

Academy of the Holy Family
Parent-Student Handbook
2026-2027



ACADEMY OF THE HOLY FAMILY

Parent-Student Handbook | 2026–2027

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Introduction & Historical Framework

The Academy of the Holy Family is a premier Catholic secondary day and boarding school for young women, founded in 1874 in Baltic, Connecticut. Approved by the State of Connecticut and fully accredited by the New England Association of Schools and Colleges (NEASC), the Academy 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 a 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 of Education

The Academy of the Holy Family is specifically dedicated to the education and Christian formation of young women 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 tailored to meet individual needs, preparing the student to meet the challenges of living a moral, Christian life in contemporary society.

The comprehensive nature of this educational environment enables it to prepare students for higher education or the professional world. This preparation emphasizes personal accountability, integrity, and critical analysis of the exterior stimuli that shape their world, enabling them to respond in an effective, Christian manner through a formed and informed conscience.

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

Dedicated to serving any young woman who seeks this environment—regardless of ethnic background, country of origin, color, creed, or socioeconomic status—the Academy makes every effort to maintain an affordable tuition base, making a quality Catholic education financially feasible.

Academy Objectives

The following objectives flow directly from our mission and are inherent in our philosophy:

1. To present Gospel values as the foundation for sound moral choices.
2. To provide a rigorous academic program and a solid foundation for higher education by stimulating students intellectually, developing critical thinking and life-management skills, and encouraging creative expression.
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 deep understanding and mutual respect for the values, heritages, and needs of diverse cultures.

Motto and Brand

The School Motto: *Pursue knowledge; embrace the truths of Christ; respond to the needs of others.*

The School Brand: *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.

(Repeat Refrain)

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!

Legacy of the 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 administered to the sick.

In the late 19th century, Father Van Laar, a Dutch priest assigned to the mill town of Baltic, Connecticut, noticed a rapidly growing population of families drawn to the area by expanding job opportunities at the local mill. Father Van Laar petitioned Monsignor Zwijsen to send Sisters to America to assist in meeting the educational and pastoral needs of these families. In response, Monsignor dispatched six Sisters to establish a new mission house in America. As a direct result of their devotion and labor, the Academy of the Holy Family was established on October 7, 1874.

Spiritual Foundation & Sacramental Life

The Academy of the Holy Family warmly welcomes students of all religious denominations. Because fostering a Catholic Christian community is essential to our institutional mission, all students are required to complete Theology/Religion classes during each year of their enrollment at the Academy. All students are expected to maintain an attitude of profound respect for God and for theological studies, regardless of their personal convictions or private religious practices.

Spiritual formation is of primary importance at the Academy. To support this, students are afforded frequent opportunities to participate in the sacramental life of the Church:

- **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 are required to assist at the regularly scheduled Sunday Liturgy each week.

- **All-School Liturgies:** The entire student body attends Holy Mass on First Friday, on Holy Days of Obligation, and during special school occasions. The student body also participates in the annual May Crowning ceremony.
- **Chapel Etiquette:** All students must observe a prayerful and reverent silence in and near the chapel. Catholics genuflect when entering and exiting the pews; non-Catholics pause and offer a respectful bow toward the altar.
- **Sacrament of Reconciliation:** Confession is offered on a monthly basis to all students..
- **Retreat Program:** An annual Day of Recollection (retreat) is provided for all students.. Members of the Peer Ministry group assist in planning this day to achieve its primary purpose: deepening their relationship with God. Every student is required to participate in and remain respectfully attentive during the prayers offered at the start of each class period, as well as during Homeroom devotional exercises.

Non-Discriminatory Statement

The Academy of the Holy Family admits students of any race, creed, color, national, or 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, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and financial aid programs, athletic, or other school-administered programs.

Admissions Requirements & Procedures

Acceptance into the Academy of the Holy Family is evaluated on a holistic basis. Candidates must demonstrate the capacity to successfully navigate a standard, rigorous high school curriculum.

Admission to the freshman class or as a transfer student is evaluated using the following criteria:

1. Academic performance across the 6th, 7th, and 8th grades (for incoming freshmen) or official high school transcripts (for transfer students).
2. Results of standardized testing.
3. Official school and behavior records.
4. Letters of recommendation from the candidate's current English and Mathematics teachers.
5. A personal student interview.

Required Documentation for Enrollment

No student will be formally admitted or permitted to attend classes until all required forms within the admissions packet are fully processed by the Main Office. This inventory includes:

- Completed Registration Form and the non-refundable Registration Fee (Note: Payment of this fee secures processing but does not guarantee final acceptance).
- Official academic transcripts/records from the sending school.

- The student admissions essay.
- A certified copy of the student's birth certificate.
- Complete school health and immunization records as mandated by the State of Connecticut (detailed specifications are maintained on the health section of the school website).
- A completed and signed Student Information Form.
- A signed agreement form from the tuition management company (FACTS) retained by the Academy.
- A signed Student-Parent Handbook Agreement form.

International Student Requirements

Students born outside the United States must provide proof of valid, lawful immigration status. They are required to present a completed Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status) to the US Embassy from the school administration, a valid F-1 Student Visa, an F-1 immigration card, and a certified Affidavit of Support to the school administration. If an international student's English language proficiency is deemed adequate by the administration, she may remain enrolled at the Academy for up to four years through graduation.

Continued Enrollment

Continued enrollment at the Academy is a privilege and remains contingent upon the school's capacity to successfully meet the student's evolving individual needs. A student's academic achievement, conduct, effort, attendance, and the active cooperation of her parents/guardians are all decisive factors evaluated annually for enrollment renewal. The final authority regarding all re-enrollment decisions rests solely with the school administration.

Financial Aid Protocols

True to the charism of the Sisters of Charity, the Academy of the Holy Family is dedicated to providing a quality Catholic education to young women who sincerely seek it, regardless of their family's financial means. Generous financial aid is funded through considerable sacrifices made by the Sisters as part of their apostolic mission.

Students receiving financial assistance are expected to maintain excellent conduct, apply themselves diligently to their studies, and be fully contributing members of the campus community. To remain eligible for aid, recipients must actively participate in at least one school club and one extracurricular program per semester.

Financial aid awards do not roll over automatically; families must submit a new financial aid application each academic year. If a family's financial position improves during the year, they are asked to notify the Finance Office to increase their tuition contribution share, thereby freeing up vital funds for families in greater distress.

Tuition Payments & Accounts in Arrears

Tuition payments must be remitted in a timely fashion according to the payment schedule established at registration. If extenuating circumstances arise that impact a family's financial situation, an explicit request for an adjusted payment timeline must be submitted in writing to the Finance Office. A formalized, written altered payment plan must be mutually signed and executed.

All student accounts must be paid in full by the designated conclusion of the current school year to permit a student to register for or enter the subsequent grade level.

Academic Restrictions for Unpaid Balances

In strict accordance with Academy policy: 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; FACTS family portal will not be available in such cases. No transcript will be issued until all financial obligations are met.

For graduating seniors, this means that official academic transcripts will not be forwarded to colleges, universities, military branches, or scholarship committees until the student account is settled in full.

Students may not be transitioned to the next grade unless the account is paid in full for the current school year.

Withdrawal Policy & Tuition Refunds

A student who chooses to withdraw from the Academy of the Holy Family must formally request and file an official Withdrawal Form detailing the reasons for the transfer, accompanied by a signed Release of Records Form. Official academic transcripts, report cards, and transfer files will only be forwarded to the receiving institution after these forms are completed and all outstanding financial balances are fully cleared.

Tuition Refund Schedule

1. **Notice Requirement:** Written notice of intent to withdraw must be received by the Main Office at least two weeks prior to the student's scheduled departure date.
2. **Withdrawal Prior to Orientation:** If a student is withdrawn prior to the first official day of school orientation, all tuition and fees paid will be refunded, with the sole exception of the non-refundable Registration Fee.

3. **Mid-Semester Withdrawal Fees:** If a student withdraws, is expelled, or is asked to leave the institution up to and including thirty (30) calendar days after her academic start date in her semester of entrance, **50% of that full semester's tuition remains strictly due and payable.** If a student leaves after the 30-day mark, **100% of the tuition for that entire semester is due.**
4. **FACTS Account Processing:** Active payment accounts managed via the FACTS Tuition Management Plan will remain open and processed automatically until the legally binding balance for the semester is fulfilled. Closing or canceling a FACTS account prematurely does not cancel the underlying debt, and the Academy will pursue collection for all unfulfilled tuition obligations.

Re-Entry Policies

A student who has previously withdrawn from the Academy of the Holy Family and wishes to re-enroll must undergo the full admissions review process. Re-entry requires the explicit, joint approval of both the school administration and the faculty/staff review committee.

OPERATIONAL & CAMPUS PROTOCOLS

Administrative Office Operations

The School Office is open during regular operational hours to manage the administrative needs of the institution. It is a place of business. Students requiring a meeting with an administrator or staff member during class time must request their study hall proctor to contact the office via intercom, after which a formal hall pass may be issued.

- **Faculty Mailboxes:** The physical mailboxes located within the main office suite are the private property of the respective faculty and staff members. Students are strictly prohibited from accessing these mailboxes at any time. Any written correspondences or forms intended for an instructor or staff member must be handed directly to an office administrator for proper internal sorting.

Student Record Management & FERPA Compliance

All permanent academic, behavioral, and demographic records at the Academy of the Holy Family are secured within locked, fireproof filing cabinets inside the main administrative suite to protect student privacy.

The Academy strictly complies with the provisions of the *Family Educational Rights and Privacy Act of 1974* (FERPA), also known as the Buckley Amendment. This federal mandate grants parents/legal guardians the right to review, inspect, and challenge their daughter's official educational records. This same right transfers directly to the student once she attains eighteen (18) years of age.

Record Inspection Protocols

- To inspect a student file, the parent or eligible student must submit a written request to the Administrative Director, Principal, or Director of Guidance at least twenty-four (24) hours in advance.
- The file review must take place within the school office in the physical presence of the Administrative Director, Principal, or Director of Guidance.
- At no time may original records be extracted, altered, or removed from the office suite. Certified copies of file components may only be generated with the explicit permission of the reviewing administrator.
- Any request to forward transcripts or records to an external entity (employers, transfer schools, summer programs) must be executed in writing by the authorized parent or adult student; this written directive will be filed permanently digitally.
- Parents and guardians are required to immediately notify the Main Office regarding any changes to residential addresses, phone numbers, emergency contacts, or email addresses.

Custodial & Non-Custodial Parent Rights

The Academy of the Holy Family abides by FERPA regulations regarding the rights of separated or divorced parents. In the absence of a legally binding court order or decree to the contrary, the school will provide non-custodial parents with access to academic transcripts, report cards, progress updates, and general school-related communications upon request. The Academy is under no legal obligation to notify the custodial parent when such record requests are fulfilled for the non-custodial parent.

Documentation Requirements

- If a restrictive court order, custody agreement, or restraining order exists that limits a non-custodial parent's access to records or the campus, it is the absolute responsibility of the custodial parent to provide the school administration with a certified, official copy of the legal document.
- For operational purposes, the parent with whom the student primarily resides is recognized as the custodial parent. If a dispute arises, the parent who originally executed the enrollment contract is recognized as the custodial parent until an official court decree stating otherwise is delivered to the Principal.
- Parental rights encompass reviewing records, attending parent-teacher conferences, and authorizing legitimate early dismissals or absences. **Only the designated custodial**

parent has the lawful right to authorize the physical removal of a student from school grounds during the operational day.

- Non-custodial parents who wish to receive school mailings, invitations to conferences, or active access to the PlusPortals online grade book must file their updated contact information (name, address, phone, email) directly with the School Office.

Communication Channels

Clear, professional communication among the school, parents, and students is essential to building our community.

School-to-Parent Communication

- **FACTS:** The school relies on FACTS as its primary web-based platform for sharing student progress, detailing grades, tracking attendance, and broadcasting institutional notices. Parents are expected to log in weekly.
- **Official Correspondence:** Urgent updates, financial notices, and administrative letters are delivered via verified email or postal mail.

Parent-to-School Communication

- **Academic Concerns:** Parents wishing to discuss a student's academic standing should contact the classroom instructor directly via school email to schedule an appointment.
- **Administrative Issues:** Matters relating to school policy, general admissions, or campus operations must be directed to the Principal or Vice Principal.
- **Appointments:** To maintain campus safety and respect the instructional schedules of our staff, parents must arrange all appointments via phone or email prior to arriving on campus. Walk-in conferences will not be accommodated.

Student-to-Staff Communication

Students are encouraged to self-advocate by communicating respectfully with teachers during designated extra-help sessions, study periods, or via their school-issued email accounts. Conversations should remain strictly professional and centered on academic growth.

Parent-to-Student Communication During the School Day

To safeguard instructional time from disruptions, parents must refrain from texting or calling their daughters' personal mobile devices during the school day. In the event of an urgent family situation or a message that must be conveyed, parents are instructed to contact the School Office directly. Staff will immediately ensure the message is delivered to the student in a discreet and timely manner.

Telecommunication & Electronic Device Policies

The Academy maintains an environment focused on distraction-free learning and authentic face-to-face community interaction.

- **Daily Device Collection:** Cell phones, smartwatches, personal tablets, and all associated electronic communication devices are not permitted to be used by students during the school day. All such devices must be deposited in the designated secure storage bins located outside the administrative office daily prior to the start of the Homeroom period. Devices are returned to students at the conclusion of the final academic period.
- **Exceptions:** Limited exceptions are granted exclusively under the direct supervision of a classroom teacher for explicitly planned pedagogical purposes or under the guidance of the yearbook advisor for official school photography.
- **Office Phone Use:** The landline phones in the main office suite are reserved strictly for official school business. In an emergency, a student may be granted explicit permission by an administrator to use an office phone.
- **Earbud Regulation:** Wireless earbuds and headphones are restricted during the school day, unless required for certain classes. They may be utilized inside designated study halls for academic audio materials only; in these instances, **only one earbud may be inserted** so that the student remains fully capable of hearing teacher directions, building announcements, and emergency signals.
- **Privacy & Media Restrictions:** The unauthorized capture of photographs, video recordings, or audio logs via any electronic device is strictly prohibited inside classrooms, laboratories, dormitories, locker rooms, or anywhere on campus and during school-sponsored activities.
- Any digital representation of the Academy that is vulgar, defamatory, or negative—or the use of devices to facilitate eavesdropping, bullying, harassment, or the humiliation of faculty, staff, or peers—will result in the immediate confiscation of the device, loss of electronics privileges, immediate suspension, and potential expulsion. Severe infractions violating privacy laws will be referred directly to local law enforcement.

Emergency, Fire, and Lock-Down Drills

In compliance with Connecticut state law, safety drills are executed regularly to ensure total preparedness in an emergency.

Fire Drills

Fire drills are conducted on a monthly basis. When the alarm sounds, students must immediately cease all activity and exit the building in absolute silence, following the designated evacuation route posted in each classroom.

- The muster point for all students is the St. Joseph School playground.
- Students must assemble by class or homeroom and remain quiet while their instructor conducts a formal or informal roll call.

- Students must remain at the muster point until the official "all clear" signal is sounded by an administrator, after which they must return to their classrooms in an orderly, silent manner.
- If the fire alarm triggers during passing periods or during the lunch block, students are trained to bypass their lockers, exit via the nearest safe doorway, and report immediately to their homeroom assembly lines on the playground.

Lock-Down and Emergency Exit Drills

"Lock-down" and specialized emergency evacuation drills are conducted periodically throughout the academic year. These drills simulate responses to localized external or internal hazards and may occasionally replace a monthly fire drill. Each classroom has a customized safety response matrix, which is taught and reviewed by the faculty at the start of each semester. Complete compliance with teacher directives and total silence are required throughout these exercises.

Homeroom & Assembly Expectations

Homeroom Period

The Homeroom period is a critical component of the daily routine and institutional governance. During this block, formal attendance is logged, morning devotionals are offered, and essential daily announcements are broadcast. Students must arrive precisely on time and remain in their assigned homeroom for the entirety of the period. Personal business, locker organization, and visits to the administrative or guidance offices are not permitted during this time. At the direction of the administration, extended homerooms may be called in Hanlon Hall to facilitate community meetings or special projects.

School Assemblies

All-school assemblies are designed to extend learning beyond the traditional classroom, enrich the cultural experience of our student body, and unify our global community. Programs are curated to directly complement the academic track and advance the mission of the school.

- Behavior: Different presentations require different levels of interaction, but outstanding manners are mandatory at all times. Students must exhibit complete respect for all guest speakers, performers, and instructors.
- Polite, attentive listening and appropriate applause are the standard marks of an Academy student. Boisterous behavior, side conversations, or sleeping are unacceptable and subject to disciplinary intervention.

Campus Access: Entering, Leaving, and Visitors

Arrival Logistics

Day students must arrive on campus between 7:10 a.m. and 7:40 a.m. on each instructional day. Students must enter the building exclusively through the designated rear blue door.

- **Drop-Off Zones:** Authorized drop-off and pick-up zones are located within the church parking lot across the street or directly along the sidewalk fronting the main building.
- **Driveway Safety:** The driveway running between the school and the parish church, as well as the rear driveway of the Motherhouse, may be utilized for student drop-off and pick-up, provided drivers exercise extreme caution and maintain a low speed.
- **Parking Restrictions:** Under no circumstances are students or parents permitted to park, idle, or block the flow of traffic in the main driveways or fire lanes.
- Upon entering the building, students may go directly to their lockers to deposit personal bags and collect the textbooks, binders, and materials required for their morning classes.

Leaving Campus

The Academy operates a secure, closed campus. All students must remain on school grounds for the entire duration of the academic day. Any student remaining on campus after hours for extracurriculars or ride pick-up must physically log out in the Portress Station (extension 10) sign outbook if they need to leave the immediate school building boundaries. Students who drive personal vehicles to school must have a signed Parental Car Consent Form on file in the main office; student drivers are subject to all campus parking and safety regulations.

Guests and Visitors

To maintain building security, **all visitors—including school alumnae, former staff members, prospective students, and family siblings—are legally required to report directly to the School Office immediately upon stepping onto campus grounds.** No visitor is permitted to bypass the office or enter any classroom, locker room, dormitory, or instructional area without a verified visitor's pass issued by an administrator. When an Academy student receives permission to host a guest at a school-sponsored social event, she assumes direct responsibility for her guest's conduct. Host students must ensure their guests are fully aware of and compliant with all Academy behavior and dress codes.

Dining Services & Hanlon Hall Protocols

Hanlon Hall serves as the central dining facility and community hub for the Academy. The consumption of all food and beverages (with the sole exception of clear, unflavored bottled water) is restricted exclusively to Hanlon Hall.

- **Behavior:** Students must conduct themselves with refinement, keeping their voices in a conversational tone. For safety and accountability, students must remain inside Hanlon Hall for the duration of their lunch block until the dismissal bell rings.

- **Health and Illness Access:** If a student becomes ill during lunch and needs to see the health aide, she must obtain a medical pass from the teacher assigned to her next scheduled class. If that instructor is not present in the dining hall, she must secure permission from an on-duty lunch proctor.
- **Cleanliness:** Before leaving the dining room, students are required to clear their tables completely, return trays, and deposit all refuse, recyclables, and litter into the correct bins.
- **Restrictions:** Food and drink are strictly barred from classrooms, hallways, and lockers. Eating between class periods is prohibited. Exceptions are made only for sanctioned club meetings occurring during lunch blocks under direct faculty supervision. Students are strictly barred from entering the commercial food preparation and kitchen areas unless explicitly invited by the cafeteria staff.

Computer Lab & Technology Use Policies

The Computer Lab is first and foremost an academic classroom and a high-value technology resource center.

- When formal classes are not in session, students may utilize the lab for independent research, essay composition, and academic projects.
- The lab is not a lounge, social gathering space, or recreational zone.
- The consumption of food and beverages is strictly prohibited within the lab to protect the hardware.
- Students must adhere to the Acceptable Use Policy signed at registration; accessing inappropriate sites, bypassing network firewalls, or manipulating hardware settings will result in the immediate forfeiture of computer privileges and disciplinary review.

STUDENT LIFE, HOUSING & INSTITUTIONAL CODE

Boarding Student Weekend & Vacation Visitation Protocols

When a day student family wishes to invite a resident boarding student to their home for a weekend stay, holiday, or short vacation, a formal process must be executed to ensure student safety and clear accountability:

1. **Dual Permission:** Written authorization must be submitted directly to the school office by both the boarding student's parents/legal guardians and the host day student's parents/legal guardians.
2. **Official Documentation:** The official Academy Visitation Approval Form must be filled out completely and submitted to the Main Office for administrative authorization at least forty-eight (48) hours prior to the scheduled departure.

3. **Spiritual Obligation:** The Academy considers regular Sunday worship an essential part of each student's moral and spiritual life. Host families assume the responsibility to honor and facilitate the spiritual obligations of their guest. They must ensure the visiting student is provided transport to assist at Holy Mass (either Saturday evening or Sunday), as well as on Holy Days of Obligation. If the visiting boarding student practices another religious faith, the host family must respect and assist her in attending her appropriate Sunday worship services.

Student Living Arrangements & General Behavior

The Academy of the Holy Family demands that all students—whether residing in the campus dormitories or within day student homes—maintain living arrangements that reflect high moral standards, safety, and a structure conducive to academic focus. Boarding students are subject to the detailed residential rules outlined in the supplementary Dormitory Handbook.

All students, regardless of residential status, represent the Academy at all times. Their general deportment in public, online, and within the community must reflect the values of integrity, modesty, and respect taught at the school.

Comprehensive Uniform Dress Code

The uniform at the Academy of the Holy Family is an outward symbol of institutional pride, unity, and equality. It shifts the focus away from material competition and redirects it toward character and academic growth. Students must be in complete, neat, and well-tailored uniform attire from the moment they arrive on campus until final dismissal.

Daily Uniform Specifications

Skirts: The official school grey skirt must be worn at a modest length, extending to the knee or no more than two inches above the knee. Skirts must be properly buttoned and zipped; rolling the waistband is a violation of the dress code.

Blouses/Shirts: The Oxford tailored white uniform blouse or banded school polo shirt must be clean, ironed, and tucked in completely (unless it is a banded style designed to sit on the waist). An undergarment worn beneath the uniform shirt, must be solid white and free of visible patterns or text.

Sweaters/Vests: Only the official navy blue school sweater, fleece, or uniform vest bearing the monogram of the Academy may be worn in during the school day. Non-regulation sweatshirts, cardigans, or hoodies are strictly prohibited inside the school building during the school day.

Hosiery: Students must wear solid navy blue or black opaque tights, or knee-high uniform socks. Leggings, fishnets, patterns, or anklets are unauthorized.

Footwear: Solid black dress shoes (such as Oxfords, loafers, or Mary Janes) with a flat, non-marking sole are required. Heels exceeding one inch, platform shoes, sneakers, sandals, slippers, and heavy work boots are strictly barred from school use.

Grooming and Personal Adornment

Hair: Hair must be clean, neatly styled, and kept in natural human color tones. Extreme or distracting hairstyles, unnatural dyes (e.g., blue, pink, neon), or oversized hair accessories are not permitted.

Makeup & Nails: Makeup must remain minimal and natural. Nail polish must be clear or subtle, muted tones; long acrylic extensions or distracting nail designs are prohibited for safety and professional presentation.

No writing or drawing on exposed skin is allowed.

Jewelry: Jewelry must be modest and minimal. Students are permitted to wear small post earrings (restricted to the earlobes only), one simple ring, and a conservative wristwatch—Smart watches are not allowed during the school day. Facial piercings (including nose rings, brow studs, or tongue bars), visible body piercings, and visible tattoos are strictly forbidden.

Special Dress Days: Full Dress, Dress-Up, and No-Uniform

Full Dress Uniform Days

On designated days of institutional significance—including all School Liturgies, First Fridays, Feast Days, Graduation, and special academic award ceremonies—the Full Dress Uniform is mandatory. This formal attire requires:

- The Oxford tailored white long-sleeve uniform blouse.
- The crisp uniform skirt.
- The navy blue school blazer.
- Standard daily uniform dress shoes and tights.
- Polos and fleece pullovers are not permitted on formal days.

Dress-Up Days

For special events, the administration may allow Dress-Up day. On these occasions, students may wear modest, professional-style personal clothing.

Dresses and skirts must meet the standard knee-length requirement. Shoulders must be covered, and necklines must be modest. Midriffs must be completely covered. Formal dress shoes or dress sandals with safe heel heights are permitted. Jeans, shorts, athletic wear, and revealing designs are prohibited.

No Uniform Days (Dress-Down Days)

Occasionally. No Uniform days may be granted. While relaxed, student attire must remain clean, modest, and appropriate for a Catholic educational setting.

Permitted: Clean denim jeans (free of rips, frays, or holes), casual slacks, standard t-shirts, appropriate shirts without cleavage showing, and clean sneakers.

Prohibited: Short-shorts, mini-skirts, yoga pants, leggings worn as pants, midriff-baring tops, halter tops, spaghetti straps, clothing featuring vulgar, political, or offensive graphics/text, pajama pants, and open-toed footwear. No off the shoulder clothing is allowed.

Institutional Conduct & Honor Code

The structural integrity of the Academy community relies on the personal honor and accountability of each young woman.

The Honor Code

Every student at the Academy is bound by an Honor Code that governs academic performance and personal interaction. The core tenet is simple: **An Academy student does not lie, cheat, steal, or tolerate those who do.** Academic dishonesty (including plagiarism, copying homework, utilizing unauthorized digital aids or AI generation tools without permission, or sharing assessment questions) is considered a major infraction against the Honor Code and will result in a zero on the assignment, parental notification, and immediate referral to the disciplinary committee.

General Conduct and Behavior

Students are expected to speak and act with refinement. Profanity, crude language, boisterous shouting, and public displays of affection are inconsistent with the character of an Academy student. Respectful communication with faculty, staff, administrators, cafeteria personnel, and maintenance workers is non-negotiable.

Bullying, Harassment, and Intimidation Policy

The Academy of the Holy Family is committed to providing a safe, loving, and Christ-centered environment where the inherent dignity of every human person is respected. Bullying, harassment, cyberbullying, or intimidation of any form will not be tolerated and are treated as severe offenses that threaten the mission of the school.

Definitions

- **Bullying:** Any overt, repeated electronic, written, verbal, or physical act by one or more students directed at or locating a peer that causes physical or emotional harm, places the student in reasonable fear of harm, or creates a hostile, disruptive educational environment.
- **Harassment:** Any unwelcome verbal, written, graphic, or physical conduct that demeans, insults, or intimidates an individual based on race, color, religion, creed, national origin, language proficiency, or physical attributes.
- **Cyberbullying:** Bullying or harassment conducted through the use of electronic communication devices, social media platforms, text messages, emails, or internet forums—whether originating on campus or off campus—that directly disrupts the school environment or impacts a student’s well-being at the Academy.

Complaint, Reporting, and Investigation Procedures

1. **Reporting:** Any student who believes she is the target of bullying or harassment, or any student who witnesses such behavior, has a moral obligation to report the matter immediately to a teacher, guidance counselor, or administrator. Parents may also file a formal report with the Principal.
2. **Investigation:** Upon receipt of a complaint, the Principal or designated administrator will initiate a swift, comprehensive investigation. This process includes private interviews with the complainant, witnesses, and the accused student, alongside the collection of any relevant digital evidence (texts, screenshots).
3. **Interim Measures:** The school may implement immediate safety measures (such as schedule adjustments or temporary separations) to safeguard the reporting student during the investigative timeline.
4. **Resolution:** If the investigation confirms that bullying or harassment occurred, the school will apply decisive disciplinary consequences, up to and including immediate suspension or expulsion, and notify local law enforcement if statutory thresholds are crossed.

Prohibited Materials, Gang Activity, and Controlled Substances

Prohibited Materials

Students are strictly forbidden from bringing any form of weapon, explosive device, firecracker, matches, lighters, or hazardous chemical agents onto school grounds or into the dormitories. Similarly, materials that are pornographic, occult-themed, or promoting violence are banned from campus.

Gang Activity

Any alignment with, promotion of, or participation in gang-related activities—including the display of gang graffiti, signs, colors, hand signals, or clothing designs—is strictly prohibited and constitutes grounds for immediate expulsion.

Controlled Substances Policy

The Academy maintains a strict zero-tolerance policy regarding the possession, use, distribution, or manufacturing of controlled substances.

- The illicit possession, use, sale, or distribution of alcohol, marijuana, prescription drugs (not registered with the health office), illegal narcotics, tobacco, e-cigarettes, and vaporizers on school property, in the dormitories, or during any school-sponsored event is strictly prohibited.
- The Academy reserves the right to administer drug tests. Parents will be notified.
- Violations of this zero-tolerance policy will result in immediate suspension, an mandatory administrative review for expulsion, and immediate notification to the local police department.
- All authorized medications must be locked and administered strictly through the Health Office.

Progressive Discipline: Detention, Suspension, and Expulsion

To correct behavior and maintain communal order, the Academy utilizes a progressive disciplinary framework.

Detention

- Detentions are issued for repeated minor infractions (such as uniform violations, tardiness, classroom disruption, or minor disrespect).
- **Detention Procedures:** Detentions are served outside of regular class hours (either before school, after school, or on designated Saturday mornings). Students must report on time, in full uniform, and spend the duration performing reflective writing, campus beautification, or academic work under faculty proctoring. Missing a scheduled detention without prior administrative clearance will result in an automatic compounding of the penalty or suspension.

In School Suspension (ISS)

In School Suspension is a disciplinary intervention used for more serious offenses such as bullying, harassment, and other offenses deemed by the administration.

Suspension is a severe disciplinary intervention used for major infractions (such as fighting, verbal abuse of staff, severe academic cheating, or initial substance violations).

- During a suspension, the student is barred from attending classes and cannot participate in any co-curricular, athletic, or social activities associated with the school.
- All academic work missed during a suspension must be completed independently by the student; however, the student will receive a capped grade or an academic penalty for assessments administered during the suspension period, as determined by the administration.
- A formal re-entry conference involving the student, parents, and Principal is mandatory before the student may return to classes.

Expulsion

Expulsion is the ultimate disciplinary action and results in the permanent severance of the student's relationship with the Academy of the Holy Family. Expulsion is invoked for severe violations of the code of conduct, threats to campus safety, chronic behavioral non-compliance, or zero-tolerance offenses. The final authority for the expulsion of a student rests solely with the Executive Board of Directors.

Contracts & Administrator's Right to Amend

Contracts

Students who exhibit a persistent pattern of behavioral infractions, academic negligence or who are returning from an off-campus suspension may be placed on a strict Behavioral Contract. This document outlines explicit conduct benchmarks that must be consistently maintained over a designated period. Failure to satisfy the terms of the contract will result in an immediate review for expulsion.

Administrator's Right to Amend

The Principal and executive administration of the Academy of the Holy Family reserve the absolute right to amend, alter, supplement, or delete any policy, rule, or regulation contained within this Parent-Student Handbook at any time during the academic year. Such modifications may be implemented to address evolving safety concerns, legislative shifts, or institutional needs. Parents and students will receive written notification of any significant policy revisions via PlusPortals or direct electronic communication.

ACADEMIC & CURRICULAR POLICIES

Guidance & Counseling Department Policies

The Guidance Office is a dedicated space focused on supporting the academic, personal, college, and career development of each young woman at the Academy. To protect privacy, the Guidance Office is a confidential workplace; students and visitors must not enter without an invitation or an authorized pass.

- **Student Appointments:** Except in an emergency, students wishing to meet with the guidance counselor during the school day must secure an appointment card in advance and present a valid hall pass issued by their current study hall or classroom teacher.
- **Parent Conferences:** Parents wishing to meet with the guidance staff must schedule a formal appointment via email or telephone at least twenty-four (24) hours prior to arriving on campus.

Confidentiality Thresholds

Personal disclosures shared by a student with a counselor, faculty member, or administrator will be treated with professional discretion and held in confidence, **with the exception of the following safety thresholds:**

1. When there is clear reason to believe the student is in danger of harming herself or another individual.
2. If a student indicates that another student or individual plans to endanger life or safety.
3. When there is suspicion or disclosure of any form of abuse or neglect (physical, sexual, or emotional) in accordance with mandated reporter laws.
4. When the illegal use, possession, or distribution of a controlled substance or alcohol occurs on school grounds or during school functions.

Standardized Testing & College Planning Services

The Guidance Department provides comprehensive college readiness and standardized testing coordination:

- **PSAT/NMSQT:** The PSAT is administered on campus to all Sophomores (Grade 10) and Juniors (Grade 11) annually during the October testing window.
- **SAT and ACT:** Juniors and Seniors are provided with testing timelines and encouraged to sit for the SAT and ACT exams in the fall and spring cycles. The Academy facilitates on-site practice SAT diagnostic tests throughout the academic year.
- **College Exploration:** The department hosts visiting college admissions officers, coordinates group field trips to regional university campuses, and provides individual counseling to guide families through the financial aid, scholarship, and application processes.

Transcripts, Academic Records, and Recommendation Requests

Official academic transcripts and records are legal documents managed by the Registrar and Guidance Office.

- **Active Student Requests:** To authorize the release of an academic transcript, a student must submit an official Transcript Request Form to the Guidance Office. This form requires the physical signature of a parent/guardian, or the signature of the student if she has attained eighteen (18) years of age.
- **Seniors applying to higher education:** Seniors may request up to ten (10) official transcripts forwarded to colleges, universities, or scholarship foundations free of charge. Subsequent transcript requests require a processing fee of \$5.00 per copy.
- **Digital Portals:** Students requiring transcripts submitted via digital aggregators (such as the Common Application or SENDeDu) must complete the necessary authorization waivers within the Guidance Office.
- **Processing Timeline:** All requests for transcripts, official records, or counselor/teacher recommendations must be submitted in writing **at least two (2) weeks prior to the institutional deadline**. Complete and accurate mailing addresses or submission links for the receiving institutions must accompany every request.
- **Alumnae Requests:** Following graduation, alumnae requiring transcripts must submit a written request via the Records/Transcript Request Form located on the school website under the Alumnae tab, accompanied by a \$5.00 processing fee per transcript.
- **Financial Clearance Hold:** In accordance with Academy policy, all official transcripts, diplomas, final report cards, and letters of recommendation will be held by the administration until all outstanding tuition, fundraising balances, and school fees are completely paid.

Academic Expectations & Shared Responsibilities

To maximize academic outcomes, all members of the Academy community must fulfill specific operational roles:

Core Responsibilities

Teachers:

Deliver rigorous, differentiated instruction aligned with college-preparatory standards; maintain updated grades on FACTS Family Portal; provide timely feedback; offer extra-help sessions for struggling students.

Students:

Arrive to class punctually with all required texts, notebooks, and writing tools; exhibit active participation; complete assignments with integrity; seek immediate assistance when experiencing academic difficulty.

Parents/Guardians

Establish a quiet study environment at home; monitor academic progress weekly via FACTS family Portal.; ensure regular, punctual school attendance; support institutional policies and maintain open communication with faculty.

Course Work Presentation & Homework Standards

All submitted homework, laboratory reports, essays, and classwork must conform to the high standards of a college-preparatory environment.

Work must be exceptionally neat, clean, and legible. The standardized institutional header (Student Name, Course Title, Assignment Name, and Date) must be placed at the top of every submission. Instructors reserve the right to refuse or apply an automatic academic deduction to any work that is illegible, frayed, or crumpled.

Late work policies are established within each course syllabus; however, unexcused late submissions will incur significant grade penalties.

Graduation Requirements & Community Service Hours

To qualify for an official high school diploma from the Academy of the Holy Family, a student must successfully fulfill all academic credit distributions and satisfy the mandatory community service requirements.

For AHF, the required number of credits for Graduation is at least 27, including:

- **Humanities:**

- 4 credits of English
- 0.5 credits of Civics
- 2.5 credits of Histories- US History
- And 2 other ones-including at least one of Fine Arts
- **STEM**
 - 3 or 4 credits of Math
 - 3 or 4 credits of Science-including Biology
 - 1 credit of technology
 - 0.5 credit in personal financial management and financial literacy,
 - 1 or 2 credits of electives
- **PE/Health**
 - This is 0.25 credits of PE per year, accumulating to 1 credit and 1 credit of Health
- **World Languages**
 - The minimum is 1 credit, but most colleges ask for 3 credits, so we encourage students to aim for that goal.
- **Theology & Life Skills**-We also require a theology credit for every year in attendance and a life skills credit for the first two years and half a credit for Junior and Senior year.

To qualify for an official high school diploma from the Academy of the Holy Family, a student must successfully fulfill all academic credit distributions and satisfy the mandatory community service requirements.

Community Service Hour Requirements

Engaging in service to others is a foundational objective of our mission. Students must complete and document a minimum number of verified community service hours during each year of enrollment at the Academy:

- **Freshmen (Grade 9):** 15 Hours per year
- **Sophomores (Grade 10):** 20 Hours per year
- **Juniors (Grade 11):** 25 Hours per year
- **Seniors (Grade 12):** 30 Hours per year

Service hours must be completed through non-profit, civic, parish, or school-approved humanitarian programs. All completed hours must be formally logged on the institutional service tracking form, signed by the external supervisor, and submitted to the Campus Ministry/Guidance office prior to May 1st annually. Failure to complete the mandatory service allocation will result in a hold on the student's final report card and may block graduation clearance.

Grading System, GPA Calculation, and Class Rank

The Academy utilizes a rigorous, alphanumeric grading structure to measure student achievement.

Grading Code Matrix

Numerical Range	Letter Equivalent	Standard 4.0 GPA Value	Honors Weighted Value	AP Weighted Value
97–100	A+	4.33	4.83	5.33
93–96	A	4.00	4.50	5.00
90–92	A-	3.67	4.17	4.67
87–89	B+	3.33	3.83	4.33
83–86	B	3.00	3.50	4.00
80–82	B-	2.67	3.17	3.67
77–79	C+	2.33	2.83	3.33
73–76	C	2.00	2.50	3.00
70–72	C-	1.67	2.17	2.67
65–69	D	1.00	1.50	2.00
Below 65	F	0.00	0.00	0.00

Grade Point Average (GPA) Calculation

A student's cumulative Grade Point Average is calculated at the conclusion of each semester. The calculation is determined by converting the final numerical percentage grade of each eligible course into its corresponding GPA value (using the matrix above), multiplying that value by the course's credit weight, aggregating the sum, and dividing by the total number of credits attempted.

Class Rank

The Academy of the Holy Family does not publish or utilize an absolute, public longitudinal class ranking system due to our highly personalized, small student cohorts. Instead, a weighted cumulative GPA distribution is utilized by the Guidance Department to contextualize college applications.

FACTS, Progress Reports, and Incomplete Grades

FACTS Access

FACTS Family Portal is the official, secure web-based student information system utilized by the Academy. It serves as the primary gateway for real-time tracking of student progress. Faculty members update assignment grades, test scores, and attendance records on a regular schedule.

Parents and students are issued unique login credentials at registration and are required to check the portal weekly to stay informed of academic standing.

Progress Reports and Report Cards

Official report cards are generated and distributed four times per year, at the conclusion of each academic quarter. Mid-quarter progress reports are broadcast via FACTS Family Portal to notify families of students currently underperforming, maintaining a grade below a C-, or experiencing a sudden shift in academic performance.

Incomplete Grades

An "Incomplete" (I) grade is a temporary marker issued exclusively when a severe, documented medical illness or family emergency prevents a student from completing final examinations or major course projects before the close of a grading term.

- The student is granted a maximum of two (2) calendar weeks following the close of the quarter to complete all outstanding academic obligations.
- It is the student's responsibility to coordinate with her instructors to submit the required work.
- If the work is not resolved within the designated 14-day window, the "Incomplete" marker will automatically convert to a numerical grade of zero (0) for all unsubmitted assignments, and the final average will be calculated accordingly.

Academic Honors, Honor Roll, and Advanced Placement (AP)

Honor Roll Standards

The Academy recognizes outstanding intellectual performance at the conclusion of each quarter through the publication of the official Honor Roll. The criteria are strictly determined by quarterly averages:

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 – 3.99 GPA

Second Honors: 3.5 – 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 Advanced Placement program offers qualified upperclassmen the opportunity to engage in university-level coursework while enrolled in high school. Admission into AP courses requires meeting specific prerequisites, obtaining a recommendation from the department faculty, and securing approval from the Guidance Director and Principal.

Students enrolled in an AP course are required to sit for the corresponding nationwide College Board Advanced Placement Examination administered in May. Families assume financial responsibility for the associated testing fees assessed by the College Board.

University of Connecticut Early College Experience Courses – Some Math Courses are available to students in our Math program which qualify for college credits through the UCONN ECE program. Students will gain college credits and have a UCONN ID and access to their campus.

Academic Difficulties & Academic Probation Protocols

The Academy provides a proactive framework to identify and support students experiencing academic difficulties. When a student's average drops below a 70% (C-) in any course, she will be flagged by the Guidance Office and required to attend mandatory extra-help sessions with the course instructor during designated study blocks or after hours.

Academic Probation Protocols

A student will be formally placed on Academic Probation at the conclusion of a grading quarter if she falls into either of the following categories:

1. She receives a failing grade (F) in two or more courses.
2. Her cumulative term average falls below a 70% (C-).

Conditions of Academic Probation

Academic Probation triggers an immediate mandatory parent-teacher-counselor conference to construct a binding Academic Improvement Plan. The parameters of probation include:

- Mandatory daily attendance in supervised study halls.
- Forfeiture of the Senior Lounge privilege.
- Complete suspension from all co-curricular clubs, athletic practices, team games, and elective school-sponsored trips.
- The probationary period spans exactly one academic quarter. If, at the conclusion of the probationary quarter, the student fails to raise her averages above the thresholds, the administration reserves the right to review the student for academic dismissal.

Course Scheduling & Add/Drop Periods

Course Scheduling

Course selections are conducted during the spring semester for the subsequent academic year. The Guidance Director reviews each student's selections to ensure all institutional, state, and college-preparatory progression benchmarks are satisfied. Students and their families are able to select certain courses via FACTS Family Portal .

Add/Drop Period

Students are permitted to adjust their academic schedules only during the official Add/Drop Period, which spans the first ten (10) operational days of the school year.

- A student wishing to alter a course selection must secure a schedule adjustment form from the Guidance Office.
- The change must be approved and signed by the student's parent/guardian, the classroom instructors affected by the change, and the Guidance Director.
- Course withdrawals initiated after the close of the 10-day window will not be permitted unless driven by administrative mandate or severe medical intervention, in which case a marker of "Withdrawal Pass" (WP) or "Withdrawal Fail" (WF) will be entered onto the official transcript.

Library & Instructional Materials Protocols

The school library is preserved as a quiet sanctuary for research, serious study, and literary exploration.

- Students utilizing the library must maintain silence and show respect for the learning environment.
- **Circulation:** Materials from the general collection may be borrowed by students for a standard circulation period of two weeks.
- **Accountability:** Reference texts, rare volumes, and current periodicals are restricted to in-library use only.
- Students assume complete financial responsibility for the library materials checked out under their names; lost, torn, or unreturned books must be paid for in full, and outstanding library fines will trigger a hold on quarterly report cards.

School Property: Lockers, Books, and Equipment

School Lockers

A specific corridor locker is assigned to each student at the start of the academic year. Lockers remain the absolute legal property of the Academy of the Holy Family. The school grants students a temporary license to utilize lockers for storing textbooks, school supplies, and authorized outerwear.

- **Search Authority:** The administration retains the lawful right to conduct periodic, unannounced locker inspections and searches at any time, with or without cause, to protect campus safety, hygiene, and order.
- Students must maintain clean, organized lockers; no permanent stickers, decals, or alterations may be applied.

Books and Equipment

All textbooks, laboratory kits, athletic uniforms, Chromebooks, and specialized instructional tools issued to students remain the property of the school. All issued textbooks must be kept in clean book covers throughout the school year. At the close of the academic year or upon withdrawal, students must return all issued materials in good condition. Families will be billed replacement costs for any textbooks or gear that show abuse, excessive wear, or are lost.

Physical Education Policies & Attendance

Participation in Physical Education is an essential requirement for physical wellness and fulfilling state graduation parameters.

- **Dress Code Compliance:** Students must change completely into the official Academy Physical Education uniform (designated school t-shirt, athletic shorts or sweatpants, and non-marking athletic sneakers) to receive full daily participation credit.
- **Medical Exemptions:** A student may be excused from active physical participation only upon presenting a valid, written medical note signed by a licensed physician detailing the specific physical limitations and the duration of the exemption. Students under medical exemption are required to attend the class and complete alternative, written academic assignments assigned by the physical education instructor.
- **Attendance Tracking:** Unexcused absences from Physical Education are treated identically to classroom absences and will negatively impact the student's quarterly grade.

Comprehensive Attendance, Absence, and Tardiness Policies

Regular, uninterrupted classroom attendance is critical for academic success. Excessive absenteeism disrupts learning and undermines the educational mission of the Academy.

Absence Categories and Documentation

When a student is absent from school, her parent or legal guardian must contact the School Office by telephone or email before 8:00 a.m. on the day of the absence to declare the student's status. Upon returning to campus, the student must deliver a physical, signed note from her parent/guardian or a medical professional confirming the exact dates and specific reasons for the absence.

1. **Excused Absences:** Absences are legally classified as excused exclusively under the following criteria:
 - Documented personal medical illness or clinical appointment.
 - A death in the immediate family or a critical family emergency.
 - Mandated legal or court appearances.
 - Formally approved college visitations (restricted to upperclassmen and subject to a 3-day annual cap).
 - "Mental Health Days" are only excusable with a note from a clinician
2. **Unexcused Absences:** Any absence that lacks appropriate documentation or is driven by reasons unapproved by the administration (such as family vacations during instructional time, shopping, extension of holiday breaks, or missing school to sleep) is classified as unexcused.

Academic Limits on Absenteeism

If a student accumulates more than five (5) unexcused absences within a single semester or twenty (10) unexcused absences across a full academic year, she risks losing all academic credit for the courses attempted during that term, regardless of her actual numerical grade average. The administration reserves the right to review excessive absenteeism for disciplinary action or non-renewal of enrollment.

Procedures for Tardiness

Punctuality is a key life skill and an institutional expectation. The school day begins precisely with the morning homeroom bell.

- **Late Arrival:** Any student arriving after the homeroom bell must report directly to the Main Office to sign the master tardy log and secure a Tardy Slip before she will be admitted to any classroom.
- **Sanctions for Chronic Tardiness:** Accumulating three (3) unexcused tardies within a single marking quarter will automatically trigger one (1) formal demerit. Chronic morning tardiness will result in parental notification, administrative detention, and the forfeiture of early-privilege parking or senior liberties.

Mastery-Based Mastery Project	1.0 Credit	A senior-year capstone project or demonstration of synthesized academic competency.
General Electives	3.0 Credits	Flexible credits selected from any advanced academic, classical, or elective subject areas.
TOTAL REQUIREMENT	25.0 Credits	Minimum legal distribution required for high school graduation.

Note: As a Catholic institution dedicated to global leadership, the Academy of the Holy Family adds institutional requirements to this baseline, including mandatory annual completion of Theology/Religion courses for every year of active enrollment.

Technology Device User Agreement

The students are to utilize technology responsibly and in accordance with the values and policies of the Academy. These include some particular responsibilities:

Device Care: Treat school-issued devices as an important resource. Don't throw, drop, or otherwise mistreat the device, charger, or accessories. Do not leave devices unattended in

The Academy of the Holy Family (hereinafter "the Academy") commits to providing students with access to technology to enhance their learning experience. This Technology Device Use Agreement ("Agreement") outlines the terms and conditions under which students may use school-supplied devices (e.g., laptops, tablets) and the technology resources of the Academy, including internet access and networks. These facilities are a privilege, not a right, and their utilization is intended to facilitate the Academy's goal of promoting academic achievement, personal development, and responsible citizenship.

By signing this Agreement, students and parents/guardians attest that they have read, understand, and will adhere to its terms. Failure to do so may result in disciplinary measures, loss of technology privileges, and/or monetary responsibility for damages.

1. Purpose and Scope

The Academy provides technology devices and equipment to students for educational purposes, like research, coursework, collaboration, and communication regarding school activities. All school-provided devices, in-school or off-campus usage, as well as the Academy's network and internet services, are included in this Agreement.

2. Responsibilities of Students

public places, vehicles, or unsecured spaces (e.g., residence halls, living rooms, or off-campus facilities).

Educational Use Only: Utilize equipment solely for educational use, i.e., assignment submission, visiting educational websites, or conferring about educational matters with teachers and/or peers. Personal use (e.g., game-playing, social media use, streaming educational non-school content) is prohibited during academic hours without specific teacher or administrator approval.

Digital Citizenship: Practice good manners and proper behavior online. Refrain from engaging in bullying, harassment, or sending, looking at, or sharing inappropriateness, obscenity, or illegal content.

Security and Privacy: Protect login details (username and password) and do not share with other parties. Report security issues (e.g., compromised hacking or malware) to a teacher or Technology Department immediately.

Device Integrity: Refrain from modifying, tampering with, or trying to fix hardware or software configurations without technology guidance from the Technology Department. Non-licensed applications, programs, or file-sharing programs are prohibited.

3. Issuance and Return of Devices

Issuance: A specific device (e.g., laptop or tablet), charger, and protective case will be allocated to students, and these are the property of the Academy. Devices are issued in working condition, and existing damage must be reported within 48 hours of issuance.

Return: Devices are to be returned to the Academy at the end of the school year, at withdrawal, or as directed by administration. Devices are to be returned in like condition as issued, taking into account normal wear and tear. Boarding students must return devices before departing for extended breaks unless otherwise approved.

4. Internet and Network Use

Filtering: The Academy uses software filters on the internet to deny access to inappropriate material. No filter is perfect, and it is anticipated that students will use judgment and inform a staff member if there is accidental exposure to objectionable material.

Prohibited Uses: No student may access or distribute information that is prohibited by local, state, or federal law, such as copyright information, on the Academy's network or for other purposes like hacking, phishing, or attempting to circumvent security.

Monitoring: The Academy may monitor device and network usage to enforce compliance under this Agreement. There is no expectation of privacy in the use of school-supplied devices or networks.

5. Liability and Damages

Damage Responsibility: Parents/guardians and students are responsible for paying to repair or replace devices damaged by negligence, misuse, or loss. Examples include cracked screens, water damage, or not locking the device.

Cost Estimate: The Technology Division will estimate the damage and bill repair or replacement charges, and these will be billed to the student's account within 8 weeks of the incident. Average costs would range from \$50 for simple repairs to \$300+ to replace a device, depending on the device.

6. Consequences of Violation

Violations of this Agreement will be dealt with according to the Academy's Student Code of Conduct. Discipline consequences include:

- Suspension of device privilege for a specific duration.
- Detention, suspension, or other disciplinary actions.
- Financial punishment for damage or misuse.
- Referral to school authorities where there is illegal activity.

7. Parent/Guardian Responsibilities

Parents/guardians do:

- Review this Agreement with their student and support its enforcement.
- Watch over use of devices off-campus (day students) or on breaks (boarding students).
- Return devices and remit for damages or fees on time.

Digital Citizenship Agreement

Digital Skills | Academy of the Holy Family

Read each section, check the box, and sign at the bottom.

Every student at Academy of the Holy Family is called to grow as a woman of faith, intellect, and character — and that calling doesn't pause when we open a laptop. In Digital Skills, we use school accounts and online tools every single class. Technology is a real gift entrusted to us, and like every gift, it comes with responsibility. This agreement reflects the same respect for the dignity of every person — online and off — that we strive to live out as a school community. It's what we're all committing to this semester, so our class stays safe, honest, and a good place for every sister in this community to learn and grow.

1. Honor the Dignity of Every Person Online

- I will treat classmates, teachers, and anyone else online with the same charity and respect I would show in person, remembering that every person I interact with is made in the image and likeness of God.
- I will build up my classmates rather than tear them down — no gossip, exclusion, or cruelty, online or off.
- I will not share content that is hurtful, embarrassing, or private about anyone without their permission.
- I will remember that my classmates come from many different countries and backgrounds, and I will communicate in a way that honors our community's diversity as part of one shared family.

☐ *I understand and agree to this.*

2. Respect Myself and Protect My Privacy

- I will present myself online in a way that reflects genuine self-respect, rather than in ways that invite unhealthy comparison or seek worth through others' approval.
- I will not share my passwords with anyone except a parent/guardian or teacher, if truly necessary.
- I will not post personal information — mine or a classmate's — like a full address, phone number, or financial details, anywhere public or class-visible.
- I will think before I post, practicing the same patience and good judgment online that I try to practice everywhere else.

☐ *I understand and agree to this.*

3. Be a Good Steward of School Devices and Accounts

- I will use school accounts and devices only for schoolwork and teacher-approved activities.
- I will take care of school devices as I would care for anything else entrusted to me.
- I will ask my teacher before installing new software, browser extensions, or apps, or before sharing class files outside of class.

☐ *I understand and agree to this.*

4. Practice Honesty in My Work — Including AI

- I will do my own work and give credit when I use someone else's words, ideas, or images, out of respect for the truth and for others' work.
- If I use an AI tool on an assignment, I will only do so when my teacher says it's allowed, and I will be honest about how I used it.
- I will not use AI tools, translation tools, or any other shortcut to pass off work as mine that I did not actually do.

☐ *I understand and agree to this.*

5. Look Out for One Another

- I will avoid clicking suspicious links, downloading unknown files, or responding to messages from strangers online.
- If something online makes me uncomfortable, confused, or worried — including anything involving another student — I will tell a teacher or another trusted adult. Looking out for one another is part of what it means to be a sister in this community.
- I understand my school may monitor use of school accounts and devices to help keep everyone safe.

☐ *I understand and agree to this.*

6. Follow the School's Acceptable Use Policy

- I understand this agreement works alongside — not instead of — Academy of the Holy Family's Acceptable Use Policy, and that policy still applies to me at all times.

☐ *I understand and agree to this.*

Student Name (Print)	Date	Signature

PARENT-STUDENT HANDBOOK AGREEMENT FORM

(Please detach, sign, and return this form to the Main Office within the first week of classes.)

I/We have read and fully understand the policies, rules, regulations, and behavioral codes outlined within the Academy of the Holy Family Parent-Student Handbook for the 2026–2027 academic year. We agree to abide completely by these guidelines, support the spiritual and academic mission of the Academy, and fulfill all financial and behavioral obligations.

Student Name (Printed): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____