



# Holy Family Academy Parent Guide 2020-2021

Dear Holy Family Academy Parents/Guardians,

Welcome back to returning families, and welcome for the first time to new families—we are looking forward to a fun and productive year! There have been some changes to the school over the summer, including up-keeping of the physical structures, additions and changes to the staff and faculty, and many new supplies and materials to better serve our students.

We would like to remind you of Holy Family Academy’s mission: We believe the development of the entire person to be mental, physical, and spiritual growth. The education of our children in those three spheres provides the foundation for the development of their abilities and growth into happy, healthy, and faith-filled young men and women.

We are all excited to get under way, so please read through the handbook you will find in the following pages, which includes important information and options for you and your children.

We thank you in advance for your support and look forward to a great school year!

Sincerely,

Fr. Luis Orlando González  
Head Director

María Elena Vázquez  
Principal

## **Homework**

Teachers of all grade levels will be assigning homework, so please be aware that your child should be doing homework often. Parents are strongly encouraged to supervise/help their children with their homework assignments.

## **Report Cards**

Report Cards will be distributed three times during the school year. All Report Cards **must** be picked up in person by the student's parent/guardian. Appointments will be given by the classroom teachers. A Parent/Teacher conference will take place during the appointment to briefly discuss the student's progress.

## **Absences/Tardiness**

If your child will not be in school for any reason, all absences will be recorded as unexcused unless a signed written note is received in the school's office to indicate the reason of the absence. Please be aware that excessive absences will hurt your child's academic performance and may endanger his/her ability to be promoted to the next grade level.

## **Uniform**

Uniforms are mandatory for all students. Parents or guardians share the responsibility of ensuring that the uniform is worn correctly by the students and also be sure that students attend to matters of personal hygiene and grooming. All clothes must be clean and neat.

## **Open House**

Holy Family Academy will be holding an Open House, parents will have the opportunity to visit the classroom, meet with teachers and review their child's class work and educational materials. Teachers will be providing important information during these Open House Meeting, so make every effort to attend.

## **Calendar**

A calendar will be distributed at the beginning of the school year so that parents can keep up-to-date with school activities.

## **School Hours -Drop-off/Pick-up**

Please be advised that school begins at 8:00 a.m. and ends at 3:00 p.m.

Students should be dropped off in the morning no earlier than 7:40 AM. Parents are expected to pick their children up promptly at 3:00 PM. Teachers need afternoon hours to prepare lessons and attend staff meetings in order to be professionally ready to teach your child the next day.

Remember that our first concerns are the well-being and quality education of your child.

**Drop Off and Pick up Policies are as follow:**

There are some teachers in the parking lot directing traffic, escorting the students to and from moving vehicles, helping them enter or leave the school safely, always accompanied and supervised by the staff.

Traffic moves on a One Way Direction making it safer to walk through the Parking Lot.

Cars are required not to speed in the Parking Lot.

Cars are not allowed to park, this avoids cars backing up almost eliminating totally the possibility of accidents.

**Visitors are required to:**

1. When visiting the school, please always enter the school grounds using the Main Gate
2. Always register at the Main Office. Please do not go directly to the classrooms at any time of the day.
3. If you are paying tuition ask our staff where to park and enter the school grounds using the Main Gate. All tuition payments are received at the Main Office.
4. Request an appointment from the Principal or the teacher in order to meet and discuss all of your concerns. These meeting may be held at your child's classroom or at the Main Office according to your request. All appointments must be scheduled between 3:30 and 5:00 PM any week day. Please be aware that we need to give our students our full attention during the morning and afternoon dismissal procedures.

**Late Pick-Up Policy**

If a student is picked up later than 3:30 the parent/guardian will be charged a fee of \$10.00 to be paid that day at pick-up. **This policy will be strongly enforced.** As previously noted, the afternoon hours are still work hours for teachers, and they need this time to attend staff meetings, and properly prepare their classes to teach the next day. Having to supervise late students takes away from this important preparation.

**Suspensions**

Holy Family Academy has a Student Code of Conduct in place. All students and their families will receive the document at the beginning of the school year. The document states all behaviors and consequences

## **Lunch**

Students have the option of bringing lunch from home each day or purchasing lunch at school. If children bring lunch from home, please pack a healthy lunch, i.e., a sandwich, fruit, etc. **Please pack only juice or water, no soda.** A nutritious lunch is important for children to have the energy they need to be alert and ready to learn.

If you choose to buy lunch at school, lunches will be available five days a week. Lunches can be purchased at a cost of **\$6 a day for the small order and \$8 per day for the large order.** A lunch menu is at the office, available upon request.

If you are purchasing the hot lunch please see Ms. Ramirez in our main office.

## **Materials**

Each teacher will be sending home a list of school materials with your child on the first day of school. Please review the list and send items as soon as possible, so your child will be ready to fully take part in all learning activities.

## **Parent Talent Donation**

If you would like to volunteer during this school year, please contact your child's classroom teacher. We appreciate all of your help!