limited to flip-flops, slippers, or Crocs are never to be worn with the uniform or on non-uniform days.
- Hats, caps, and bandanas which do not reference alcohol, other drugs or display vulgarity may be worn on non-uniform days. However, an adult may ask a student to remove their hat or cap during class, Homeroom, lunch or event during the school day. Hats, caps and bandanas are not permitted to be worn during picture day at the beginning of the school year.
- Religious or cultural headdress is permitted with approval of the Assistant Head of School for Student Experience.
- Administration reserves the right to restrict anything they deem inappropriate school attire that can affect the safety and the learning process for students.

***Students must be in uniform for exams.***

## **SCHOOL PUBLICATIONS**

Parents/guardians have the right to request that their student's name, photograph, and/or comments not be included in school publications or on our website. This request must be submitted in writing to the administration.

## **SPECIAL EVENTS**

During the course of the year, special events are scheduled to assist students with their spiritual, physical, social, emotional, and cultural development. These programs are **integral** to the mission and spirit of Fontbonne. ***Attendance is required at all such events.*** Seniors, especially, should be mindful of such events and avoid scheduling work hours, appointments, and/or interviews.

## **CIVIL DISCOURSE**

The Fontbonne community is committed to creating an environment where every member feels free to engage in open conversation and express their views and opinions. With social justice as an important part of our curriculum, students are encouraged to express affirmation or disapproval of specific agendas and the activists, voters, and politicians who support these agendas. Further, students and ALC are encouraged to uphold their civic duties as responsible citizens with the understanding that individual opinions are and should be kept confidential. In order to uphold the inclusivity of our community while respecting our diversity, we ask that no member of the Fontbonne

community display exclusive support for any political candidate while on campus. This includes, but is not limited to, endorsements in the form of buttons/pins, shirts, stickers, flyers, or tagging Fontbonne to any social media posts. Administration reserves the right to have members remove any such items. Fontbonne does not take any official partisan position and those in the Fontbonne community shall not act on behalf of the school when participating in campaigns for or against candidates for an elective public office.

### **STUDENT SUPERVISION OUTSIDE OF SCHOOL HOURS**

Adult supervision is provided for students between the hours of 7:00 a.m. and 6:00 p.m. Outside of these hours students may not remain on campus unless there is an adult monitor present. The dining hall is open until 6:00 p.m. on school days unless otherwise communicated. If the After School Program Supervisor is more than five minutes tardy, students should notify the school office. Students are required to sign in and out of the after school program. Students must abide by all of the rules for the after school program. Students can and will receive disciplinary action if rules are broken (including signing in and/or out). Students who order food to be delivered to school must notify an adult in the main office and pick up their food from the main/front door between the hours of 2:30 and 4:00 p.m.

### **TELEPHONE / Cell Phone**

If it is necessary for a student to contact a parent/guardian during school hours, she may ask permission to use the phone in a school office. ***Cell and video cell phone use is not permitted during school hours (See Electronic Devices p. 33) and should be turned off for the school day and stored in their backpack. The only exception is if students are directed by an adult to use a cell phone.*** Any student found using a cell phone or whose cell phone goes off in class can have the phone confiscated and/or will be issued a disciplinary consequence. (See Suspension p.35) Serious, flagrant, or repeat offenses are considered grounds for suspension.

***If there is an emergency, parents/guardians should call the school office, and the school will make arrangements to assist you in communicating with your daughter. Do not try to reach your daughter on her cell phone either by calling her or texting her.***

### **TRIPS**

Fontbonne sponsors educational travel programs both abroad and in the United States. All school-approved trips are under the direction of a faculty/staff member and in accordance with established school policy. Students may be denied participation if they fail to meet academic or behavioral requirements. Students who plan to participate in travel experiences must have met all financial obligations in order to participate. Parents/guardians will be required to complete a Fontbonne permission slip which outlines the policies and procedures of the trip and attend an informational meeting prior to the trip. Students will sign a contract that outlines their responsibilities, guidelines, and expectations of the trip. In some cases, special immunizations may be required. Students' behavior on these trips must be in accordance with the Fontbonne handbook. If a student's behavior is inappropriate, disciplinary action will be taken.

Fontbonne does not support or encourage unsupervised trips. Trips organized by students are not allowed and may not be promoted on school property. If you have any questions about educational travel, please contact the Assistant Head of School.

### **TUITION**

Each parent/guardian will receive a copy of the three tuition plans: full payment, two equal payments, or ten equal payments collected through the FACTS Management Co. Anyone experiencing difficulty in meeting tuition payments is to present his/her case to the Head of School. Students who have not met all financial obligations will be excluded from classes, semester and final exams, and school functions. Outstanding balances paid after May 1<sup>st</sup> must be by certified check or cash.

### **UNAUTHORIZED USE OF SCHOOL NAME**

No student or student's parent or guardian, without the express prior written authorization of the Head of School, may utilize the school's name or identifying logo. Any such unauthorized use of the school's name or identifying logo (e.g. on blogs, social media outlets, or publications), if committed by a student, may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo may result in legal action.

## UPDATE OF PERSONAL INFORMATION

Any student who has a change of address, phone number, parent/guardian workplace information, emergency contact, or any other change must notify the school office immediately after the change has occurred.

## USE OF SCHOOL GROUNDS

Students in grades 10-12 may choose to be outside on the side or front lawn and/or walking on school grounds during unscheduled time. Students should use the porch door when utilizing the outside ground during school hours. Teachers may choose to take their classes outside. When students are outside, the following is in effect:

- Uniform regulations are in effect outside as well as inside the school building.
- Sunbathing is not permitted.
- Students are not permitted to leave school grounds without authorization during school hours.
- No student may go to her car without permission. During an unscheduled period, a student must receive permission from the school office or an administrator to go to her car.

Violation of the above rules will result in disciplinary action and/or the loss of privileges.

## VISITORS

In order to assure safety on our campus, the following procedures apply before, during, and after school hours:

- Visitors will only be admitted through the door near the school office, which is monitored by a video camera. All visitors should be directed to this door.
- **Students should not open any door in the building for a visitor, including a parent.**
- **Before a visitor can enter the building, the receptionist will greet them at the front entrance. Masks are optional.**
- All visitors must sign in at the school office.
- All visitors will be issued visitors' badges, which are to be returned at the conclusion of their visit when they sign out at the school office.

Prospective applicants are welcome to visit Fontbonne. Arrangements for visits are to be made through the Admissions office. Students interested in bringing a visitor to school must receive permission a day in advance from the Assistant Head of School. Written permission from the visitor's parent/guardian should accompany the visitor.

## STUDENT BEHAVIOR

At Fontbonne each student has the fundamental right to learn.

It is within an atmosphere of responsible freedom that the student at Fontbonne is given the opportunity to assume increasing responsibility for her overall educational growth. Students are expected to behave in accordance with the mission of Fontbonne whether they are on campus or not. Any conduct detrimental to the reputation of the school is subject to discipline. Violence, whether physical or verbal, is contrary to our mission statement and violates the human dignity of each person. All students should be thoughtful and respectful of the feelings and property of others. Students are expected to be considerate and helpful, creating an atmosphere of mutual respect. Violation of these principles will not be tolerated. Within this framework, certain rules and regulations apply.

Administration reserves the right to offer and utilize Restorative Practices in lieu of any disciplinary actions. Restorative Practice is a culture that engages an entire community in a non-punitive approach that focuses on relationship building, accountability, and collaborative problem solving through inclusive dialogue, understanding, and cooperation.

## ALCOHOL AND OTHER DRUGS



The school follows this procedure for any student suspected of being under the influence of alcohol or other drugs either during school or at a school-sponsored activity:

- The Assistant Head of School is notified.
- If possible, the school nurse assesses the student.
- If it is likely that alcohol or drug use has taken place, parents/guardians are notified.
- The student is dismissed into parent/guardian care for testing at a site chosen by the school. Results will be forwarded directly to the Assistant Head of School.
- A student may be liable for suspension or other disciplinary action.
- The student may not return to school until a parent/guardian conference with the Assistant Head of School takes place.
- Parents/guardians may be asked to seek medical and/or psychological help for their daughter. The school will work with the family in this process.
- Any student determined to be under the influence of alcohol or drugs may be ineligible to attend school-sponsored events.
- Any student who is found in possession of, buying, or selling drugs or drug paraphernalia will be liable for expulsion and all proper legal authorities will be notified. Massachusetts Law states that a conviction for selling illegal drugs within 1000 feet of school property will result in a minimum mandatory two year jail sentence plus a fine of up to \$10,000.00.
- Any student is subject to drug testing and search of lockers and personal belongings if the administration deems there is just cause. The testing will be done at a facility and at a time determined by the school.

All of the above rules apply if a student is a guest at another school's activity.

If a student deems that she has an alcohol or drug problem, she is encouraged to see the school nurse or her school counselor to seek help. If a student is concerned that another student has a problem with alcohol or drugs, she should bring this concern to the school nurse or to her school counselor.

## **BULLYING and HARASSMENT**

Respect is the cornerstone for all personal interactions at Fontbonne. Every individual, student or adult, in our community deserves to be treated with dignity. We strive not to diminish another's worth by our conduct or our attitude. Bullying and harassment can affect a student's academic progress, self-esteem, co-curricular involvement, and social relationships. Bullying and harassment that is allowed to occur unchecked can also create a school climate detrimental to learning for all students because it affects not only students who are targets but also those who participate and witness such behavior. **All cases of bullying and harassment toward a student or an adult are, therefore, subject to disciplinary action.**

### Bullying

Bullying is intentional repeated hurtful acts, words, or behaviors by one or more persons (aggressors) directed at a person (target). Bullying usually takes three forms: 1) Verbal - teasing, taunting, name-calling, gossiping; 2) Psychological - spreading rumors, manipulating, intimidating, socially excluding; 3) Physical - hitting, kicking, spitting, pushing, etc.

### Harassment

Harassment is any form of behavior by a person (aggressor) that threatens, demeans, offends, humiliates, or intimidates another person (target) perceived to be a member of a protected group. A protected group refers to, but is not limited to, a person's perceived identity of race, color, religion, gender, sex, age, disability, or national origin. Harassment does not have to be repeated.

Chronic, malicious bullying and/or harassment causes harm, fear, creates a hostile environment, and disrupts the educational process of the target. Any act of bullying and/or harassment, whether physical, spoken, written, or electronic (cyber), will be dealt with seriously. Expectations regarding proper behavior are presented fully in the grade 9 school counseling curriculum and reviewed each fall with grades 10, 11, and 12. Transfer students must meet with the Assistant Head to review the bullying policy.

For students in grades 7 and 8, the 7th and 8th grade coordinator will review the bullying and harassment policy with all students.

Any student who believes that she has been subject to bullying or harassment has the right to file a complaint with the Assistant Head of School for Student Experience and receive prompt and appropriate handling of the complaint. Further, all reasonable efforts will be made to maintain confidentiality of all parties. Any student found guilty of bullying or harassment will be subject to disciplinary action. Any student who has witnessed bullying or harassment is expected to inform an adult.

The complete Bullying and Harassment Prevention and Intervention Plan is available upon request or electronically by [clicking here](#).

### Sexual Harassment

Fontbonne complies with the Massachusetts Sexual Harassment Policy and the Archdiocesan Policies and Procedures for the Protection of Children. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made explicitly a term or condition of instruction or participation in school activities or programs.
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances.
- When such conduct has the effect of unreasonably interfering with the individual's work.
- When such conduct has the effect of creating an intimidating, hostile, or offensive learning environment.

It is the policy of Fontbonne to provide a learning and working atmosphere for students and employees free from sexual harassment. It is a violation of this policy for anyone to engage in or condone sexual harassment. Any student who believes that she has been subjected to sexual harassment has the right to file a complaint with the Head of School and receive prompt and appropriate handling of the complaint. Further, all reasonable efforts will be made to maintain confidentiality and to protect the privacy of all parties.

The Head of School/Administration is responsible for assisting students seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

### **ELECTRONIC DEVICES**

***Electronic devices that are not used primarily for academic purposes are not permitted during school hours and must be turned off. Parents/guardians should not call or text their daughters on their cell phones during the school day.*** Any student found with an electronic device will be subject to disciplinary action/consequence, and the device can be confiscated. (See Suspension p.35) Serious, flagrant, or repeat offenses will be considered grounds for suspension.

Laptop/tablet/iPad/Chromebook/e-reader use for academic purposes is allowed. (See Technology – Acceptable Use Policy p. 15)

### **FOOD**

Food and drink should be consumed ***only in designated areas at designated times***. Students are expected to be respectful of the school building by keeping it clean and neat. Trash receptacles, recycling containers, and cleaning supplies are provided. Gum chewing is not permitted anywhere on campus.

Because of the benefits of hydration, students may carry water throughout the school day. Water filling stations are available throughout the building. Students are able to refill their water bottles in the CSJ center automatic fountain. Students are required to bring wide-mouthed reusable water bottles to school. Please ensure this water bottle is filled at home. Plastic bottles should be recycled. Students may not use non-recyclable containers such as Styrofoam containers from coffee shops. All containers must

have a secure lid. Water should be consumed before or after class, or according to the directives of the teacher. Students with documented medical conditions may receive a pass from the school nurse to drink water more frequently. Water may **not** be consumed in designated areas such as the science labs, etc.

Violation of these rules will result in disciplinary action. Repeated violations will be referred to the Community Standards Committee (See Suspension p. 33).

### **HATE SPEECH**

Hate speech is expression of any kind that is derogatory or dehumanizing of the inherent dignity, worth, and identity of an individual or group, including race, color, creed, country of origin, gender, sexual orientation, physical or mental disability, and political or religious ideology. The Fontbonne Community embraces diversity of all kinds. Therefore, and in accordance with our policy on harassment, hate speech will not be tolerated in Fontbonne's life. All cases of hate speech toward a student or an adult are subject to disciplinary action. Students who are aware of an instance of hate speech must report it to the Assistant Head of School for Student Experience. Following an incident of hate speech, the SEC and the DIU Committee will be convened to determine the steps the community will need to take to address the issue with the entire school community.

### **HAZING**

Fontbonne follows the Massachusetts General Law Chapter 269, Sections 17-19 and 603 CMR 33.00, prohibiting the practice of hazing: The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to affect adversely the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Every student involved in a co-curricular activity, i.e. team or club, must understand and comply with the anti-hazing law.

All incidents regarding hazing or questions relating to the hazing policy should be directed to the Head of School.

### **RESPECT FOR PROPERTY**

Human dignity requires that each of us respects the personal property of one another and school property which is intended for the responsible use of all members of the Fontbonne community. Acts such as vandalism, defacing property, and stealing will result in severe penalties, including the possibility of expulsion and/or legal action.

### **SCHOOL SAFETY**

It is the obligation of the school to ensure a safe environment for all. Any student who jeopardizes the safety and security of another on school property, in the vicinity of the school, or while representing Fontbonne will be punished according to school rules and may be liable to further penalties under Massachusetts State Law.

**Fighting:** Fighting is considered a serious violation of school rules and makes a student liable for out of school suspension (minimum of 3 days) or expulsion.

**Weapons:** Any student who brings a dangerous weapon, including, but not limited to, a gun or knife, on school premises or at school-sponsored or school-related events may be subject to expulsion from Fontbonne. Similarly, no student may possess or store a dangerous weapon on school property.

### **SMOKING/ JUULING/ VAPING**

Fontbonne is a smoke-free campus. Therefore, students are not permitted to smoke or use tobacco products such as, but not limited to, vape pens, JUUL pods, or e-cigarettes at any time in the school building, on the school grounds or adjacent property before, during, or after school. Smoking is not permitted at any school-sponsored functions. Fontbonne adults reserve the right to search lockers and personal belongings if the administration deems there is just cause. Violators will be subject to disciplinary action and must attend a smoking awareness seminar. Parents/guardians are notified. Students who violate the smoking policy are liable for suspension.

### **TRUANCY**

Students absent from school (in-person classes or remote classes) without parent/guardian authorization are considered truant. Truancy is a serious offense and will result in out-of-school suspension. (See Suspension p. 35). Any student who participates in a skip day will be reported to the Assistant Head of School. A parent/guardian must meet with the Assistant Head of School following a truancy suspension.

## **DISCIPLINARY ACTIONS**

### **BEHAVIORAL CONCERNS**

When a student violates the Fontbonne mission by failing to behave with respect towards adults, other students, and/or school property, immediate attention is required. These behaviors are more serious than violations of school policy that result in infractions and/or detentions. When violations of respect occur, an adult member of the community will require the student to attend a retention meeting to discuss the behavior.

### **BEHAVIORAL CONTRACTS**

The contract is an agreement with a student drawn up by the Assistant Head of School and/or the Community Standards Committee (See Suspension p. 35). The terms of a contract will include the actions, behaviors, attendance, etc. that are needed for improvement. Signed by the student and parent/guardian, this contract is kept on file and reviewed during the time stipulated in the contract. Failure to live up to the agreed upon terms could result in loss of privileges (including senior privilege), loss of leadership positions, or a more serious decision affecting the student's future at Fontbonne, the Early College of Boston.

### **EXPULSION**

Fontbonne seeks to provide an atmosphere which fosters the development of Gospel values and the pursuit of excellence in education. A serious behavioral incident or chronically poor behavior may warrant a student's expulsion. Expulsion is determined by the Head of School/Administration. Chronically poor behavior may preclude a student's being offered a contract for the following school year.

### **INFRACTIONS/DETENTIONS**

An infraction and/or detention may be issued to any student who violates school policy such as, but not limited to, tardiness for school, tardiness for class, missed meetings/appointments, inappropriate/disrespectful behavior, or school attire policy violation. If a student is tardy for school because of a medical appointment, the infraction may be waived with appropriate medical documentation. The documentation must be presented to the school office within twenty-four hours. Once a student accumulates 3 infractions, they will be notified to serve a mandatory detention. If a student receives excessive infractions and/or detentions, she will be referred to the Community Standards Committee (See below). Any further infractions and/or detentions received will result in additional suspensions and may lead to expulsion from Fontbonne.

Any student who has been suspended more than once during the school year jeopardizes her invitation to return to Fontbonne. Seniors who have been suspended more than once during the school year may jeopardize their participation in senior activities, including graduation.

### **PROCESS FOR SERIOUS DISCIPLINARY ACTIONS**

In the course of serious disciplinary actions, the Assistant Head of School meets with the student and/or other involved parties to determine whether a violation of school policy has taken place. Students have the opportunity to tell their perspective and to listen to that of others. For major disciplinary referrals, which may result in long term suspension, parents/guardians are notified and a conference is scheduled for all concerned parties. Disciplinary action is then determined.

If a student is involved in a *serious* disciplinary situation, a parent/guardian will be notified by the Assistant Head of School or by the Head of School. If a parent/guardian receives a phone call from *anyone* other than the Head of School or the Assistant Head of School regarding a serious disciplinary action, the parent/guardian should notify the school *immediately*.

## RETENTION

Learning Community adults have the right to retain students after school for not meeting school expectations. If a student does not appear for retention, she becomes subject to a disciplinary consequence in addition to serving the retention. Retentions will be served before participating in any after school activities.

## SUSPENSION

If a student acts in a way that her behavior is contrary to the mission of Fontbonne, or if a student continually disregards school policy, she is liable for suspension, which is determined by an administrator or the Community Standards Committee. The Community Standards Committee is composed of faculty and student representatives. The student attends the meeting with their School Counselor, who is their advocate in the process, and the student's parent(s)/guardian(s) will be informed about the meeting with the Community Standards Committee. Parents/guardians are invited to attend the meeting with their student.

Suspensions can take two forms, in-school or out-of-school. Administration reserves the right to determine and modify the level of suspension dependent upon the violation(s) of the student.

- **In-School Suspension – Level One:** If a student is placed on In-School Suspension for the first time during her tenure at Fontbonne, an administrator or the Committee has the right to draw up a contract specifying the conditions the student must meet during her suspension and subsequent probationary period. These conditions will not include missing any class or other academic responsibility. They may include loss of unscheduled time, senior privilege, leadership positions, or other conditions deemed appropriate by the Committee. The length of the suspension will be no less than one full week and no more than four full weeks. The student will be required to write a reflective essay to complete the suspension.
- **In-School Suspension – Level Two:** If a student is placed on In-School Suspension at any time during her tenure at Fontbonne for a second or subsequent time, all the procedures for a Level One suspension are followed; however, the conditions of the suspension will include time during which the student is restricted from attending classes or participating in other academic events. The student is responsible for the work covered in missed classes but will receive a **zero** (0) grade for all tests, quizzes, assignments, etc. given in her absence. The student may not participate in co-curricular activities including athletics on the day she is withheld from classes. The student may be required to write a reflective essay to complete the suspension.
- **Out-of-School Suspension:** In the case of serious rule infractions, a student will be required to stay out of school for a specified period of time. While the student is responsible for the work covered in classes, she will receive **zero** (0) grades for all tests, quizzes, assignments, etc. given in her absence. The student may not participate in co-curricular activities including athletics during the suspension. The student may be required to write a reflective essay to complete the suspension. A parent/guardian conference will be scheduled before the student can be readmitted. A contract will be drawn up governing the probationary period following any Out-of-School Suspension.

## WITHDRAWAL

Students may be given the opportunity to withdraw from the school at the discretion of the Head of School and Administration.

## AMENDMENTS TO THE HANDBOOK

The Administration retains the right to amend the handbook at any time for just cause. Students and parents/guardians will be given prompt notification if major changes are made. The Administration reserves the right to waive any handbook policies or regulations for just cause at their discretion.