

# Holy Family Academy Parent Handbook



**2022-2023**  
An Authentically Catholic Education

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# **Purpose and Philosophy**

## **Mission Statement**

In the words of Our Blessed Mother to Sister Adele Brise, our mission at Holy Family Academy is to "Gather the children in this wild country, and teach them what they need to know for their salvation."

Through a strict adherence to the Catholic Faith and the Mass of All Ages, our classical approach will provide our children with a strong understanding of objective truth, a deep love of familial beauty and virtue, and the discipline to always perceive, pursue, and persevere in their Catholic duty of state.

## **School Philosophy**

Holy Family Academy is a privately run, Catholic school offering a classical curriculum. We began as a small group of homeschooling Catholic parents who believed that our children would thrive best in a school that was committed to the perennial Catholic faith. As part of this commitment, we subscribe singularly to the Traditional Latin Mass, anchored as it is in Church tradition. We are confident that in keeping our children close to this Mass, they will develop a profound respect for the sacred that is not so readily attainable elsewhere in our present world.

Our partnership with Memoria Press for the majority of our curriculum will put a strong focus on the language arts, especially Latin, as core elements of our children's formation.

## **Classical Education**

HFA offers a classical, Catholic education. The goal of a classical education is to develop the mind of the student through Latin and mathematics, and to develop wisdom and virtue through a careful reading of the classics. In all of our programs we strive for continuity and mastery learning. Classical education also focuses on teaching age-appropriate material through age appropriate methods. We follow the classical trivium which emphasizes memorization and accumulation of facts in the grammar school; evaluation, analysis, and integration of information in the logic stage or middle grades; and the articulate expression of ideas through the spoken and written word in the rhetoric stage of the upper school.

## Contact Information

Holy Family Academy  
6039 Baltes Rd,  
Waunakee, WI. 53597  
(608) 544-8444  
[info@holyfamilyacademywi.com](mailto:info@holyfamilyacademywi.com)

## HFA Administration

### Administrative Staff

### emails

Timothy Meinholz	School Headmaster	<b><a href="mailto:tmeinholz@holyfamilyacademywi.com">tmeinholz@holyfamilyacademywi.com</a></b>
Sydney Porter	Secretary of School Board	<b><a href="mailto:info@holyfamilyacademywi.com">info@holyfamilyacademywi.com</a></b>
Lindsey McDonnell	Treasurer of School Board	<b><a href="mailto:lindseyporter21@yahoo.com">lindseyporter21@yahoo.com</a></b>
Daniel McDonnell	President of School Board	<b><a href="mailto:dmcdonnell@holyfamilyacademywi.com">dmcdonnell@holyfamilyacademywi.com</a></b>

### Administrative Responsibilities

- Ensure the operation and safety of the campus.
- Plan, implement, and evaluate the curriculum.
- Establish clear lines of communication with parents, students and the community.
- Train, supervise, and evaluate school personnel.

The goal of the HFA administrative staff is to serve the students, teachers, and parents by listening to concerns, gathering information, and making decisions that are consistent with the school's vision.

## 2023-2024 Calendar

September	5	First day of school	Tuesday
<b>November</b>	<b>1</b>	<b>All Saints Day-no school</b>	<b>Wednesday</b>
November	2	End of First Quarter	Thursday
November	8	Report cards go home	Wednesday
November	8-9	Parent/Teacher Conferences in evening	Wed./Thurs.
November	20-24	Thanksgiving Break-No School	Mon.-Fri.
December	4	Winter Term Begins	Monday
<b>December</b>	<b>8</b>	<b>Feast of the Immaculate Conception - no school</b>	<b>Friday</b>
<b>December</b>	<b>25-29</b>	<b>Christmas Break</b>	<b>Mon-Fri</b>
January	2	Classes Resume This week is T-F	Tuesday
January	11	End of Second Quarter	Thursday
January	<b>18</b>	Report Cards go home	Thursday
March	14	End of 3rd Quarter	Thursday
March	21	Report Cards go home	Thursday
March	25-29	Holy Week/Easter Break	Mon-Fri
April	1	Day after Easter -no school This week is T-F	Monday
May	23	Last Day of School End of 4th Quarter Report cards go home	Thursday
May	24	Last Day of School for 7th grade	Friday

Note: This is a preliminary schedule for the 23/24 school year and is subject to minor changes. An up to date schedule for the school year will be provided upon admission.

## School Policies and Procedures

### Admissions

Admission inquiry, application, and enrollment information are available through the Admissions Office info@[holyfamilyacademywi.com](mailto:info@holyfamilyacademywi.com) or (608) 544-8444 and the Academy's website ([holyfamilyacademywi.com](http://holyfamilyacademywi.com)).

Kindergarten applicants must be 5 years old by September 1st of the year of enrollment. As part of the application process, school personnel will administer entrance exams to prospective students before initial grade placement. A review of academic testing and behavioral records from any previous school(s) is a part of the placement process for students entering grades 1-8.

Parents must notify the school of any learning, emotional, or behavioral handicaps prior to an applicant's admission. Failure to do so may result in a revocation of admission.

Religion is paramount to the education offered at Holy Family Academy. All students must submit to the entire curriculum as offered: they must attend all religion classes, conform to all school policies, and participate in all scheduled activities.

### **Re-Enrollment**

HFA will assume re-enrollment unless they receive a document from parents stating otherwise. HFA reserves the right to refuse automatic re-enrollment to a student should it be necessary due to behavioral or academic reasons. If this is the case, the parents will be notified by letter.

### **Financial Information**

#### **HFA Tuition Agreement**

All families are expected to return a completed tuition contract *with their enrollment forms*. All enrollments and re-enrollments are pending until a signed tuition contract is received. Students without contracts are placed on the waiting list. The tuition agreement details the following tuition rates for the 2023-2024 school year.

### **Tuition**

<b><u>Student Per Family</u></b>	<b><u>Yearly Tuition</u></b>
1st Student	\$2,100+Book Fees
2nd Student	\$1,900+Book Fees
3rd Student	\$1,600+Book Fees
4th Student	\$1,400+Book Fees
Any Additional Student	(only book fees)
<b>Max tuition per family: \$7,000</b>	

### **Holy Family Academy Fundraising Policy**

One of the core principles of Holy Family Academy's philosophy is that a good Catholic education should be affordable to the often large Catholic families that are in search of the same. With this in mind, Holy Family Academy pledges to always strive to keep tuition as low as is responsibly possible. Because of this, and because HFA is intent on employing a high standard for our teachers, a majority of HFA's operating cost is dependent on a strong and engaged fundraising initiative. Consequently, there is a need to employ a mandatory fundraising obligation per student beyond the scheduled tuition.

**The fundraising obligation per student is \$1,500, up to a total maximum requirement of \$4,500 per family.** In the event that the fundraising obligation is not met, the student's family will be responsible for paying the difference. This is an unfortunate but necessary requirement to keep the doors of HFA open, and we appreciate your understanding. Rather than raising tuition outright by \$1,500, HFA feels strongly that larger families on a tight budget should have some control over the costs of education in this manner. HFA is committed to providing resources, events, and support in all areas of raising funds, the largest facets of which are our Annual Jog-a-thon and our Kwik Trip

Scrip Card Program. Please reach out to any member of HFA administration for more details on our fundraising resources.

One additional benefit, should families have a very successful year fundraising, is our *Fundraising Tuition Offset Program*. After the mandatory amount is raised for a given year, any additional amount raised is capable of offsetting tuition for the same year by a factor of 30%.

*Example:*

The Smith's have 3 children attending HFA and a mandatory fundraising amount of \$4,500. They are paying \$5,600 in tuition. They have a very successful jog-a-thon and raise \$5,500. At this point, 30% of the additional \$1,000 could be applied to their \$5,600 tuition, leaving them with \$5,300 due for the school year.

### **Late/Bounced Payments**

There is a \$25 fee for bounced withdrawals/checks. If for some reason a withdrawal/check bounces, you will be notified via email, and you should make arrangements for payment immediately. An additional \$25 late fee is applied if a payment is not received before the 15th of the month.

### **Full Year Obligation**

Tuition agreements obligate paying a student's tuition for the entire school year. If a student drops or withdraws from classes before August 1<sup>st</sup>, only the first semester's tuition will be due; after August 1<sup>st</sup>, full tuition will be due except a prorated rebate, not to exceed ½ of tuition, will be granted in the following circumstances:

1. The student moves outside the greater Madison area (50 miles from the school) with 60 days written notice.
2. The student experiences extended illness and is unable to attend school.

### **Application Priority Tiers**

Order in which applications will be considered:

Order in which applications will be considered:	Category
1st	Previously enrolled students
2nd	Siblings of previously enrolled students
3rd	Members of St. Therese Parish
4th	Those who are practicing traditional Catholics

5th	General public

## School Day

### Student Arrival

**K-6 students arrive between 7:30– 7:40 am.** They report to the conference room, using the door by the classrooms. Teachers join their classes in the conference room at 7:45 for morning announcements. The Opening School Prayer is done in the chapel. Students are then escorted to their classrooms for the Pledge of Allegiance to the US flag.

#### Guidelines for St. Therese Chapel Campus

For liability reasons, there is no supervision/childcare before 7:25 am. School doors will open at 7:30 am.

### Student Dismissal

#### **K-6 students should be picked up between 3:30-3:45 pm**

We encourage families to use the HFA directory to find families within your zip code (or along your route) to organize carpools if possible. Please coordinate pick-up routines with everyone involved (parents, teacher, and students) to ensure all are familiar and comfortable with the plans. Inform the teacher if the normal routine changes.

### Student Safety

Holy Family Academy does everything possible to support the safety of your child during arrival and dismissal. However, it is ultimately the parents’ responsibility to oversee the children’s safe arrival and departure. When parent/student convenience conflicts with the safety of any HFA student we must choose the latter. You can help both safety and convenience by:

- arriving 5 minutes before drop-off at 7:30am and pick-up at 3:30 pm
- informing HFA administration in advance of any unique drop-off or pick-up scenarios

### After-School Supervision

HFA is not equipped to supervise students after school. All students must be picked up at 3:30 pm. If an emergency prevents you from picking up before this time, please call the school office and we will do our best to accommodate.

### Visitor Policy

All parents and/or visitors should inform the school administrator of their impending arrival and enter the building through the door marked “School Entrance” from the parking lot.

Those who wish to stop and make a visit at St. Therese Chapel for reasons other than school business will be asked **not** to disrupt classes and enter through church entrance and not enter the hallway with the classrooms attached.



## Messages for Students

If it is necessary to get a message to your child, call the school administrator and it will be relayed between classes. Only in an emergency situation do we interrupt class to deliver a message.

## Inclement Weather Policy

**Holy Family Academy makes all decisions for school closing, delayed start, and early dismissal.** The headmaster of the school will make all final decisions regarding school closings. You can find information regarding school closings by

- Signing up for email notifications
- Visiting our website at [www.holyfamilyacademywi.com](http://www.holyfamilyacademywi.com)

If there is no announcement, then school is open and operating on a normal schedule. Even if school is open, you should use your best judgment in evaluating travel conditions. Tardy policies are more lenient on inclement weather days.

## Attendance Policies

It is vital we have parent cooperation where attendance is concerned. **The HFA classroom functions optimally when students are on time, in class, and prepared to work each day.** It is imperative that HFA students attend school. Academic progress and achievement as well as work and study habits are reliant on prompt, regular attendance. Tardiness and absences disrupt class as well. Students are expected to attend school every day unless they have an excused absence. All absences and tardies, whether excused or unexcused, count in the total absences for the year.

**All requests for a scheduled absence must be communicated to the HFA administration at [administrations@holyfamilyacademywi.com](mailto:administrations@holyfamilyacademywi.com) or a note from the parent stating reason for absence. Please do not email an HFA teacher asking for work prior to a scheduled absence. A teacher will redirect those requests to the office. An HFA administrator will then contact you to discuss your request.**

## Tardiness

All accounts of tardiness will be kept on record. Five or more tardies per grading period for the first two grading periods will result in a loss of automatic re-enrollment.

- Parents must sign in all K-6 students arriving after 8:00 A.M. *and* receive a tardy slip. **Parents escort late students in grades K-6 to their classrooms.**

## Absences

Unexcused absences in excess of four per term result in loss of automatic re-enrollment and can result in the need to repeat a grade depending on the academic status of the child.

- **Absences should be reported to the school office before 9AM.** Leave a message on the voice mail system if no one answers.
- **If we do not receive a call notifying us of a student's absence, we will call you.**
- **A student is considered absent if they are gone a majority of the school day.**
- **Please schedule appointments on non-school days.**

## **Excused Absences**

- Illness, hospitalization, or medical care is an excused absence. However, if a student is absent for four or more consecutive days, a doctor's note must be provided to the school office.
- Family emergencies
- Examples of non-medical excused school absences would be family events such as weddings, funerals, reunions, college visits, certain athletic competitions, or educational opportunities.
- For a student to be approved for a scheduled absence, the student must be in good standing academically and have a good attendance record.
- Parents needing to schedule an absence should inform the HFA office **AND** the classroom teachers at least ONE WEEK prior to the absence. However, students should expect some make-up work upon their return. In the event of an unforeseen circumstance (sickness, family emergency, etc) we ask that parents inform the appropriate administrators in as timely a manner as possible.

## **Unexcused Absences**

- Absences that are generally unexcused include family vacations and days immediately before and after Christmas and Spring Breaks.
- Teachers are not required to provide work ahead of time for students going on vacation.
- Unexcused absences could result in lowered course grade, course failure, or could affect a student's re-enrollment for the following year.

## **Early Dismissal**

Parents should inform the teacher **AND** the school office indicating the time and reason for early dismissal. Students wait in their classrooms until an administrator or parent retrieves them.

## **Virtual Schooling**

All students are expected to fully participate and be dressed in their school uniforms on days when HFA has virtual learning. More details for virtual learning will be released before the school year begins.

# **Academic Policies**

## **Academic Integrity**

HFA expects the highest standards of academic integrity from all students. Students should conduct themselves with a character befitting the classical, Catholic ideals which define our school. Academic dishonesty consists of, but is not limited to, cheating, plagiarism, or assisting another to engage in such activities. Students who demonstrate a lack of academic integrity in any way are subject to disciplinary action or expulsion at the discretion of their teacher and the school board.

## **Academic Probation**

A student whose academic performance falls below the acceptable standard as dictated by the classroom teacher and HFA administration is placed on academic probation. Typically a student

with a GPA at or below 2.50 will be placed on probation. A student on probation is given an additional trimester to improve his/her grades (GPA) to an acceptable level as determined by the classroom teachers and HFA administration. Failing to meet the requirements of probation may result in dismissal or repetition of a grade.

## **Grading Policies**

### **Grading Scale**

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and lower

Teachers may award a + / - to a student achieving the highest/lowest percentage for a particular grade range. (Ex: 89% = B+ or 80% = B-)

### **HFA Grading Philosophy**

Grades provide students and parents a quick "snapshot" of teacher evaluation regarding academic proficiency, classroom contributions, and overall subject knowledge. Examples of class assessments include tests, quizzes, homework, daily participation in class, etc. Teachers allow students an array of opportunities to display their skill sets which provides teachers with adequate information to ultimately assign a final grade.

### **Grading Terms**

HFA divides the school year into four quarter terms. Report cards will be sent home one week after the end of each grading quarter. Final grades will be issued for each class at the conclusion of the year.

Parent/Teacher conference will be held with each student once a semester with both student and at least one parent present to discuss the student's academic achievements as well as some improvements that need to be addressed and individual character assessment

## **Social and Cultural Policies**

### **Uniform Policy**

HFA is a classical, Catholic school with a unique culture of discipline, tradition, and excellence. Our uniform policy and dress standards are designed to support and reinforce these values. Ensuring your child honors the letter and the spirit of the uniform policy assists us in this task.

**Outerwear may be worn only when outside.**

## **Dress Code**

Students will be required to wear the school uniform. For links to our school uniform, please visit [www.holyfamilyacademywi.com](http://www.holyfamilyacademywi.com)

For boys, hair should be neat and well kept, no extreme haircuts or unnatural colors. Boys may not have earrings, tattoos, or facial hair. A watch, scapular, and/or holy medal are acceptable.

Girls should exhibit modesty and femininity. Hair should be neat, off the face, and not dyed an unnatural color. Skirts and jumpers are to be 1-3 inches below the knee. Hair accessories and jewelry should be non-distracting and appropriate for a school setting. No colored nail polish.

Athletic shoes may be worn for recess or physical education class.

During cold weather pants or snow pants may be worn under the dress but must be removed during class time. Leggings are not permitted.

The faculty and administration reserve the right to require students to modify any elements of dress or appearance that are inconsistent with the culture of the school. When returning to class after recess students are expected to tuck in their shirts and comb their hair if necessary. Good grooming must be maintained during the entire school day.

The teacher will speak to the student if regular bathing or grooming is an issue and parents will be contacted if necessary. Any student refusing to adhere to the dress code will be sent home as soon as the parents have been notified. Students will be accepted back in the classroom when he/she complies with the instructions.

### **Boys Dress Code**

1. Black pants from uniform company or exact match
2. White oxford short or long sleeved shirt, sleeves not rolled up without permission.
3. Tie from uniform company
4. Optional Navy V-Neck Cardigan from uniform company with school crest.
5. Black belt optional
6. Black socks above the ankle. No logos or patterns.
7. Black non-marking shoes.

### **Girls Dress Code**

1. Jumper from uniform company for grades K-5 (must extend 1-3 inches below the knee when standing).
2. Uniform skirt for grades 6-8 (must extend 1-3 inches below knee when standing)
3. White peter pan collared short or long sleeve blouse. (white tank underneath for grades 6-8)
4. Optional V-Neck Cardigan from uniform company with school crest
5. White, navy, or black socks or tights (socks must be above the ankle, no logos or patterns)
6. Black non-marking shoes.

## **School Discipline Policy**

Teachers and administrators recognize that maintaining a well-disciplined classroom is key to learning. We believe *“knowledge without virtue is a dangerous thing”*, therefore encouraging virtuous behavior is as important as encouraging excellence in math and grammar. Student behavior, attitude, and physical disposition should contribute positively to the classroom environment and HFA’s culture of excellence in character. To that end students are expected to uphold the *HFA Student Code of Conduct*, printed below.

### **The HFA Student Code of Conduct:**

1. We cheerfully and promptly obey the authority under which we are placed.
2. We may appeal respectfully and courteously. We do not argue or negotiate.
3. We love and honor one another.
4. We give encouragement to each other.
5. We do not point out the shortcomings of others in order to build ourselves up.
6. We tell the truth.
7. We do not disrespect the classroom and teacher by passing notes or otherwise interrupting.
8. We do not spread rumors or gossip.
9. We will not make excuses for our wrong actions but will admit them.
10. We avoid cliques, clubs, or games that exclude others.
11. When others are sorry, we forgive them.
12. When others are sad, we comfort them.
13. When we have work to do, we do it without complaining.
14. If we make a mess, we clean it up.
15. We treat one another with respect and patience.

### **Dealing with Disciplinary Issues**

HFA expects families to support our faculty and the school’s cultural standards. To ensure effectiveness, teachers consistently communicate with the office regarding problems with students. The administration works with teachers to determine all consequences for misbehavior. Those consequences may include: talking to the teacher privately, notes or phone calls, short time-outs for younger children, and visiting the office. When the family and school behavioral expectations are in conflict, the administration will take action to protect the integrity of the school culture.

Teachers handle problems in an authoritative and professional manner. They document academic and behavioral problems to ensure accurate communication with parents.

Student behavior that negatively impacts Holy Family Academy or an HFA student through spreading gossip, bullying, threatening, or other forms of harassment will result in disciplinary action. This includes all forms of electronic communication.

### **Classroom Food and Drink Policy**

Students may have food and water bottles during designated snack times.

No gum during school hours.

## **Social Media**

HFA teachers and students are not to communicate with one another via social networking sites.

## **Electronic Devices**

Students may not use cell phones, cameras, or other personal electronic devices from 7:30 until 3:30. These items must stay OFF and stored in book bags or purses. Confiscated items will be returned to the student after school hours on the first offense. Future confiscated items must be picked up in the office by the parent. *Do not text or call your child's cell phone during school or carpool.*

## **Birthdays/Parties**

Birthday treats are welcome as long as the teacher has been notified ahead of time and has approved it.

Invitations to parties should not be distributed during school hours.

## **Recess**

HFA Primary and Grammar School students will have outdoor recess if temperature is above freezing and conditions permit. Students should come to school with appropriate outerwear each day. Please label outerwear with the student's name. Children without jackets or sweaters may stay inside (supervised and with an activity) if the temperature is low. In absence of direct parental instruction the decision is left to the teacher's discretion.

## **Communication**

A student's successful experience at HFA depends in large part to open communication between families, teachers, and administration. This requires persistent effort by all parties, combined with mutual trust and respect. To that end, we ask parents to follow these guidelines:

### **Communicating With Faculty**

- Please do not text teachers on their cell phones.
- On pages 3 and 4 of this document are faculty email addresses. Parents should copy an administrator on all emails.
- You may leave a message for your child's teacher in any of the school offices, and the teacher will return your call at the earliest convenience.

### **Addressing Concerns**

- Parents should contact the teacher first regarding any concerns they have. The teacher has the right to copy an administrator in their response if they deem it necessary.
- In the rare instances that a parent and teacher cannot come to an agreement you may take the issue to the school board.
- At no time should an individual student's problem be addressed to non-involved parties. In the great majority of cases if you have worked patiently and in good faith with the teacher or administrator you will find a satisfactory resolution.

## Using the Directory

The information in the school directory is kept private and distributed only to HFA families. The directory may not be shared with other families or used for solicitation.

## Lost And Found

**Please label student sweaters, vests, etc. with student's name.** Lost and found items are located in the office areas. Please check them regularly. Any items unclaimed at the end of each semester will be thrown away or donated to charity.

## Lunch Program

HFA students must bring their own lunches.

- Lunches are to be stored on the shelves above the coat hooks until lunch time.
- For questions, contact the office.

## Parent Lunch Information

Parents may eat lunch with their student.

- Lunch visitors are limited to parents, younger siblings, and grandparents.
- Please inform the office if you plan to eat lunch at school.

## Medical Intervention Policies

HFA does not have a school nurse, and HFA is not prepared to administer medical care or treatment. Students are not permitted to bring medicine to school that does not comply with our Medical Release Form. If a student needs to bring medicine to school, it should be labeled, include clear instructions from a parent for administering, and brought to the office. Medicine may be dispensed only from the school office.

## Allergies and Special Concerns

HFA is not an allergen free school. It is the responsibility of the parent and child to be capable of avoiding allergens and treating reactions. Parents of students with allergies to foods, including peanuts and milk, should prepare lunches and snacks and adequately train their children to avoid contact with other students' food. Due to the number of students and allergies, HFA does not regulate student contact with possible allergens.

## Illness Policy

In consideration of your student's wellness in addition to preventing the spread of illness to your child's classmates and teachers, **a student should be symptom free from the following a full 24 hours before returning to school:**

- **Fever** – Temperature of 100.5° or above WITHOUT use of fever reducing medication (acetaminophen or ibuprofen)
- Vomiting
- Diarrhea
- Rash
- Persistent cough with other symptoms

**NOTE:** If your child has a contagious illness such as chickenpox, strep, or pinkeye, you must provide the school office with a physician's note upon returning to school.

## **Student Safety**

### **Emergency Procedures**

All doors at HFA St. Therese Chapel are locked during the school day, visitors should knock or call the office, and someone should be there to let you in.

HFA at the St. Therese Chapel campus is equipped with emergency plans for a variety of possible scenarios. Faculty and students are informed of emergency procedures and participate in scheduled drills throughout the year. Classrooms are equipped with basic first aid kits. Classroom phones connect directly to the school offices and the administration for immediate communication as necessary.

### **Special Issues**

HFA at St. Therese Chapel Campus operates as a small community within a shared space. In addition to hosting our school, St. Therese Chapel uses the building for a variety of programs. Though we feel secure in our environment, we cannot completely control all of the activity in our building. Parents should be aware of the school's unique setting and adjust your family's school routines accordingly.

### **Pets on Campus**

For safety's sake, pets are not allowed on campus or at HFA functions. Animals may react unpredictably in strange surroundings and with large groups of people. Pets at carpool affect safety because they are a distraction for students and teachers. Additionally, many children and adults have allergies or are uncomfortable around animals.

## **Special Needs**

HFA is not equipped to accept students with special needs due to current staff/student ratios.

## **Disclaimer**

Our handbook provides a basic outline for day to day decision making and operations. It is subject to alteration if the school board deems it necessary. As our school grows, there will most likely be additions to school policies. No alterations or additions will be implemented without proper notification of HFA students and parents.