

Academy of the Holy Family  
Parent-Student Handbook  
2024-2025



	1
<b>INTRODUCTION</b>	<b>3</b>
Mission Statement	3
Vision Statement	<b>3</b>
Philosophy	4
Objectives	5
Motto and Brand	5
Alma Mater	6
Sisters of Charity	7
Spiritual Foundation	7
Admissions	8
Non-discriminatory Statement	8
Requirements and Procedures	8
Financial Aid	9
Withdrawal Policy	10
Tuition Payments and Refunds	10
Re-Entry	11
<b>ADMINISTRATIVE DEPARTMENT POLICIES</b>	<b>11</b>
Office Access	11
Phone Calls	11
Records	11
Custodial and Non-Custodial Parents' Rights and Responsibilities	12
<b>GUIDANCE OFFICE POLICIES</b>	<b>13</b>
Transcripts, Records and Requests	14
College Planning and Applications	15
Standardized Testing	15
Cell phone Usage	15
Fire-Drills/Emergency Drills	16
Field Trips	16
Homeroom	17
Resident Students' Visits to Day Students' Homes	17
Guests and Visitors to AHF	17
Hanlon Hall	18
Senior Privileges	19
Computer Lab	19
School Assemblies	20
<b>ACADEMIC EXPECTATIONS</b>	<b>20</b>
Responsibilities of Teachers, Students and Parents	20
Appearance of Submitted Homework/Classwork	21
Graduation Requirements	22
Service hours	23
Grading Code	24

Grade Point Average	25
PlusPortals Reports	26
Progress Reports and Report Cards	27
Incompletes	27
Honors and Honor Roll	27
Advanced Placement (AP) Program	28
Academic Awards	28
Scheduling Classes	29
Add/Drop Period	29
Academic Difficulties	30
Academic Probation	30
Library	31
Books and Equipment	33
Lockers	34
Physical Education Policies	34
Attendance Policies	35
Excused Absences	37
Procedures for Tardiness	38
<b>UNIFORM DRESS CODE</b>	<b>38</b>
Physical Education Classes	39
Full Dress Uniform and "Dress Up" Days	39
"No Uniform" and "Home Game" Days	40
<b>COMMUNICATION</b>	<b>42</b>
Between School and Parent	42
Between Parent and School	42
Between Students and Staff	42
Between Parents and Students During the School Day	42
<b>CONDUCT AND DISCIPLINE</b>	<b>42</b>
Conduct	42
Bullying and Harassment Policy	43
Complaint/Reporting/Follow-up Procedures	46
General Conduct and Deportment	48
Honor Code	49
Student Living Arrangements	51
Gang Activity	51
Inappropriate Materials	51
Controlled Substances	51
<b>PROGRESSIVE DISCIPLINE</b>	<b>52</b>
Detention	52
Detention Procedures	53
Suspension	54

Expulsion	55
Contracts	56
Administrator's Right To Amend	57
2024-2025 Student Handbook Signature Page	58

## **INTRODUCTION:**

The Academy of the Holy Family, a Catholic secondary day and boarding school for young women founded in 1874 in Baltic, Connecticut, is approved by the State of Connecticut and is accredited by the New England Association of Schools and Colleges. It is owned and operated by the Congregation of the Sisters of Charity of Our Lady, Mother of the Church.

## **Mission Statement**

The Academy of the Holy Family is a Catholic day and boarding college preparatory school for national and international young women. Our mission is to provide for our students excellence in academics and the application of knowledge and life skills in a spiritual environment. We do this to instill the sense of service to others with their fullest God-given potential.

## **Vision Statement**

The vision of the Academy of the Holy Family is to strive for superior academic and college preparation, anchored in faith and moral development for national and international young women. By building on the charism of the Sisters of Charity of Our Lady, Mother of the Church, AHF provides differentiated instruction for students while continuing to instill the Academy's long-term traditions of service, independence and leadership.

## Philosophy

The Academy of the Holy Family has for its specific purpose the education of girls, and their Christian formation according to authentic Catholic teaching. The Academy cherishes the mandate of Christ to the Church to "announce the good news of salvation to all men, and to renew all things in Christ" (Declaration on Christian Education). The Academy seeks to provide an instructional environment that fosters self-motivated intellectual development through a structured curriculum which may be tailored to meet individual needs to best prepare our students to more effectively meet the challenges of living a Christian and moral life in today's society.

The comprehensive nature of this small school enables it to prepare our students for higher education or the professional world. This preparation includes an emphasis on personal accountability, integrity and critical analysis of those exterior stimuli which shape her world, and the ability to respond in an effective Christian manner to her evaluation of those exterior forces by means of a formed and informed conscience.

The Academy accepts as a sacred trust the commitment to serving the poor, and, since poverty knows so many forms, each applicant is evaluated in the light of her academic and personal needs and goals and the ability of the school to meet those needs successfully. Each student should find here the setting in which to develop the richness of her personal worth in an environment that does not perceive material possessions as a qualitative index to a person's true value. The Academy cherishes its mission to provide a quality educational opportunity particularly for the young woman who perceives the need for a more structured learning environment with personal attention to her spiritual and intellectual development.

Because of its commitment to any girl who seeks such an environment, regardless of ethnic background, country of origin, color, creed or the economic status of her family, the Academy makes every effort to maintain as low a tuition base as is possible, making quality Catholic education financially feasible.

## **Objectives**

The following objectives are seen as flowing from this mission and inherent in the philosophy:

1. To present the Gospel values as a foundation for sound moral choices.
2. To provide a quality academic program and a solid foundation for higher education by stimulating the student intellectually, developing critical thinking and life management skills, and encouraging creativity.
3. To guide each young woman to discover her God-given talents and share them with others through co-curricular activities and community service.
4. To educate for justice and social concern by encouraging understanding and mutual respect for the values and needs of various cultures.

## **Motto and Brand**

“Pursue knowledge; embrace the truths of Christ; respond to the needs of others.”

“The Academy of the Holy Family -

Where Friends Become Family!

## **Alma Mater**

Hail, our Alma Mater dear, spirits, and hearts are high,  
 As we pledge anew unto you a love we know will never die.  
 Hail, O Holy Family, find us in word and deed  
 Hearts that guard your name forever,  
 No matter where our paths may lead.

### **REFRAIN**

To our class, to our staff, to our school and its standards we lift today  
 All our faith, all our trust, in a stainless tomorrow of yesterday.  
 Guard of truth, guide of youth, we will evermore cherish and honor  
 thee,  
 Keep the name fair in fame, A.H.F. in the days that will be.  
 Ivy twined with memories, binding our hearts to you,  
 Speaks the senior morning in May to classes of the gold and blue.  
 Ivy for the happy years, ivy for joyous days,  
 Clings to halls and hearts forever, a symbol of undying praise.

### **REFRAIN (repeat)**

Fond though be the last farewell, hard though the call to part,  
 Each succeeding year ever finds a fearlessness in every heart.  
 Pledge we, then, our last resolve, for all you gave repay you.  
 Be forever, Holy Family, to you our Alma Mater true!

## **Sisters of Charity**

Monsignor John Zwijsen founded a religious congregation, the Sisters of Charity of Our Lady, Mother of Mercy, in 1832 primarily to work for the welfare of the poor and needy of Tilburg, The Netherlands. The Sisters in the Congregation worked in parish schools and helped the sick. A Dutch priest, Father Van Laar, assigned to a small mill town in Baltic, CT noticed the growing number of families residing in the area due to the expansion of job opportunities at the mill. Father Van Laar asked Monsignor Zwijsen to send Sisters to America to help meet the needs of these families especially in the area of education. In response, Monsignor sent six of his Sisters to begin a new mission house in America. As a result, the Academy of the Holy Family was established on October 7, 1874.

## **Spiritual Foundation**

The Academy of the Holy Family welcomes students of all religious denominations. Since fostering a Catholic Christian Community is essential to the mission of the Academy, all students are required to attend Religion classes each year at the Academy. All students are expected to maintain an attitude of respect for God and for the study of religion regardless of their own personal convictions or personal religious practices.

As spiritual formation is of primary importance, the Academy offers the opportunity for the students to assist frequently at Holy Mass. Holy Mass is offered daily at 6:10 a.m. in the Academy Chapel for boarding students who wish to attend. All boarding students assist at the regularly scheduled Sunday Liturgy each week. The entire student body attends Holy Mass on every First Friday, on Holy Days of Obligation, and on other special occasions. The entire student body also participates in the May Crowning. It is expected that all students will observe a prayerful and reverent silence in and near the chapel. Catholics genuflect when entering and exiting the pew. Non Catholics pause and bow.



The Sacrament of Reconciliation is offered on a monthly basis. Benediction of the Blessed Sacrament is offered Sunday evening for boarding students.

An all-school retreat may substitute for individual grade retreats. This is according to the discretion of the school administration.

Every student is expected to participate and be respectfully attentive to the prayers offered in each class as well as the Homeroom Exercises.

## **Admissions**

Acceptance into the freshman class at the Academy is based on academic success in the 6th, 7th and 8th grades, results of any standardized testing, school records and school recommendations, as well as English and Math teacher recommendations, student interview, and potentially, the student's score on a formal or informal placement test,

More information about required documents and fees is available on the school website.

## **Non-discriminatory Statement**

The Academy of the Holy Family, a secondary boarding and day school for girls, admits students of any race, creed, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, creed, color, national and ethnic origin in its administration of its educational policies, admissions policies, athletic, and other school-administered programs.

## **Requirements and Procedures**

Students seeking admission to the Academy must be able to follow a regular high school curriculum. If an international student's ability with the English language is deemed adequate by the administration, she may remain at the Academy up to four years, until graduation.

No student will be admitted until all required forms listed in the admissions packet are properly submitted. These include: registration form and fee; 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade academic records for incoming ninth graders, or an official transcript from the sending high school for transfer students, admissions essay, recommendation forms, a copy of the student's birth certificate, school health records as defined in the health section of the school website (ahfbaltic.org), student information form, a signed form from the tuition management company retained by AHF, and a signed Student Handbook Agreement form. Potential students are to meet with a member of the Admissions team for an interview. If distance makes this impossible, a form of communication other than the face to face interview will be arranged.

Students born outside the United States must provide proper immigration status. They are required to present to the Administration of the Academy of the Holy Family a completed I-20 form, student visa, an F-1 card, and an Affidavit of Support.

Payment of the non-refundable registration fee does not guarantee acceptance for the upcoming school year.

Late re-registration forms will be assessed a late fee. Continued enrollment is contingent upon the school's ability to meet the student's individual needs. The student's achievement, behavior, attendance and parental cooperation are all factors in continued enrollment, which is the final decision of the school administration.

## **Financial Aid**

The Academy of the Holy Family is dedicated to providing a quality Catholic education to all students who truly seek it regardless of means, and has provided generous financial assistance to those in need. The students receiving that assistance are expected to adhere to the Academy's code of conduct and apply themselves diligently to their academics to become a fully contributing member of the AHF community. It is also recommended that they participate in at least one club and one extracurricular per

semester. Financial aid must be applied for each year. This aid is provided at considerable sacrifice by the Sisters of Charity as part of their mission.

### **Withdrawal Policy**

A student who chooses to withdraw from the Academy of the Holy Family must submit a withdrawal form stating the reasons why she is transferring and submit a Release of Records form. It is only when this is on file and financial obligations have been met that a transcript will be forwarded to the school the student plans to attend.

### **Tuition Payments**

Tuition payments are expected to be made in a timely fashion. If there are certain circumstances which require more time, requests must be made in writing to the finance office. A written payment plan will be in place

Please note: All accounts must be paid in full by the end of the school year in order to register for the next grade.

### **Tuition Refunds:**

1. If a student withdraws from the Academy of the Holy Family, written notice of intent must be received by the Main Office at least two weeks prior to the withdrawal date.
2. If a student withdraws before the start of Orientation Days, tuition and fees, with the exception of the Registration Fee, will be refunded.
3. If a student withdraws, is expelled or is asked to leave up to and including 30 days after their start date in the semester of entrance, 50% of the semester tuition will be due regardless of the withdrawal date. If a student withdraws after 30 days full tuition for the semester is due.

4. The semester tuition on FACTS Payment Plan will also remain due and payable until the amount for the entire semester is paid. Closing the account on a FACTS Payment Plan will not cancel the debt and will be collected.

## **Re-Entry**

A student who wishes to re-enter the Academy of the Holy Family after having withdrawn must have administrative and faculty/staff approval.

## **ADMINISTRATIVE DEPARTMENT POLICIES:**

### **Office Access**

The school office is open all day for administrative tasks. Students who need to meet with a staff member in the office should have a study hall proctor call the office and then issue a pass.

Mailboxes located in the school office are the property of the respective faculty or staff member, and are not available to any student at any time. If a student or parent has a written communication for an adult in the school, it is to be handed to a staff member who will place it in the respective individual's mailbox.

### **Phone Calls**

The phones in the school office are for official use only. Students may not use the office phone except in emergency, and with permission. Parents are asked to avoid calling students during the school day. In cases of necessity parents may call the school office, and a message will be relayed to the student.

### **Records**

Academic records at the Academy of the Holy Family are kept in a locked, fireproof file cabinet in the main office suite. These are kept with limited

access to ensure the privacy of all of our students. The Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) grants parents of students the right to review and inspect their daughter(s) records. The same right is given to students who are 18 years of age. To inspect a file, a parent or student is to submit a request in writing at least 24 hours in advance to the Administrative Director, Principal or Director of Guidance. Records will be inspected in the presence of the Administrative Director, Principal or Director of Guidance. At no time may the records be removed from the office, and permission from the above-mentioned officials must be obtained to copy the records.

Students/parents who request records or transcripts to be sent to other schools/ jobs/ colleges must also make their request in writing two weeks before it is due. This request will be kept in the file.

Parents/guardians are reminded to notify the main office of any changes in contact information.

### **Custodial & Non-Custodial Parents' Rights & Responsibilities**

The Academy of the Holy Family abides by the provisions of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and the non-custodial parents. Court orders concerning special restrictions will also be respected and followed by the school administration. In the absence of a court order to the contrary, the Academy of the Holy Family will provide the noncustodial parent with access to the academic records and to other school-related information regarding the student, if requested. The Academy of the Holy Family is not required to inform the custodial parent/legal guardian(s) if such information has been requested or given to a non-custodial parent/guardian. If there is a court order to the contrary, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

For the school's purposes, the parent with whom the child resides is known as the custodial parent. If both parents claim to be the custodial parent, enrollment records will be examined. The parent who enrolled the child is considered the custodial parent until a legal document naming the custodial parent can be provided to the school. Parental rights include access to student records and school mailings, attendance at parent/teacher conferences, and authority to request that a student be released early or be absent from school for a legitimate reason. Only the custodial parent has the right to remove the student from school property. It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list or be given access to *PlusPortals*, the school's secure, on-line grading record.

## **GUIDANCE OFFICE POLICIES:**

The Guidance Office is considered a confidential workplace. Individuals should not enter without invitation or permission. Ordinarily, a student who wishes to speak to the guidance staff during the school day should make an appointment and obtain a pass. Parents should either email or call to make an appointment before coming to meet with the guidance counselor.

Personal information shared with a member of the faculty or administration by a student shall be held in confidence except in the following situations:

1. When there is reason to believe the student will harm herself or another individual;
2. If a student indicates that another student is going to endanger her life or the life of someone else;
3. When there is suspected abuse of any form (physical, sexual, or emotional);
4. When illegal use of a controlled substance or alcohol occurs on school property or at school functions.

## **Transcripts, Records and Requests**

A student who wishes to have her transcript released must obtain a Transcript Request Form from the guidance office or on the school website. This form is to be completed and must have a parent signature or the student's signature if she is 18 years of age. Seniors may request up to ten transcripts to the colleges and scholarship programs to which they are applying, without incurring a charge. Additional copies require a \$5.00 fee per transcript. Students who wish to have their transcripts submitted through *Common Application* or *SENEdu* must sign the required form obtained at the Guidance Office of the Academy. Requests for transcripts must be made at least two weeks in advance of any deadlines. All requests for transcripts, records or recommendations should be accompanied by the full address of the receiving institution. Every effort is made to ensure that these documents are submitted in a timely manner.

After graduation, transcript requests must be made in writing with the student's signature and the name and address of the institution where the transcript is to be sent. A Records/Transcript Request form is available on the school website under the Alumnae tab. There is a \$5.00 processing fee for transcripts requested after graduation.

Requests for letters of recommendation from teachers, principal or guidance counselor are to be made in writing and should be submitted with two weeks' notice of any deadline.

Students transferring from the Academy of the Holy Family must inform the Guidance Office and give the name and address of the school to which a transcript is to be sent. Transfer students are given one free transcript to the school of their choice.

It is the policy of the Academy that transcripts, recommendations, and records will be held until all financial obligations have been met.

Once a student leaves the Academy, the following are kept in her permanent record folder: registration form, permanent record card, transcript, attendance card, health record and immunization record.

Guidance office will be given the original HAR-3 and the immunization record upon graduation or end of tenure to AHF.

## **College Planning and Applications**

As students approach the time to decide about “life after high school,” college visits are arranged. Girls are given the opportunity to meet with college admissions officers who have been authorized to visit AHF. In addition, field trips may be made to nearby colleges.

As students are planning that next step, they are assisted as they explore what school would best fit their needs, including what types of scholarships and financial aid might be available to them.

Requests for Transcripts should be made to the Guidance office as soon as students begin the process. See information given under **Transcripts, Records and Requests**.

## **Standardized Testing**

The PSAT standardized test is given to sophomores and juniors in October. Students are encouraged to take the SAT in the fall and spring of their junior year as well as the fall of their senior year. Practice SATs are offered to all students throughout the school year. Upperclassmen are encouraged to take the ACTs.

Results of these tests become a permanent part of the student’s record.

## **Cell phone Usage**

Cell phone usage by students is not permitted during the school day. Homeroom teachers will oversee the students putting their cell phones in the hanging organizer provided, ensuring all phones are handed in. Phones can be retrieved at the end of the last period. Extenuating circumstances may allow for cell phone usage during the day only with permission from the administration.



The Academy of the Holy Family does not allow the unauthorized taking of photographs or audio/video recording from electronic devices in classrooms, dorms, and on campus or school sponsored activities. Inappropriate representation of our school in any negative or vulgar manner and/or audio/video recording for the purposes of eavesdropping or humiliation of faculty, staff, or students, bullying, or threatening will result in confiscation or limitation of cell phone/electronic device usage, potential suspension, and, depending upon the severity of the offense, police notification.

### **Fire-Drills/Emergency Drills**

Fire drills are held monthly. Students are expected to leave the school in an orderly fashion and in silence following the exit plan posted in each classroom, meeting in St. Joseph School playground. They are to remain outside with their teachers until attendance is taken and the "all clear" signal has been given. They must return to their classrooms quietly. If the fire alarm rings between classes or during lunchtime, then the students report to St. Joseph School playground and assemble according to homerooms.

In addition to fire drills, "lock-down" drills and emergency exit drills are held periodically throughout the year. These may replace fire drills. Each classroom has its individual plan, which will be explained by the respective teachers.

### **Field Trips**

Field trips are provided to the students as a means of enrichment to one's education. All students are expected to participate in scheduled class- or school-wide trips unless prevented by illness or disciplinary measures.

Official permission slips are provided by the school office and must be signed by a parent or guardian before a student can participate in a school-sponsored field trip taking place either during the school day, after school, or on a weekend. Resident parents give this permission when

signing their daughter as a resident. Handwritten notes, emails or telephone calls are not acceptable forms of permission and will not be honored. Students are expected to abide by all school regulations including proper dress code on any field trip.

These signed slips are required of all students, including those who are 18 years of age.

## **Homeroom**

Homeroom is an important part of the school day and of student life. Attendance is taken, announcements are made, and other pertinent information is shared. Students are expected to arrive on time and to remain in the classroom for the duration of the homeroom period. Personal or academic business should not be conducted at the office or elsewhere during the homeroom period.

As needed, an extended homeroom in Hanlon Hall provides an opportunity to share additional information and additional tasks as the administration plans.

## **Resident Students' Visits to Day Students' Homes**

When day students wish to invite a resident student for a weekend or vacation, permission must be granted for the visit by the families of both students. The school office form must be submitted for final approval. The Academy considers Sunday worship an integral part of each student's life. The host family is expected to honor the preference of the visiting student regarding Holy Mass on Saturday evening or Sunday, as well as on Holy Days of Obligation. Students of other faiths may also request that the host family assist them in taking part in Sabbath worship.

## **Guests and Visitors to AHF**

All visitors, including alumnae, former staff members, student siblings, etc., are required to report to the School Office. No one entering the school, even athletic staff, is to go directly to any classroom. When students invite

guests to school-sponsored activities (with the approval of the administration), they are responsible for their guest's behavior. They should inform their guests of all school policies regarding attending school functions.

## **Entering and Leaving the School**

Day students are expected to arrive between 7:10 and 7:40 in the morning of each school day. Students are to enter the building by the front door. Drop off should be either in the church parking lot across the street or at the sidewalk in front of the building. The driveway between the school and the parish church and the backyard of the Motherhouse may be used for drop-off or pick-up of Academy students but extreme caution must be used in those areas.

Students or parents may not park in the driveway.

Once a student has entered the building she may go to her locker to drop off book bags, etc. and to collect materials for classes. Students must then proceed to Hanlon Hall until homeroom bell, not in classrooms with teachers that arrive early unless teacher invites.

All students must remain on campus during the school day. A student on campus after school must sign the log-out book if they leave campus. This includes day students who are waiting for rides after school.

Students who drive to school are required to have a signed parental-consent form and a copy of their drivers license on file in the office.

## **Hanlon Hall**

The consumption of food and beverages (with the exception of bottled water) is only permitted in Hanlon Hall. All students are expected to conduct themselves appropriately and to keep their voices in a conversational tone. For safety reasons, students are to remain in Hanlon Hall until the bell rings for the next class. If a student feels ill and needs to

see the school Nurse, permission must be obtained from the teacher of the student's next class. If that teacher is not present, then the student is to obtain permission from another teacher in Hanlon Hall.

Before leaving the dining room after lunch, students are expected to clear their tables of trays, milk cartons, and deposit any trash in the containers provided. No one may move tables and chairs at any time without permission of the staff in the dining room.

Food and beverages may not be taken out of the dining room nor may any student eat in class or in between classes. Clubs meeting during the lunch period are the only exceptions to this rule. Students are not allowed in the food preparation area during the school day unless invited by the cafeteria staff.

## **Senior Privileges**

The use of the Senior Lounge is a privilege. It is reserved for Seniors during the school day for study hall if they meet the academic criteria mentioned in this handbook. At no time may underclassmen use the lounge during the school day. No food and/or beverages may be consumed in the Senior Lounge, nor may personal items be left there. The lounge is set aside for study and quiet activity, not for sleeping. Any abuse of this will result in a loss of privilege for seniors for a length of time determined by the administration.

After school, the lounge is open to all students. Food and beverages are not permitted in this area at any time. Failure to abide by these rules will result in loss of the lounge privilege.

## **Computer Lab**

The computer lab is first of all a classroom. This room is also set aside for use as a technology resource. When classes are not being conducted in the lab, students are free to use the room in a responsible manner. It is not considered a place of general gathering or as a study lounge. Food is not permitted in the lab.

## **School Assemblies**

The purposes of all-school assemblies are to extend the educational process beyond the classrooms and to build community. Programs are scheduled for AHF students to complement the academic program and assist the school in carrying out its mission. Different programs warrant different types of behavior. At all times, behavior should be appropriate. Respect for the speakers, performers, instructors, and fellow-students is expected at all times. Promptness in beginning and ending assemblies depends greatly on student cooperation. If the assembly happens to extend slightly beyond regular dismissal time, respect for the speaker and cooperation are expected. Students will be dismissed according to class and are to leave in a respectful and orderly fashion.

## **ACADEMIC EXPECTATIONS:**

### **Responsibilities of Teachers, Students and Parents**

The Academy of the Holy Family maintains high expectations with respect to behaviors and academic performance. Each student is to do her best. In order for this to happen, teachers, students and parents must work together.

It is the teacher's responsibility to show respect for each student; to set appropriate criteria, guidelines and deadlines for class and homework assignments; to monitor and grade student work and report as necessary to administration and parents; and to be available for extra help before tests and quizzes. The staff members who monitor the study halls are responsible for maintaining an atmosphere conducive to productive learning.

It is the student's responsibility to show respect for teachers, staff, fellow students and classroom procedures; to bring necessary materials to each class; to engage in class discussions in a constructive manner; to complete assigned homework and project work on time; and to set adequate time aside to prepare for tests and quizzes.

Students are expected to have a serious attitude toward their class work and homework and are expected to be proactive learners. They are encouraged to use critical thinking skills in their classes and study skills that are basic to high school performance: note-taking, memorization, vocabulary flash cards, and listening skills.

Day and resident students are responsible for using assigned study periods in a diligent and productive manner, giving each student the opportunity to attend to her assigned work.

Homework, classroom participation and discussion, research papers, projects and tests contribute to the student's grade in each course.

It is important that the parent prevents the student from committing to too many extracurricular activities that interfere with homework time and result in lower grades than what the student is capable of producing.

Working together responsibly in this manner, the student will maintain a high standard of behavior and academics resulting in self-improvement that will be beneficial to her during her time at the Academy and in the years to come.

### **Appearance of Submitted Homework/Classwork**

Only dark blue or black ink may be used for written work (with the exception of Math courses). No assignments will be accepted with frayed edges from spiral notebooks.

Students must take at least eight credits each year including Religion and Life Skills. Students are permitted one study period. No student may drop a course without substituting it with another course. Those students having a doctor's exemption permit for Physical Education must select another course to take in its place.

Students who are lax in any of the above areas or who give evidence of weak study skills may be detained after school for make-up or remedial work. A student who does not hand in assignments on time can expect a

zero or deduction in grade and possible detention. Students who have below 70 % average in any class pending teacher reports are required to attend the RING (R-- raise grades; I--improve skills; N--never stop learning and G--gain experience with the subject) during I period in the library for the following week. These study halls are proctored by a staff member. Students must come with work and tests from the classes they are failing.

If a student is absent on a day a test is given, it is her responsibility to make arrangements with her teacher to take the test after school or during Period J. Tests must be made up as soon as possible in order to avoid loss of grade. A student who is suspended is responsible for all work missed.

## **Graduation Requirements**

To graduate from the Academy of the Holy Family students must earn 27 credits. These requirements must include the following:

- 4 credits      English
- 4 credits      Mathematics
- 3 credits      Social studies (U.S. History and .5 cr. in Civics are state requirements)
- 3 credits      Science (Biology is a state requirement)
- 3 credits      Foreign language
- 1 credit        Computer Science
- 1 credit        Physical education
- 1 credit        Fine Arts or Family and Consumer Science
- 1 credit        Health
- 1 credit        Religion for each year in attendance at AHF
- 1 credit        Life Skills for each year in attendance at AHF

Many colleges now require three years of foreign language; some require four years of the same foreign language. It is the student's responsibility to seek information about college language requirements. If, at the time of graduation, an individual student has not met AHF requirements, her diploma will be withheld until all graduation requirements have been met and she will not participate in the graduation ceremony.

## Service hours

As part of our religion curriculum here at the Academy of the Holy Family, students have the opportunity to give of themselves in service to others.

Each student fulfills a minimum of service hours according to her grade

level: Freshmen            20 service hours

         Sophomores        25 service hours

         Juniors                25 service hours

         Seniors                 30 service hours

Service hours for the next year may begin for the upcoming school year on the day after the previous school year is completed. (Many students do hours of work on their service project over the summer. Freshmen may count summer service hours once they graduate from eighth grade.)

True service hours are those done at a community or church based function or for a neighbor or extended family member for whom students are not obliged by family responsibilities to render service. Regular jobs assigned by the student's parents in the home are **not** considered voluntary, but rather obligatory as part of being a member of the family, e.g., washing dishes, cleaning, vacuuming, raking leaves, etc.

In order to qualify as service requirements, students may **not** receive compensation for the services rendered, whether in the form of money or other material goods. The satisfaction one receives for following in the footsteps of the Master is joyful compensation indeed!

The student's service hour sheets, accompanying these directives, are to be filled out and **signed** by the person for whom she did the service. In the case of a community, church or other organization, an official from that organization is to sign off on the hours of service. Some organizations have their own forms; simply attach those to the service log when handed in to the teacher.

Family members may not sign off on services rendered.



Be aware that many college and job applications have ample space for a student to highlight her service hours, especially **community** services. Colleges and places of employment are looking for generous and giving people!

**Best practice:** Divide the number of hours needed to fulfill and divide those by four. At the end of each grading period, hand in the service report for evaluation by the Religion teacher. (**Exception:** Seniors should hand in their final service report with signatures two weeks before graduation.)

**What you need to hand in:**

- \* Community service log with services rendered and official signatures. (The Religion teacher will initial it and give it back to you for the next grading period.)
- \* A one-page reflection paper on a particular service you rendered, describing the service and how it has positively impacted your life. The page needs to be typed with complete diocesan heading.

## Grading Code

A report card with grades and school attendance will be issued to the students each quarter using the following code:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82

C+	77-79
C	73-76
C-	70-72
D+	67-69
D	65-67
F	64-0

## Grade Point Average

Grade Point Average (GPA) is a numeric measure of a student's progress, on average, across all the classes she has taken. GPA is determined by the level (weighted) and by the grades achieved in the classes taken. On the quarterly report card, the GPA listed is only for that individual quarter; mid-term report cards will list a GPA for the entire semester. As each class is completed, a GPA is calculated for each class. A cumulative Grade Point Average reflects an average of all courses taken.

The following chart shows the GPA weights for each group of each group of classes.

Gp.1 Classes include General Courses, Fine Arts, and Practical Arts.

Gp.2 Classes include all CP classes.

Gp.3 Classes include all Honors classes.

Gp.4 Classes are Advanced Placement and courses taken through a college.

	<u>Gp.1</u>	<u>Gp. 2</u>	<u>Gp.3</u>	<u>Gp.4</u>
	<u>Weight</u>	<u>Weight +.25</u>	<u>Weight+.5</u>	<u>Weight +1</u>
97-100	4	4.25	4.5	5
93-96.99	3.75	4	4.25	4.75
90-92.99	.5	3.75	4	4.5
87-89.99	3.25	3.5	3.75	4.25

83-86.99	3	3.25	3.5	4	A
80-82.99	2.75	3	3.25	3.75	
77-79.99	2.5	2.75	3	3.5	
73-76.99	2.25	2.5	2.75	3.25	
70-72.99	2	2.25	2.5	3	
68-69.99	1.75	2	2.25	2.75	
66-67.99	1.5	1.75	2	2.5	
65-65.99	1.25	1.5	1.75	2.25	
Below 65	0	0	0	0	

## PlusPortals Reports

Every student and parent is given a PlusPortals account. Teachers post classroom assignments and grades on a regular basis on PlusPortals or Google Classroom for both the students and their parents to track student progress. Parents are encouraged to check PlusPortals on a regular basis. If a parent needs assistance with navigating PlusPortals, please contact the school. Parents are encouraged to contact teachers if they have any questions about student progress.

Faculty email addresses are available on the school website. It is the responsibility of parents to contact teachers via email or by leaving a phone message, should the parents want to discuss their daughter's progress.

## Progress Reports and Report Cards

Progress reports and report cards will be sent to parents and students via emails. Students will be issued a paper copy of these reports. Parents are also encouraged to view their daughter's grades and averages on PlusPortals throughout the school year. Parent-teacher conferences are encouraged if academic difficulty occurs, and may be initiated by the parents, the guidance counselor or individual teachers.

Should a student have outstanding financial obligations at the Academy (unpaid tuition, fundraisers, or other fees) at the close of the academic year, her report card will be withheld, as the case may warrant; PlusPortals will not be available in such cases. No official or unofficial transcript will be issued until all financial obligations are met.

## Incompletes

grade of INCOMPLETE (I) is given to a student who has a legitimate reason for not completing her work by the end of the marking period, such as extended illness. The work must be made up within two weeks or the student will receive a failing grade for that course. The grade of INCOMPLETE rather than failure is only given in pre approved, serious circumstances.

## Honors and Honor Roll

The Honor Roll is posted at the end of each marking period. There are four levels of honors:

**Principal's List:** Greater than 4.0 GPA

**First Honors:** 3.8 – 4.0 GPA

**Second Honors:** 3.65 – 3.79 GPA

Honor Roll status is based on first quarter grades, first semester average, third quarter grades, and second semester average.

## **Advanced Placement (AP) Program**

The College Board's Advanced Placement (AP) Program is an opportunity for students to pursue college-level studies while still in secondary school. The College Board has approved the syllabus of the AP classes at the Academy of the Holy Family that have the AP designation.

College admissions personnel view AP experiences as one indicator of future success at the college level. Participation in AP courses is, therefore, a great advantage to a student who wishes to attend a selective college. Students enrolled in Advanced Placement classes will be prepared to take the required AP exam in the spring. The cost for an Advanced Placement exam is approximately \$100.

The exam is scored by the College Board on a scale of 1-5 points and the scores are sent to the college of the student's choice. The college may grant college credit for the AP class taken. The following equivalents are assigned to the AP exams:

- AP exam grades of 5 are equivalent to grades of A in a corresponding college class.
- AP exam grades of 4 are equivalent to grades of A-, B+, and B in college.
- AP exam grades of 3 are equivalent to grades of B-, C+, and C in college in the corresponding college class.

Further information is available at [www.collegeboard.com](http://www.collegeboard.com)

## **Academic Awards**

An Academic Awards ceremony will be held in May. Underclassmen who have achieved the highest average over 90 (cumulative for the first three marking periods) in each course by grade level are recognized. Seniors are recognized on Class Day.

## **Scheduling Classes**

While every effort will be made to accommodate every student's requests, course changes may occur based on teacher availability and demand for classes.

Ordinarily, students are required to carry seven or eight credits per semester.

## **Add/Drop Period**

Students may not add, drop, or discontinue subjects without the permission of the Principal and Guidance Counselor. If parents, students, or teachers feel that it would be in the best interest of the student to change classes, they should contact the Principal or Guidance Counselor.

1. Add/Drops are permitted only within the first two weeks of school. Only under extenuating circumstances and with special permission from the principal may a student drop or add a course after this date.
2. The teacher of the subject to be dropped or added will be consulted.
4. Classes dropped after the fourth week of a semester will result in an automatic failing grade for the semester.
5. Classes may not be added after the second week of a semester.
6. If a class is dropped a new class must be added in order to maintain the 8 credit requirement.
7. A request for a schedule change may be denied if the desired class is currently full.

## **Academic Difficulties**

Any student who receives a D or F in a subject on a report card will be referred to the guidance counselor for an academic support program. Also, teachers may refer students who are frequently not completing classroom assignments or homework. A student in academic difficulty will be required to work with the Guidance Counselor who will set up a specific support and remedial program for her. Academic support includes meetings with teachers and follow-up meetings with the guidance counselor, weekly progress reports, extra help after school and peer tutoring with a recommended NHS student.

A student who fails a course must make it up during summer school through a program approved by the principal and guidance counselor, since these courses may not be repeated at the Academy during any subsequent year. If a student has failed three or more one-credit courses, she will be placed on academic probation and may be required to repeat the entire year of courses. No student may take the next level of instruction until the previous level is completed.

## **Academic Probation**

Students are expected to work to their full potential when studying at the Academy. When a student's grade falls below 70, the administration and faculty will meet the student to determine the cause. Remedial help from the teacher together with attendance in the RING program will be required in an attempt to remediate the difficulty. If a student's poor grades are due to a failure to complete homework or class assignments, students will be placed on academic probation. Academic probation will consist of assignment to RING on a regular basis, additional study sessions as assigned, and a prohibition from extra-curricular activities. A student will remain on probation for a period of 4 to 6 weeks, or the remainder of the current quarter. Academic Probation should be considered an opportunity to become more focused on the task of learning.

The Academy of the Holy Family reaffirms its dedication to serving each young woman in order to best meet her needs. When it is determined that the Academy is unable to meet the needs of a particular student, the administration in conjunction with the student's teachers, parents and the student herself will meet to discuss a resolution which will most effectively promote her personal peace of mind, her academic and emotional growth, and her spiritual development. The Academy reserves the right to make the final decision.

In the event that a student is asked to leave the Academy of the Holy Family, every effort will be made to assist the student in finding a school that will meet her needs.

## **Library**

The Academy library, dedicated to St. Catherine of Alexandria, is a facility that provides an environment for the enrichment of academics, offers an atmosphere for intensive study and research as well as reading relaxation for both students and faculty.

The library is open throughout the school day from 8:00AM to 3:00PM. Students are expected to be in the library or Hanlon Hall, if specified during all study halls. Other library use during school hours requires a library pass to be signed by the requesting teacher.

Computers are available in the library for academic purposes only. Accessing social/non academic websites as well as all forms of social media are not permitted during the school day. Students and parents signing the last page of this Handbook agree to abide by these rules of conduct regarding the usage of technology found herein and understand the consequences for violation of this policy when the student accesses the Internet. Chrome books are to be used in a responsible manner for various academic purposes. (See section on Cyber-Bullying/Harrassment).

The library is to be used for academic purposes, quiet study and recreational reading. Students are expected to work in a manner that will not disturb other students. If a student's behavior is unacceptable, she will



be asked to leave. On a second offense of unacceptable behavior, a one-week suspension from the library will be given. Continued unacceptable behavior will result in a loss of all library privileges. No food, drinks, gum, etc. will be allowed in the library. Specific library regulations follow.

The library is available to student use on regular school days, and during the afternoon study hall period for boarders. The following are guidelines for study halls in the library to assist students in using the library to their best advantage.

During all study hall periods:

1. All students arrive with their necessary academic materials and supplies. They are to remain in the library for the duration of the study hall, and may not leave the study hall without permission of the assigned proctor.
2. No open food or beverages may be brought into the library. Spills can damage both books and computers.
3. Students are to ask the study hall proctor if a situation requires that she speak with another student. With permission, the students are to converse quietly and briefly. There are times before and after study hall to speak.
4. Computers may only be used if the students have a pass from a teacher specifying why they need to use the computer. Only the Internet sources and programs that are related to the student's current academic project may be used.
5. Juniors must earn the privilege of using the junior lounge area. Silence is to be observed there during the school day.
6. All work areas must be cleared, computers logged off, chairs pushed in before students leave the library. Books removed from the shelves should be placed in the return bin. Students should not leave their books, papers, etc. in the library.

7. Any library books taken from the library must be checked out to the study hall/library monitor. No materials may be removed from the library unless they have been checked out.

8. The after school period is an open use time in the library, unless no adult is present for supervision.

9. When classes are held in the library, it is important to remain as quiet as possible to allow others to continue their quiet study. Please respect the learning time of other students.

10. During the school day there are regular assigned study periods for students who are not assigned to a class.

11. All students, including seniors, are to report on time and with materials to study or assignments to complete.

12. If they are to meet with a staff member during study hall, the student must report to the library with a note from the staff member. Study halls are quiet areas.

13. The study hall period may only be used for study except with permission from the office and/or a respective teacher. Computers are used during study hall time only for research for class assignments and typing class assignments.

14. During the study hall period, the library will be available for quiet study and those students assigned to RING. Students are expected to arrive with work to do before the bell rings.

## **Books and Equipment**

Students are expected to take proper care of textbooks in order to keep them in good condition. This includes keeping all school books covered and storing them in the respective student's lockers. Any books found unattended around the school will be turned into the library or guidance office. Students who repeatedly leave their books throughout the school or dorm will receive detentions. Any student who has lost a book must inform

the guidance office so they will not fall behind in their classes. Gym bags MUST remain in student lockers during the school day. They may not be brought to class, left in hallways, classrooms or stairways.

Students are to take pride in maintaining neatness in the school. Trash is to be put in trash cans located throughout the school and in classrooms.

Students are responsible for the use of any equipment in the school. This includes computers, science lab equipment, art equipment and family studies equipment. Should a student damage any equipment, she must pay for the repair or replacement

## **Lockers**

All students are expected to keep their lockers clean, in order at all times. Students are discouraged from sharing their lockers with others. Because lockers are school property, they may be opened for inspection at the discretion of the Administration at any time. Students must take proper care of their lockers and keep them clean. They may not put stickers or tape of any kind on any part of the lockers, nor may they write on them, not even with dry-erase markers. Magnets should be used for pictures, etc. on the inner door of the locker only. No inappropriate pictures or materials may be kept in a student's locker. Homeroom teachers will periodically inspect lockers. All students are required to clean out their lockers by the last day of school. Anything left in either their general lockers or gym locker after the last day of exams automatically becomes the property of the Academy.

Please note: The school is not responsible for the theft of personal property, including technology devices of any kind.

## **Physical Education Policies**

The Academy of the Holy Family recognizes the importance of good stewardship of our bodies. The school strives to maintain physical well being through our physical education and health courses, our athletic program and our wellness plan. Our physical education program helps to strengthen skills needed for both personal health and individual and team

sports. This will help ensure the likelihood of healthy habits throughout life. All students are required to take at least one credit of physical education. In these classes, physical fitness conditioning and basic motor skills needed for competitive sports are emphasized. This valuable time will help strengthen their bodies physically which will help prevent injuries and increase performance. Students who have a medical exemption from PE that lasts for the entire semester will take another class to replace PE.

## **Attendance Policies**

Students are to be in school by 7:40 a.m. The school day ends at 2:50 p.m. Attendance in assigned classes is essential and is the responsibility of the parents and the student. It should be noted that no student should be absent unless it is absolutely necessary.

The following guidelines have been drawn up to enable parents and students to understand the policy of the Academy regarding absences:

Parents/guardians should call the school office at 860-822-9272 between 7:00 and 8:15 a.m. if a student is to be absent that day. If a parent has to call the school before that time please leave a message on the answering machine. If the student's name appears on the absentee list and a call has not been received from the parent or guardian, the home or work place will be contacted.

Upon arrival, underclassmen are to remain in Hanlon Hall after going to their lockers. Students arriving late (after 7:45 a.m.) are to report to the office for a late pass and to sign in. Students arriving after the first class has begun must report to the office for an admittance pass.

Study halls are considered official class assignments. Any student absent from these or any classes while present in school is subject to detention. If a student is working with another teacher she is to get a pass from the tutoring teacher to bring to the library when she signs in. Juniors with averages of 75 or higher may use the lounges in the library area, but must first report to the desk. Seniors may use the Senior Lounge with permission.

Entering class after the late bell has rung will be considered an unexcused tardy unless the student has a pass. Three morning tardy offenses within a marking period will result in a detention. If a student misses more than half a class period, she will be marked absent from that class.

A student will lose credit in an individual class if she misses more than 5 classes in courses that meet for one semester. Credit will be lost in classes that meet for two semesters if the student misses more than 10 classes. There is no retrieval of credits unless the student has presented to the Principal proper documentation for reasons listed under *excused absences* in the "Absence" section of this handbook. It is the responsibility of parents to be aware of their daughter's absences and to encourage their daughter to avoid unnecessary absences.

Early dismissals may be considered upon written request from a student's parents. A note from the parent/guardian must be brought to the school office before the student reports to homeroom. However, it should be understood that absences as a result of such dismissals will be counted as absences under the attendance policy. Whenever a student leaves school early, the parent/guardian must sign out the student in the office. Seniors who leave school early due to senior privilege must sign out.

Students must be present four hours of the school day to be considered present and to participate in extra-curricular school activities.

Medical, dental, or college visitation appointments should not be made during the school day. Such absences will be computed toward the cumulative total. If a medical or dental appointment during school day is unavoidable, the student must present a doctor's excuse to the office upon returning to school. Two days of college visits are considered excused absences only if the office is notified ahead of time and documentation from the college representative is provided to the office upon return to school.

Parents are expected to adhere to the school scheduled vacations. Family vacations taken while school is in session result in a loss of valuable class time for students. The time lost will be considered unexcused absences.

Students who take a vacation while school is in session or who anticipate or extend a stipulated vacation will be expected to attend the RING sessions until all of their work is caught up. These assignments will be considered late, and will receive a modified grade.

Exceptions to the attendance policy will be made for international students who have visa difficulties.

## **Excused Absences**

The following will not be counted toward the cumulative absences resulting in credit denial:

- Absence for extended illness documented by a physician;
- Death in the family, documented by phone and in writing by parent or guardian;
- Administrative excuse;
- Legal matters.

These absences, though not credited against the student toward loss of credit, nevertheless remain on her permanent record as recorded absences.

Special situations, such as extended hospital treatment, will be considered on an individual basis, and every effort will be made to assist the student to complete her current course of study for credit at the Academy.

All other absences, including those explained by notes, will be computed against the limit for granted credit. Students who are absent from school may not participate in or attend any extra-curricular activities that day. Neither may students who have been in school for less than four consecutive hours participate in any extracurricular activity on that day.

Truancy and chronic tardiness will be subject to referral to the proper legal authority. Students must remember that absences and times tardy are

recorded on transcripts and are part of the student's permanent record. Colleges and future employers may consider excessive absences and/or truancy as a detrimental factor.

## **Procedures for Tardiness**

A student who is late for a class must present her reason for the tardiness and she will be marked "excused" or "unexcused" at the discretion of the teacher. Excused tardiness is not credited against the student.

If a student knows she must be late for a class she should, if possible, report to class to explain the situation and obtain a late pass. If a student is late because she was with another teacher, she must obtain the late pass from that teacher.

A student will receive a detention after three unexcused incidents of tardiness within a marking period.

## **UNIFORM DRESS CODE:**

All students are required to dress in the uniform adopted by the Academy and purchased from Donnellys Clothing, located in Cranston, RI. Orders may be placed online at [www.donnellysclothing.com](http://www.donnellysclothing.com) (School code is ACAHOLBALCT, web code is N-UDUY-145379). Find "School Uniforms" on Donnellys website and click Shop Online AHF.

The uniform consists of:

- navy blue blazer,
- gray box-pleated skirt,
- uniform white oxford blouse (either long or short sleeves), or a navy blue or light blue polo shirt with our logo purchased from Donnellys,
- uniform navy blue sweater or vest with our logo
- white or navy blue knee socks, nylons or tights
- a pair of black shoes
- navy blue pants with the Donnellys label on the back may be worn from the last Monday of October to April break. In addition, a fleece

top purchased from the TOP-Life with the school logo may be worn during these winter months.

- During times of health issues, a face mask is also to be worn.

All shoes must be clean and in good condition. On non-uniform days, **sandals without heel straps, platform shoes, clogs, flip flops, slippers, or open-backed shoes are not considered acceptable footwear for school.** In the event of medical condition, permission will be granted for exceptions based on need.

All students are expected to wear their uniforms with pride. The uniform must be clean at all times and skirts and blouses must be ironed. Blouses are to be tucked in, and socks worn properly. Long-sleeved blouses are buttoned at the cuff, and collars must be buttoned down. The skirt hem must touch the top of the kneecap when standing. Skirts are not to be rolled at the waist and zippers are to be zipped all the way up.

Sweaters or vests with our logo or blazers are worn for the entire school day from November 4th to April 4th. Blazers are worn for Holy Mass and other designated functions throughout the year. Deviations from the school uniform are not permitted.

## **Physical Education Classes**

- Gym uniform consists of a t-shirt or sweatshirt, navy blue shorts or sweatpants, preferably school logo, and sneakers.

## **Full Dress Uniform**

- Blazer, skirt, white blouse
- On specified occasions - sheer nylons and dress shoes

## **“Dress Up” Days**

- Dress or skirt and blouse (hem to the knee)
- Dress slacks (not denim)
- Dress shoes or boots with heels no higher than 2 inches



- No casual boots, athletic footwear, flip flops, or jean skirts
- No tight leggings or revealing clothing (avoid visible cleavage)
- No style of clothing deemed inappropriate by the Administration.

### **"No Uniform" Days**

- Jeans (**not torn** or tight) Jean leggings may not be worn
- Sweat pants, sweatshirts, appropriate shorts (length mid-thigh) are allowed as long as they are in good condition
- Casual pants, blouses, polo shirts, plain solid colored t-shirts or AHF t-shirts and sweatshirts
- casual footwear including athletic footwear and boots
- No tank tops, flip flops, slides, tight or revealing clothing
- No style of clothing deemed inappropriate by the Administration.
- No pajama pants
- Shirts with inappropriate wording are not permitted
- If tights or leggings are worn, slacks or a skirt must be worn with them.

### **"Home Game" Days**

- **For members of the team** - the team jersey and sports socks may be worn with the uniform skirt on the day of a Home Game; however, for Mass the customary blazer and blouse are worn.

### **In General**

For any function or event, students may not wear: clothing that reveals undergarments and/or cleavage; tops or dresses that bare the midriff area; miniskirts, or anything that would be inappropriate for a young Christian woman. The administration reserves the right to determine the appropriateness of clothing worn at school or at school-sponsored functions and events, including trips, dances and Prom. Strapless tops,

resses and gowns are not permitted at any school event. If a student comes to school or a school function dressed in clothing that is deemed inappropriate, she will be asked to change. For a function during the school day, a uniform will be provided.

All students must have traditional hairstyles and natural hair color during school. Hair may be dyed but must be a natural color. Therefore, distracting, attention-getting, and unusual hairstyles or colors are not permissible. The Administration reserves the right to determine the appropriateness of hairstyles. Ordinarily, head coverings such as caps and scarves are not worn during school hours. Special permission may be obtained for individual circumstances.

Personal grooming is a private activity and should not be done outside the bathrooms. Students are expected to comb hair, apply make-up, and change clothes in the bathroom--not in hallways. **Excessive make-up and jewelry is to be avoided when wearing the school uniform.** Jewelry should be worn in good taste, avoiding multiple rings, bracelets, and earrings. Earrings larger than 2 inches are not permitted. Jewelry or accessories that are reflective of the occult or have an immoral or inappropriate significance may not be worn. Tongue and facial piercings are not permitted at the Academy of the Holy Family. Body piercing and tattoos are discouraged, and may not be visible at any time on campus. Earrings designed to expand an earlobe opening are not permitted.

## **COMMUNICATION:**

The Academy welcomes communication between all constituents in our community.

### **Between School and Parent**

The primary means used by the school to communicate with parents/guardians is through the email accounts on file for each family.

Automated phone calls may also be used, particularly for inclement weather/school closings.

### **Between Parent and School**

Parents are encouraged to contact the school whenever they have a question or concern about their daughter. Medical/health questions should be directed to Mrs. Johnson in the health office, academic questions should be directed first to the individual teacher, then to Sister Mary Mark in the Guidance office. Financial and transportation and attendance issues will be addressed by the School Finance Office. Other concerns may be addressed to the Principal.

### **Between Students and Staff**

Students are expected to communicate with their teachers during school hours in person or by using their school email. Calling or texting is not permitted except when the staff member has specifically given permission, for matters pertaining to the educational program of the school. Personal calls between students and staff members are not permitted. It is the policy of the Academy of the Holy Family that no member of the school staff—administration, faculty, staff or volunteer—is permitted to be ‘friends’ with students on any social media. They will be obliged to refuse any student’s request for a connection or friendship on these sites.

### **Between Parents and Students During the School Day**

Students are not allowed to use their cell phone for any purpose during the school day. In rare situations where a parent/guardian must contact a student, the school office may be called and the message will be relayed to the student as soon as possible.

## **CONDUCT AND DISCIPLINE:**

### **Conduct**

The Academy provides a Christian environment for the entire school community and fosters an atmosphere of mutual respect. Every type of rude behavior or intimidation is to be avoided as we seek to build a community founded on Gospel values. Students are expected to be polite,

courteous young women of integrity, displaying a respectful attitude towards their teachers, administration, staff and fellow students.

## **Bullying and Harassment Policy**

All persons are created in the image of God and have equal dignity and worth. The Academy of the Holy Family does not tolerate any form of bullying, harassment, disruption of the educational process, interference with, or creation of intimidation, offensive, or hostility in another's educational or work environment. Students and employees are to be treated with dignity and respect. Bullying or harassment of another person of either gender in any form is prohibited. This prohibition applies to all members of the school community in the school building, on school property, or at any time while representing the school. The Academy of the Holy Family is committed to a "zero indifference" approach which means that any and all witnessed or reported incidents of bullying or harassment will be addressed appropriately, which may include conferences with students and parents, conducting an investigation, the requirement of outside counseling, and taking disciplinary action (detention, suspension, expulsion) as warranted by the severity of the situation.

Any incident of harassment should be reported to the Principal or Vice Principal immediately, who will take necessary action.

Bullying and harassment are defined as, but is not limited to, the following behaviors:

**Sexual harassment/bullying:** Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational development, participation in a school-related activity, or employment;
- submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual;

- such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance, or of creating an intimidating, hostile, or offensive school or work environment.

Spreading sexual rumors or making sexually suggestive or sexually abusive remarks is also considered sexual harassment.

**Verbal bullying/harassment:** includes, but is not limited to, the following, whether in oral or written form:

- derogatory comments, jokes, slurs, off-color language, or innuendoes;
- belligerent or threatening words communicated to another student or employee;
- name-calling, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting.

**Social/relational bullying/harassment:** is defined as the systemic diminishment of another's sense of self and/or damaging the social status, relationships, or reputation of another through:

- ignoring, isolating, excluding, or shunning;
- a pattern of behavior in which a student or a group of students treats another in a way that makes her feel uncomfortable or alienated;
- spreading false and/or malicious rumors;
- gossiping or revealing personal information;
- embarrassing or publicly humiliating another.

**Cyber bullying/harassment:** includes, but is not limited to, offending, harassing or threatening others through technological means, including email, instant messages, social media posts, web pages, blogs, video and digital photo images, and/or text messages; it is considered inappropriate speech when it involves:

- obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages;
- posting information that could cause damage, danger, or disruption of the educational process;
- making a personal attack, including prejudicial or discriminatory attacks;
- knowingly or recklessly posting false or defamatory information about a person;
- using technological communication to intimidate, bully, harass, or embarrass others in any area included in this policy.

**Please note:** Students' personal use of technology on and off campus can have a negative impact on the school and on other students. A student's use of email or social media to send a threatening message to or about another student or to direct one to a violent web site will result in disciplinary measures up to and including criminal penalties. The school has not only an ethical but also a legal obligation to take action in these situations.

**Physical bullying/harassment:** includes unwanted physical touching or contact (such as shoving, pushing, bumping hitting or slapping, tripping, poking, kicking, scratching) assault, deliberate impeding or blocking movement, or any intimidating interference with normal movement or work; it may also include damaging or destroying another's belongings or property. It also includes physical acts that are demeaning and humiliating.

**Visual bullying/harassment:** includes derogatory, demeaning, or inflammatory posters or signs, cartoons, written words, drawings, video or photographic images, novelties, or gestures (including subtle gestures such as aggressive stares, eye rolling, sighs, frowns, sneers, snickers, and/or hostile body language).

**Retaliation:** includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report

harassment, or one who testifies, assists, or participates in any manner in an investigation.

**Disruption of the Educational Process:** Behavior that disrupts the educational process, whether on school property or at school-sponsored events and activities, will not be tolerated and will subject the offending student to appropriate disciplinary action. Behavior which disrupts the educational process includes, but is not limited to, the following:

- behavior which threatens the health, safety, or welfare of others;
- behavior which may damage public or private property, including the property of students or faculty/ staff;
- illegal activity;
- behavior that interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in, and benefit from instructional and extracurricular activities;
- behavior that disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities.

### **Complaint/Reporting/Follow-up Procedures**

A student who finds herself a victim of bullying/harassment is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop. If the bullying/harassment continues, or if the student is not comfortable confronting the perpetrator, she has a responsibility to report the bullying/harassment as soon as possible to the school administration.

Any student who observes inappropriate behavior of any type toward another student or adult should bring the situation to the attention of the administration so the actions being witnessed can be investigated. It should be noted that in a school where integrity matters, students who are bystanders or witnesses have a responsibility to demonstrate compassionate support for the targeted individual and to report dangerous

behaviors and/or situations to appropriate school personnel. Reports of bullying/harassment will be documented in writing by the administration in a Critical Incident Report which will include details of the incident(s), names of the individuals involved, and names of any witnesses.

The Academy of the Holy Family follows a “zero indifference” approach which requires all staff to respond to all instances of bullying or harassment of which they are aware. The administration will take every report of bullying/harassment seriously. All reports of harassment will be investigated by the administration promptly and in an impartial and confidential manner. If the school determines that bullying/harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved.

Any student determined by the administration to be responsible for bullying/harassment will be subject to appropriate disciplinary action, up to and including expulsion; any employee determined by the administration to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. Sexual harassment may lead to expulsion and civil or criminal penalties.

For unsubstantiated incidents, parents of all involved students will be notified of allegations, investigation results, and recommended follow-up action, if any. No student will be subjected to disciplinary or academic action in retaliation for any good faith report of bullying/harassment or participating in an investigation about bullying/harassment under this policy.

For substantiated incidents,

- Appropriate disciplinary consequences will be applied to the offending individual;
- Parents of involved students will be notified of the incident(s), results, and school follow-up actions;
- If the bullying/harassment involves physical assault and/or threats or gestures to cause life-threatening harm to another person, law



enforcement authorities will be notified of the incident for possible criminal investigation;

- In rare cases where the perpetrator is allowed to remain in the AHF community because of the nature of the offense or other extenuating circumstances, she may be required to be evaluated by an outside mental health professional, and if subsequently recommended by the mental health professional, undergo counseling. This must be pursued and will be the financial responsibility of the perpetrator and her parents;
- Other interventions may include an in-school restraining/no-contact order which may involve changing the schedule of the offending student to remove her from classes shared with the targeted student, changing the locker of the offending student to prevent unplanned contact with the targeted student, and/or requiring the offender to change her routes to and from classes.
- Whatever action is taken against the offending student will be made known to the targeted student and her parents.

## **General Conduct and Deportment**

An atmosphere of order should prevail everywhere in the Academy and students are expected to conduct themselves with that maturity of manner worthy of young Christian womanhood. Changing of classes is to be done in an orderly fashion and without excessive noise.

In a community where “Friends Become Family,”

- students contribute to the creation of an orderly learning environment by following school policies and established procedures;
- students show pride in their personal appearance by dressing neatly and in accordance with the uniform code;
- students show respect for authority and follow directions;

- students show respect in word and deed for others, their feelings, their reputations, their property, and their safety;
- students conduct themselves as stewards of their environment by showing respect for all that is entrusted to them for their personal use;
- students exhibit true AHF hospitality by welcoming others and graciously greeting all whom they meet;
- students report dangerous behaviors and/or situations to appropriate school personnel;
- students who are outside of the classroom for a valid reason, out of consideration for students attending class or study hall, maintain a respectful silence during the hours of class and after-school study halls. Throughout the school building there should be a quiet atmosphere.

## **Honor Code**

Honesty and integrity are virtues that are cherished at the Academy. These foster loyalty, personal dependability, responsibility, and truthfulness. Dishonesty of any sort in academic life is unworthy of a student at the Academy and brings about a weakness that is detrimental to the individual as well as to the school as a whole. A student who is aware of such dishonesty in another should seek to find it in herself to first approach the offender to discuss her conduct. If no positive results ensue, the student should seek out either personally or anonymously an appropriate adult who will then, confidentially, deal with the situation as he or she sees fit, in the best interest of the individual, the student body and the school.

Cheating in any form will not be tolerated. A student who has been found cheating will be subject to disciplinary action, which, at the least, includes receiving a detention for the first offense and a “0” on the test, quiz, exam, or assignment, and may, depending on the severity of the incident, result in expulsion.

Cheating includes, but is not limited to, the following behaviors:

- Talking during a test or quiz;
- Looking at the paper of another student during a test or quiz;
- Having answers/test material out or available during a test or quiz;
- Sharing or receiving information about specific test or quiz questions prior to the administration of the test/quiz;
- Copying homework or allowing another to copy her homework;
- Working together on an assignment that is to be completed independently;
- The use of “cheat sheets” in any form at any time; this includes the use of calculators and other technology to secretly store and use unapproved information during a test
- Any form of communication between students and another person during a test or quiz. This includes text messaging, Instagram, and all other forms of social media;
- Assisting another student to cheat in any way;
- Copying material from other students, whether the test is copied indirectly or altered by changing selected words. This includes homework assignments, quizzes, or tests;
- Any type of plagiarism including downloading material without documentation or falsifying resources/citations from the Internet and submitting it as one’s own work;
- Adding to a group project the name of an individual who has not made a significant contribution to the development of the project;
- Taking course material from a teacher’s desk, computer files, etc. in any format or manner;

- Tampering with a teacher's computer system to steal material, alter grades, etc.

## **Student Living Arrangements**

While enrolled at the Academy of the Holy Family, all girls are expected to be living with parents/guardians or in the dorm. Alternate situations such as with a boy friend are subject to administrative review and may result in suspension or expulsion.

## **Gang Activity**

Academy students are not permitted to be involved in any gang activity. This includes the use of gang symbols, clothing, colors, names, hairstyles, etc. Involvement in any gang activity will result in expulsion from the Academy.

## **Inappropriate Materials**

Inappropriate symbols, music, movies, etc., by means of any form of technology, or in any other form are not permitted on campus at any time. Immoral magazines and books as well as any material on the occult are prohibited on campus and are subject to confiscation by any faculty or staff members, who will refer the matter to the Administration.

## **Controlled Substances**

The possession and/or use of controlled substances including alcohol and illegal drugs is forbidden on the campus of the Academy of the Holy Family. A student who violates this policy is subject to disciplinary action which may include expulsion, arrest, and/or other civil penalties.

The transfer of any prescription medication to a person for whom the medication was not prescribed will result in disciplinary action, which may include expulsion. A student who is taking medication during the school day must complete the required form available from the school health office or on the school's website. All medications must be given to the health aide

upon the student's arrival at school, and will be kept locked in the health office, to be administered at the prescribed time. It is the responsibility of the student to request the medication at the end of the school day. Boarding students' medications will be kept either by the school nurse or the dorm mothers.

The Academy of the Holy Family reserves the right to use State of Connecticut K-9s for the purpose of searching for drugs without prior notice and without parental consent.

## **PROGRESSIVE DISCIPLINE:**

### **Detention**

Detention, at which the school uniform is to be worn, is held after school on stipulated days from 2:45 p.m. until 3:45 p.m. Detention slips signed by the parents must be presented to the detention proctor when the student comes to serve the detention. Boarding students' parents acknowledge the detention via email or fax. The following is a partial list of offenses that may warrant detention:

1. A violation of the school dress code;
2. Tardiness to school or to class for every three offenses within a marking period;
3. Cheating (first offense) and a grade of zero;
4. Unacceptable behavior in or out of school as determined by the school administration and/or staff member;
5. Those breaches of attendance norms listed in the attendance policy;
6. Lack of respect toward any faculty/staff member or fellow student, in speech or in behavior;
7. Inappropriate behavior toward a fellow student;

8. Eating and drinking (with the exception of water in clear containers) in classrooms, hallways, library or during study halls;
9. Unexcused absence from class or study hall (first offense);
10. Continued speaking of a language other than English outside of foreign language classrooms during the school day;
11. Vulgar or profane language;
12. Use of cell phone or other electronic devices in school. The device will be confiscated and the student will be subject to progressive discipline;
13. Any other offense which, in the judgment of the administration and/or faculty, warrants detention.

## **Detention Procedures**

1. The student receives a detention slip, signed by a faculty or staff member, stating the offense.
2. The teacher submits a copy of the detention slip to the office to be signed by the principal.
3. Parents will be called by the Principal or Assistant Principal.
4. The detention slip must be signed by a parent and returned to the school office the next day.
5. Boarders are to have their detention slips signed by their dorm mothers.
6. The student reports to detention on the assigned day at the assigned time and remains for a full hour. If the student is late, the detention may consist of performing community service within the school building or on school grounds.

7. Failure to serve the detention within the designated time results in a suspension. Parents will receive a phone call or email and follow-up letter with regard to this action.

## **Suspension**

A student may be suspended from school for serious infractions of the rules or when it is obvious that detention or other disciplinary procedures have not proven beneficial. Suspension is always on an out-of-school basis for day students unless the administration deems otherwise. The student is responsible for obtaining her assignments from her teachers, and for submitting them as soon as she returns from her suspension. She must make arrangements for missed tests immediately upon her return from suspension. The principal will determine the duration of the suspension. Parents will be notified prior to the suspension and will receive a written report of the offense(s). A parent conference with the principal will follow.

The following is a partial list of unacceptable behaviors that may result in suspension:

1. Insubordination towards the administration, faculty, or staff member;
2. Racial slurs, mimicking or ridicule;
3. Any form of intimidation or harassment towards the administration, faculty, staff, or fellow students;
4. Possession or dissemination of inappropriate subject matter including materials associated with the occult;
5. Fighting or using physical force;
6. Unauthorized departure from the campus, classroom, or place of designation;
7. Truancy;

8. Smoking, vaping or possession of tobacco or vaping devices (first offense),
9. Possession or use of marijuana, subject to arrest; (may result in expulsion);
10. Repeated offenses listed under "detentions";
11. Unauthorized picture taking, videotaping or sharing of these.
12. Tampering with the school's security system including locks, video surveillance or any other form. Costs incurred in repair or replacement will be passed on to the student responsibility for the damage.
13. Any other serious offense which, in the judgment of the administration, warrants suspension.

**Please Note: Certain of the above infractions, if determined to be of a grave nature, may result in expulsion without prior suspension, but with due process.**

## **Expulsion**

The Principal, after consultation with the Board of Directors, may expel a student from the Academy. The following is a partial list of offenses that may result in expulsion:

1. Any activity that endangers the safety of the school, student body, staff, or the residents at the convent;
2. The unauthorized possession, use or sale of controlled drugs or alcohol on campus or at any school-sponsored activity. The student will also be subject to arrest;
3. Theft, whether on or off campus;
4. Assault;



5. Vandalism, including pulling a fire alarm when there is no threat of fire or smoke;
6. Possession of a dangerous weapon / instrument or facsimile of either. The student will be subject to arrest;
7. Smoking or possession of tobacco in any form (after first offense);
8. Possession of matches or lighters;
9. Immoral conduct and/or lifestyle (including any involvement in a cult) or undermining the moral teachings of the school;
10. Sexual harassment;
11. Sexting, phone sex, or posting of inappropriate pictures/videos, etc.;
12. Involvement in gang activities;
13. Any threat of violence in any manner (written or oral). The student may also be subject to arrest;
14. Repeated offenses listed under "suspensions;"
15. Any act or harmful influence which in the judgment of the administration is detrimental to the safety, peace and harmony of the school, or is in direct contradiction to the code of behavior expected of students attending the Academy of the Holy Family.

## **Contracts**

The Principal may place students on a probationary contract for academic or disciplinary reasons. After the contract has expired the student may be expelled for a repeated offense or for any other serious offense as determined by the Principal.

## **Administrator's Right to Amend**

The well-being of every member of the school community requires that this handbook be reviewed frequently and that appropriate changes be made. The administration of the school, therefore reserves the right to add to, delete or amend any policy in this handbook, at any time, as the need arises.

*It is our hope that each student will see her years at the Academy of the Holy Family as an opportunity to grow in her relationship with God, to reach her full academic potential, and to develop within herself those qualities of womanhood that will enable her to become a sign of honor, beauty and goodness to the world. Whatever the religious persuasion of an individual student, the Academy of the Holy Family encourages spiritual fulfillment at the deepest level of her person. This is our prayer for each student, today and always.*

**\*Please note: If you do not have the capability to scan and send this page to the school, please copy and paste the last paragraph (By signing this..) and indicate that you are writing to acknowledge the contents of the paragraph.**

## 2024-2025 Student Handbook Signature Page

Parents, Guardians, and Students please take time to review the information in the Academy of the Holy Family Student Handbook. Included in the handbook is important information regarding school policies and procedures. Once you have read the handbook, please sign and return this form to the principal via email to [principal@ahfbaltic.org](mailto:principal@ahfbaltic.org). \*We will have the students sign them at school.

By signing this, we acknowledge that this is a legal and binding contract indicating that we will uphold the policies and procedures, and the decisions of the administration of the Academy of the Holy Family and the Sisters of Charity of Our Lady, Mother of the Church.

---

First and last name of student (please print)

---

Parent/Legal Guardian Signature

Date:

---

Student Signature

Date: