



# **HOLY FAMILY ACADEMY**

**2011-2012**

**PARENT & STUDENT**

**HANDBOOK**

## **GENERAL SCHOOL POLICIES**

### **DAILY SCHEDULE**

8:00- 8:15	Students Arrive
8:20	Classes Begin
9:05	Holy Mass (unless priest schedules otherwise)
10:15-10:45	Morning Break K-5 (Lasting 15-30 minutes)
12:00-12:30	Lunch Recess K-5
12:30-1:00	Lunch Recess 6-12
2:30	Holy Rosary
3:00-3:30	Dismissal

### **SPIRITUAL FORMATION**

**THE HOLY SACRIFICE OF THE MASS:** It is our goal to have the students understand, participate in, and love the Holy Sacrifice of the Mass as the primary source of Grace given to us by our Lord. We make every effort to have Mass daily at the school. Students should be reverent and mindful that they represent the school and their families when they attend Mass.

**DAILY ROSARY:** The school day will end with the teachers and students reciting the Rosary together at 2:30 pm. It is our goal, in the classroom, to teach the students to meditate on the beautiful mysteries of the Rosary. In this way, the Rosary becomes a great source of grace to them. Parents are also encouraged to say the Rosary with their children.

**DAILY PRAYER:** Each day starts with Morning Prayer. Each class starts and ends with prayer. This puts both students and teachers in a proper mindset to do all things for Christ. Students will also learn other traditional prayers of the Church, in Latin as well as in English. Traditional and devotional prayers will be emphasized and incorporated into all areas of learning.

#### **SACRAMENTS:**

*Confession* – A priest will be available to hear confessions periodically throughout the year, but the primary responsibility for weekly confession belongs to the parents.

*First Confession and First Communion* – The first and second grade teachers will prepare students for these sacraments, but arrangements for the reception of these sacraments must be carried out by the parents.

**ALL SAINTS DAY:** Every year on the Feast of All Saints, the students are required to write a report on a saint of their choosing. All students are also required to dress up as their saint. All families are invited to attend this celebration in honor of the saints in heaven. After a presentation of the students, the parents line up to distribute candy.

**SANCTITY OF LIFE:** It is an important priority for every student to gain an appreciation for the sanctity of human life and to combat the culture of death that surrounds us to the best of their ability. Prayer and sacrifice are the primary tools for promoting the Culture of Life, but knowledge of our culture of death and activism that is age appropriate are also essential to fulfilling our Christian duty. Each year all students are required to write a pro-life report or essay to commemorate the anniversary of Roe v Wade and to promote pro-life awareness.

**TOTAL CONSECRATION TO MARY:** Each year the students prepare to dedicate themselves to Jesus through Mary in the spirit of St. Louis de Montfort. After over a month of preparation, all students make their consecration or renew their consecration around the time of the Feast of the Immaculate Conception.

**MAY CROWNING:** Each year we celebrate a May Crowning to honor the Blessed Virgin Mary during the month of May. The date and time will be announced in the spring of each year.

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**GRADING SYSTEM**

*Grades 2 through 12 are recorded on the following scale. The correspond meaning and grade point average (applicable only to the high school) are also included.*

A	100-93	Outstanding	4.0
A-	92-90	Excellent	3.7
B+	89-87	Very Good	3.3
B	86-83	Good	3.0
B-	82-80	Satisfactory	2.7
C+	79-77	Fair	2.3
C	76-73	Acceptable	2.0
C-	72-70	Barely Acceptable	1.7
D+	69-67	Deficient	1.3
D	66-63	Seriously Deficient	1.0
D-	62-60	Extremely Deficient	0.7
F	59-0	Failure	0.0
I		Incomplete	

*Kindergarten and 1<sup>st</sup> Grade use a different scale:*

O	Outstanding
VG	Very Good
G	Good
S	Satisfactory
U	Unsatisfactory

**HOMEWORK:** Parents must ensure that children complete their homework every night. Students are expected to be fully prepared for their classes each day. Failure to do so will affect the student's final grade.

**PARENT CONFERENCES:** Provisions are made for parent/teacher conferences after the first trimester. Otherwise, parents may make appointments for conferences with teachers or the Headmaster at any time.

**MAKE-UP WORK:** If a student is to miss school, please inform the teacher as soon as possible. Students are required to make up any test or homework assignments missed because of absence from school.

**EXTRA HELP:** Parents whose children are experiencing difficulty in their courses are strongly encouraged to arrange as soon as possible to meet with their child's teacher after school to discuss the difficulties. If you desire a meeting with the Headmaster, please call the office.

**ARRIVAL AND DISMISSAL:** It is for the benefit of your child and classroom order that children arrive at school no later than 8:15 so that classes can promptly begin at 8:20. The rosary is prayed at 2:30 PM, and the children are dismissed at 3:00 PM. Since these are essential elements of a Catholic Education, the children cannot miss morning prayers, Holy Mass, and rosary. Parents are expected to pick up their children at the time of dismissal. Students are to remain in their classroom and are not to remove any part of their uniform until their parents arrive. If you are detained and cannot pick up your children between 3:00 and 3:30, please call the office to inform the school. After 3:30 parents must park and enter the school to retrieve their children.

**CARPPOOLING:** In accordance with our special use permit, we strongly encourage all families to try to carpool with another family. This cuts down on the trips each parent has to make and causes less traffic and inconvenience to our neighbors. If you do not know of anyone who may be interested in carpooling, please consult the directory or call the front office. A few weeks into the year, carpooling numbers go out and your and your carpooling partner will receive the same number so that whoever may pick up students, the families will be easily identified. The use of carpooling also cuts down on the time it takes for dismissal.

**ATTENDANCE:** Attendance and tardiness will be noted by each teacher every day. If children are late, please check your children in at office when you arrive. In the event of an early pick-up, the parent must come to the office and sign their child/children out. When your child is tardy or must leave early, please also send a note of explanation in to his teacher. If a child is absent, please send a note to the teacher upon your child's return to school. Do not call the school in the case of an absence.

**INCLEMENT WEATHER POLICY:** When Prince William County schools are closed for weather conditions, Holy Family Academy is closed. In addition to checking local news outlets for the status of Prince William County Schools, you can call the PWCS telephone hot line: **703.791.2776 (select #3)**. In the case of other emergency closings, you will be notified by phone, email and the HFA website.

**LUNCH REGULATIONS:** Each student is required to bring a bag lunch to school every day (and a morning snack, if needed). Please do not send microwavable items. A hot lunch will be offered for a nominal fee every Monday and Friday. Order forms for hot lunch will be in weekly envelopes.

**MEDICATION:** The school will dispense no medication, including aspirin, without specific permission from a parent. Students should not have any medications in their possession without parents' permission. If a student needs to take a medication during the school day, it should be left with the homeroom teacher with a note from the parents.

**RESPECT FOR PROPERTY:** Respect for property is a prime responsibility for a good Catholic citizen. Every student is expected to cooperate in maintaining the cleanliness and orderliness of the classrooms, desks, tables, stairways, drinking fountain, and restrooms. Accidental damage should be reported immediately to the teacher or Headmaster.

#### **DROP OFF AND PICK UP:**

**Automobile Safety:** For the safety of everyone on the property at any time, please do not exceed 5 MPH while on the premises. When exiting the school please come to a complete stop at the top of the driveway. Please obey the speed limit throughout the neighborhoods adjacent to HFA.

**Drop off:** After entering the school driveway, please turn left and drive around the back of the building to drop children at the front door. Children must enter the school through the main door through the St. Joseph Room. Please do not stop at the side door. If you intend to park and walk your children inside, please use the same route and continue past the main door to park. The driving pattern for drop off is always clockwise around the school.

**Pick Up:** After entering the school driveway, please turn left and drive around the back of the building to pick up your children at the front door. Encourage your children to listen for their names and have backpacks ready when called. Teachers will assist students in the dismissal procedure. Also, for safety reasons, please keep all other (usually little) children in your car. If you need to come into the school to retrieve your children, please use the same route and continue to the parking lot. The driving pattern for pick up is always clockwise around the school.

**WEEKLY ENVELOPES:** Every Thursday, the weekly envelope is given to the oldest child of the family. It is the school's primary form of communication with parents. It is essential that items are removed and read promptly. The envelope should be signed, dated, and returned as soon as possible, preferably the very next day. Weekly envelopes are also used for parents' relaying of notes, tuition payments, hot lunch orders, manna certificates, permission forms, and other items of information to the school.

**MANNA CERTIFICATES:** The manna program is a fund raiser that involves no cost in time or money to participants. Store gift certificates are available at a discounted rate to our school, then made available to family members. These certificates spend just like cash; when you purchase them through the school, HFA retains a percentage of your order. The certificates are issued by particular stores (a list is available at front office), are good at all locations, will buy anything the store sells, and costs participants nothing! Order forms are in the weekly envelopes, or certificates can be obtained at the front office.

**STUDENT BEHAVIOR**

Holy Family Academy expects that all students to pattern their behavior after Christ and use the great Saints of the Catholic Church, especially our Blessed Mother and Saint Joseph, as models of Christian behavior.

Holy Family Academy students represent the school and all students are expected to display exemplary behavior at all times and uphold a code of conduct, both at school and outside of school. Disciplinary penalties may be administered for violations that occur outside school as well as during school.

Holy Family Academy believes that children are capable of loving the true, the good and the beautiful. Students are expected to continually strive for increased moral virtue. Thus, even when students use poor judgment and fail in certain actions, they are expected to uphold an honor code. They should be truthful at all times and take full responsibility for their actions.

- Fighting: If students demonstrate mutual respect, differences can be resolved in a Christian manner. Students who resort to fighting to solve a problem will be removed immediately from contact with the rest of the student body and may be suspended.
- Gum chewing is not allowed at any time on the school premises.
- Video games, CD's, DVD's, IPOD's, magazines, comic books and any other non-academic devices or materials are not to be brought to school. Most rock music is contrary to Catholic teachings and should be avoided. If a student is caught with any of these items, they may be confiscated by the teacher and not returned.
- Cellular phones may not be brought to school unless a student has driven to school and then he may only keep the phone in the car. In such situations cell phones may only be used during an emergency situation and with the express permission of a teacher.
- Students must have permission from their teacher in order to bring cameras or video cameras to school. Otherwise these items will be confiscated. Students must also obtain permission to post any kind of photos or videos to the internet.
- Vulgar or obscene language or behavior will not be tolerated. If a student acts or speaks in such a manner, his parents will be notified and appropriate action will be taken.
- Courtesy: Students are expected to behave in a polite and respectful manner to all people, especially all adults. Disrespect shown to any parent, teacher or volunteer by a student is not acceptable and will be handled accordingly.
- Cheating/Plagiarism – Any student who is caught cheating in school, or who copies, verbatim, text from the internet or book without proper citation, will be given a zero for that assignment and will be given a punishment.
- Students are not allowed to leave school property on foot even after school hours.

**FEES AND TUITION**

There are several fees and dues that are required throughout the school year. In order to help you plan your budget accordingly, we are providing you with a schedule of set fees. Tuition is paid in 10 payments from August to June

K-6	1 <sup>st</sup> child	4100
	2 <sup>nd</sup> child	2100
	3 <sup>rd</sup> and more	1100
7-12	1 <sup>st</sup> child	5200
	2 <sup>nd</sup> child and more	2800

Registration Fee – Due in January - \$50 per child.

Cleaning Fee – Due in September - \$125 a year or \$3000 of purchased Manna certificates per family.

Book Fee - Due June 1<sup>st</sup> - \$75 per child (K-6), \$100 (7-12).

Directory Advertisement Campaign – February – April - Each family is required to bring in \$200 worth of ads or contribute \$200 directly to the campaign.

\*Tuition and fees are non-refundable in the event of withdrawal, dismissal or expulsion.

## SCHOOL UNIFORMS

Children must be well groomed at all times. All pieces of uniform must be clean, neat, and crisp looking, with no tears or holes. The uniform must fit correctly. Oversize pants, shirts, jackets, and ties will not be acceptable. Shoes must be polished. Good hygiene must be observed. Students will wear uniforms at all times on school premises. All items, except the jumper and skirt, may be purchased through frenchtoast.com (QS5KFRH), landsend.com (900060682) or flynnohara.com (or at their store in Fair Lakes). Online, you simply need to register, type in the name of the school, and only items approved by Holy Family will appear. They will ship directly to your home. Please be sure to specify that you are from Holy Family Academy, as they will give the school a percentage of the total sales.

### *Girls Uniform*

#### **K – 6<sup>th</sup> Grade**

**Jumper:** All jumpers will be sold by Holy Family Academy. They will be constructed in standard sizes and will be sold hemmed, unless otherwise requested. All old jumpers may be worn as long as they are still in good condition and reach mid-calf length.

**Shirts:** White Peter Pan collar shirts, long or short-sleeve, no rolled up sleeves or  $\frac{3}{4}$  length.

**Socks:** Plain white crew socks or navy blue or white tights.

**Sweater:** Navy acrylic or cotton crew cardigan sweaters. Please no V-neck cardigans.

**Shoes:** Black or navy dress shoes. Must be a closed toe and heel shoe with a heel of no more than  $\frac{3}{4}$  inch thick. Shoes may have a rubber or leather bottom. No tennis shoes, sandals, clogs, or boots.

**Jewelry:** One religious necklace only in addition to a scapular. No rings, bracelets or anklets. Small stud earrings only.

**Headwear:** White or navy simple hair accessories. No bandanas or multiple clips.

#### **7<sup>th</sup> – 12<sup>th</sup> Grade:**

**Skirt:** Girls will wear a plaid skirt. We ask that all orders go through Holy Family, so we can order all at once. We must allow up to 10 weeks for delivery.

**Shirt:** All girls must wear a uniform white shirt in oxford or peter pan style available at frenchtoast.com, landsend.com or flynnohara.com. in long or short sleeve. No half or quarter-length sleeve shirts are allowed. Please no buttons on the collar. Do not roll up sleeves. **Shirt sleeves must be 3 inches long from the armpit.** Please no colored undershirts beneath the uniform shirt.

**Vest:** We ask that all girls order the “Navy Blue Vest”. You may order them at frenchtoast.com, landsend.com or flynnohara.com. You may request an embroidered school emblem on the vest or please sew on a patch.

**Shoes:** Black dress shoes. A closed toe and heel shoe with a heel of no more than  $1\frac{1}{2}$  inch thick measured from the back. No tennis shoes, no boots, no sandals, no clogs, no open heels, please.

**Socks:** Plain white crew socks, or navy or white tights. **Your sock must be visible, covering the top of the foot.**

**Sweaters:** Girls may wear a blue crew cardigan sweater in the cold months. We will allow no sweaters with designs, hoods, or made of sweatshirt material.

**Jewelry:** One religious necklace only. No bracelets or anklets. Stud earrings only, please.

**Hair:** Girls with long hair should arrive at school with their hair pinned back, so that it does not hang over their eyes. Traditional cuts & colors only are acceptable. Hair ribbons must be plain blue or white.

**Noticeable makeup, lipstick, and nail polish are not permitted. No mascara, eyeliner, or eyeshadow.**

### *Boys Uniform*

#### **K – 6<sup>th</sup> Grades:**

**Jackets/Blazers:** Navy blue, single-breasted jackets only. Every jacket must have an HFA emblem sewn on the left breast of the jacket. The most durable jackets are polyester or wool. The cotton/linen/rayon jackets do not hold up very well.

**Please put your child’s name inside his jacket.**

**Pants:** Grey or navy dress slacks. No corduroy or cargo pants, no painter-pant loops, no outside-stitched pockets. To extend the life of the pant leg, it is suggested to iron leg patches on the inside.

**Shoes:** Black dress shoes. Shoes may have laces and preferable leather-type bottoms. No tennis shoes or boots please. The heel may not exceed 1 inch.

**Shirts:** Blue or white oxfords. Please, no darker blues. Long or short sleeve, and no rolled-up sleeves.

**Tie:** All boys must wear a navy blue tie. They are available for purchase at the office.

**Belts:** Every boy must wear a black belt.

### **7<sup>th</sup>-12<sup>th</sup> Grade:**

**Jackets:** Boys may wear a blue or grey dress jacket with a Holy Family patch on left breast of jacket. Double-breasted jackets are not permitted.

**Pants:** Navy blue or grey dress pants. No corduroy or cargo pants, no painter pant loops, no outside rear-stitched pocket.

**Shirts:** Blue or white long or short sleeve oxfords. (Rolled-up sleeves are not permitted)

**Tie:** Plain or striped only.

**Shoe:** Black dress shoe- heel not to exceed 1 inch. Boots or tennis shoes (sneakers) only acceptable for outside wear.

**Belt:** All boys must wear a plain black belt.

**Hair:** No dyed or bleached hair. All boys must have short conservative haircuts and be clean shaven.

## **SCHOOL DRESS CODE**

In an effort to encourage seriousness in our academic pursuit, the school asks families to ensure that children are always appropriately and modestly dressed.

### **School Day**

During the school day, students are expected to be in uniform. They are to remain in uniform while on the school property and until their parents pick them up at the end of the day. They may only change at school with the express permission of their teacher.

### **After School Activities**

Students are allowed to change into appropriate clothing if they are attending an after school activity that requires it, such as sports or Boy Scouts. They may only change into clothing that the teacher or activity leader deems acceptable.

Students attending after school sporting events as spectators must be in uniform. Casual dress is permitted for weekend sporting events.

### **Evening Events**

There are evening events to which the high school, junior high and sometimes the sixth grade are required to attend.

Students are required to wear their uniforms unless directed otherwise. On occasion exceptions will be made which will allow students to wear "Evening Dress Code." The purpose of these events, be it a play, speaker or debate, is intended to elevate the mind of all who attend. In order to maintain an atmosphere of seriousness and respect, we ask that students wear their "Sunday Best." Boys are to wear a jacket, collared shirt and tie. Girls are to wear a dress or skirt and top. Skirts must be below the knee and tops must be sleeved and modest.

## **UPPER GRADES POLICIES**

### **ACADEMIC POLICIES**

#### **HONOR ROLL**

All students who achieve a trimester grade point average of 3.5 or higher will be listed on the First Honors Roll. All students who achieve a trimester grade point average between 3.25 and 3.49 will be listed on the Second Honors Roll.

#### **ATHLETIC ELIGIBILITY**

In order to participate in school sponsored athletic teams, students must have a 2.50 GPA and all grades must be C- or higher in the trimester preceding the sports season. They must maintain the same standard during the season. If a student

falls below the standard during the sports season, he may be suspended from the team until he has sufficiently raised his grade.

## **ACADEMIC SANCTIONS**

If a student receives an F in any class or fails to achieve a 2.00 GPA, the student and parents will be required to meet with the Academic Review Board and be put on Academic Probation. A student will be released from Academic Probation when they have sufficiently improved their performance in the next reporting period. If a student continues to underperform while under Academic Probation, he may be put under Academic Warning. Failure to improve performance while under Academic Warning may result in dismissal from the School.

## **GRADUATION REQUIREMENTS**

Holy Family Academy has a standard curriculum which emphasizes the classics of Western Civilization while preparing students for college. All students need to complete the following courses before graduation\*.

4 Years	Literature & Composition – Including one year of Classical Literature
4 Years	Math – Including completion of at least Algebra II and Euclidian Geometry
4 Years	Religion – Including one year of Biblical Theology and one year of Moral Theology
4 Years	History – Including one year of European History
4 Years	Science – Including Biology, Chemistry & Physics
4 Years	Foreign Language – Including completion of at least Latin II
4 Years	Philosophy

\* Any exceptions to these requirements for transfer students must be approved by the Academic Dean.

## **GRADUATION HONORS**

Seniors will be honored at graduation for the following achievements: 3.75 to 4.00 GPA – *Summa cum Laude*; 3.50 to 3.74 GPA *Magna cum Laude*; and 3.25 to 3.49 GPA *Cum Laude*.

The graduating senior with the highest GPA will be honored as Valedictorian. The graduating senior with the second highest GPA will be honored as the Salutatorian. In order to qualify as the Valedictorian the graduating seniors must have completed at six trimesters at Holy Family Academy and achieved a 3.50 GPA.

## **DISCIPLINE**

### **DISCIPLINARY ACTIONS**

For minor infractions, students may receive work detention. Work detention will always be served on the Wednesday of the following week of when the detention notice was served. Work detention on Wednesdays will last from 3:30 to 5:00 pm and take precedence over any other obligations the student may have.

For more serious violations of the conduct code, the student and parents will meet with the Disciplinary Review Board to discuss the appropriate consequences that may include suspension or expulsion.