

SAINT ANTHONY ACADEMY



## Parent/Student Handbook

### A Manual of Rules, Policies and Procedures

Revised 2/13/22

## PHILOSOPHY AND MISSION

The Academy was founded to provide the student with an education that is one with the mind of Holy Church. The Church teaches that the natural world is God's creation and the more a student knows about the world, the more he will know, love and serve God. A true Catholic education must reject modernism and be based on Sacred Tradition as embodied in the Traditional Latin Mass. Consistent with the mind of the Church, the Academy seeks to deliver to the student an academically rigorous course of study such that the student is prepared to undertake further studies at the college level if desired. The Academy accepts the duty of preparing the student to conduct his life in conformance with God's plan for him.

As Pope Pius XI stated in *Divini Illius Magistri*, "It is therefore as important to make no mistake in education, as it is to make no mistake in the pursuit of the last end, with which the whole work of education is intimately and necessarily connected. In fact, since education consists essentially in preparing man for what he must be and for what he must do here below, in order to attain the sublime end for which he was created, it is clear that there can be no true education which is not wholly directed to man's last end, and that in the present order of providence, since God has revealed Himself to us in the Person of His Only Begotten son, who alone is 'the Way, the Truth and the Life,'

there can be no ideally perfect education which is not Christian education.”

Hence, the mission of the Academy is to provide the student with a Catholic education, both moral and intellectual, preparing him to be *in the world but not of the world*.

### SCHEDULES

The Academy receives students for morning prayers and first-period classes beginning promptly at 8:00 AM. Students may be dropped off no earlier than 7:45 AM. Classes are dismissed at 3:00 PM, Monday through Thursday, and at 12:30 PM on Fridays.

### LEGAL STATUS

The Academy is a non-profit corporation under section 501(c)(3) of the Internal Revenue Code and Chapter 10 of Title 13.1 of the Code of Virginia. It is governed by a Board of Directors, consisting of three to five members, who are responsible for all school programs and functions including but not limited to curriculum, staffing, calendar, operations, long-term governance and planning.

## ACADEMIC PROGRAM

The Academy curriculum is based on the Classical *Trivium* as understood by Holy Church. Three stages of the *Trivium* are *Grammar*, *Dialectic* (i.e. Logic), and *Rhetoric*. In the Middle Ages, the zenith of Catholic Civilization, the *Trivium* supplied the student for what was called the *Quadrivium*.

In the *Grammar* stage, the student learns particulars, facts. It is important to note that *Grammar* is more than language studies. Every academic subject has a “grammar”. For example, in Mathematics, the grammar would include division and multiplication tables. In the study of History, it would include kings, battles, wars, important dates, etc. In Geography, grammar would include identifying continents, rivers, mountains and the like.

Children in this younger stage love the chance to memorize and it is foolish not to take advantage of this opportunity. Public education, with all its “bells and whistles”, rejects this basic psychological truth. It is just as agreeable for youngsters to chant, “Amo, Amas, Amat,” as it is to recite “Hickory, Dickory, Dock!” Mastery of the *Grammar* stage requires large amounts of memorization and this should be done when memorization is easy and agreeable. Thus, our younger students are taught to store away in memory large amounts of information

which they may not yet understand completely. Understanding comes at the next stage.

The *Dialectic*, or Logic, stage is when the student begins examining the relationship between and among particulars. For example, what is the relationship between the geography of Virginia and the Battle of First Manassas? The revelation contained in the Book of Genesis and the theory of evolution? Now the student learns the laws of logic and proper argumentation. The study of formal Logic teaches correct thinking and its application to all other subjects.

The third stage of the *Trivium* is the *Rhetorical*. Here students learn how to communicate what they know and believe in a worthy and convincing fashion. From Aristotle to Cicero and then to the Church Fathers, the student studies the finest examples of argumentation in service to the Truth.

The St. Anthony Academy Board of Directors, with the assistance of the Academy staff, has developed a curriculum that embodies these principles. The Academy reserves the right to refine the curriculum in light of our actual experience; however, they will never approve any subject, books, or other academic material that departs from the teaching of Holy Church.

## POLICIES, RULES, AND PROCEDURES

Peace, according to St. Thomas Aquinas, is the tranquility of order. To have peace, we must have order; and to have order, there must be rules. There are certain standards of conduct which are so basic that they are right, always and everywhere. In all places and at all times while at the Academy, the student must be:

*Honest*, telling the truth, and submitting only his own work;

*Obedient*, following the instructions of his teachers;

*Orderly*, wearing the complete and proper school uniform (the uniform must be neat and clean, etc.), keeping desks and book bins neat and clean, walking rather than running (in the school or hallways), speaking in a normal tone of voice rather than shouting, and generally showing care for Academy property by a willingness to help maintain the cleanliness of the school building;

*Responsible*, demonstrating that he can be trusted to follow instructions and carry out assigned tasks thoroughly and precisely, even with a minimum of supervision;

*Cooperative*, working peacefully and productively with others;

*Prompt*, arriving for the school day on time and submitting assigned work when it is due.

## COLLABORATION BETWEEN THE FAMILY AND SCHOOL

In the effort to provide a true Catholic formation at St. Anthony Academy, the cooperation of the parents is needed. The Academy is striving to implement the laws of God and discipline of the Church which are necessary for the sanctification of the soul as well as for the proper intellectual development of the student. Parents must help the school in this effort; otherwise, all efforts will be in vain. Parents are asked, therefore, to observe the following:

1. *Communication of Necessary Information:* Parents are requested to provide any information concerning health, physical deficiencies, spiritual or intellectual weaknesses or strengths of the child that would be helpful or necessary in the proper formation of the child.
2. *Regulation of TV, Internet Use and Other Electronic Games:* Parents are urged to strictly regulate and monitor their use; indeed, these should be prohibited during the school week. Not only can these things be distractions to the intellectual progress of the student, but they can also be destructive to their temporal and spiritual health.

3. *Resolution of Dissatisfaction or Problems at School:* If a child expresses any dissatisfaction or problem he may be having at school, or with a teacher or other students, parents are asked to withhold judgment until all the information is obtained. Parents should, therefore, go directly to the teacher involved, or the principal, to get the complete story so that appropriate action may be taken. Since sending an email about a problem is usually ineffective and often misunderstood, it is best to request a phone call or schedule a meeting with the parties involved.

4. *Discretion of Discussion:* Parents are asked not to discuss with, or in the presence of, the student any faults, difficulties, or problems with the Academy or any of its staff. Doing so only serves to undermine the authority of the teachers and staff at the Academy. Problems should be dealt with in private by the parents and the Academy staff together.

5. *Supervision of Homework:* Parents must see that their children get their homework finished, and finished properly, but they must not do their homework for them. Any assistance they can give their younger children in drilling them in their catechism, spelling, and vocabulary would be most welcome.



6. Financial Obligation of Parents to School: In addition to paying tuition, parents are asked to support all official fundraisers to the best of their ability.

### SPIRITUAL FORMATION

St. Anthony Academy exists in order to pass on the Catholic faith in its fullness to our students. While all children are welcome at St. Anthony Academy, parents, whose religious practices run counter to Church teaching, might experience conflicts as we fulfill our mission of passing on to our students the teachings of the traditional Catholic faith. Sincere questioning of the practices and doctrines of the Catholic faith, by students or parents, in order to more deeply understand them, are welcome; but openly hostile or persistent defiance of these teachings are unacceptable and may result in denial of admission or dismissal from the school.

In this regard, the parents are encouraged to familiarize themselves with the catechism, the prayers, and the various seasonal practices that the Academy may employ to foster piety and spiritual growth.

Each day at St. Anthony Academy, there will be a Rosary, prayers, and devotions proper to the various seasons of the Liturgical Year.

## CLASSROOM CONDUCT

The classrooms of the Academy are dedicated to teaching and learning. They are places of serious work and achievement. In order to maintain order in the classroom, students must:

- maintain silence during class sessions, whether or not the teacher is present
- remain seated unless excused by the teacher
- be attentive to the teacher
- raise a hand to be acknowledged
- refrain from tampering with things belonging to others

## UNIFORMS

St. Anthony Academy has its own proper school uniform. Every student must wear the complete and proper uniform for his grade while on school property. The standard uniform requirements demand that clothes and shoes be clean, socks up, shirts and blouses tucked in, and ties on and at proper length. Girls must wear their hair pulled back off the face and secured with a headband or rubber band. Boys' hair must be above the collar and out of the eyes. The uniform must be worn neatly, not in a sloppy manner. Uniform violations result in disciplinary action as noted in the Academy Discipline Code. Please consult the Academy Uniform Code for the proper school uniform.

All uniforms should be clearly labeled with the student's name.

## DAILY SCHEDULE

### Arrival

School begins at 8:00 every morning. Students are to arrive at school between 7:45 and 8:00, unless special arrangements are made for an earlier arrival. They are to quietly unpack their bags and take their seats in their assigned classrooms until the bell rings.

### Dismissal

Students are dismissed at 3:00 PM on Monday – Thursday, and at 12:30 PM on Fridays. If parents are able to park in front of the school, they may either wait in their car and we will send their children out to them, or they may get out and wait in front of the school. If a parent has to park on the other side of the parking lot facing the park, we ask that they get out and wait in front of the school for their children. All students must be picked up by 3:10 PM.

*Under no circumstances is a child younger than 7<sup>th</sup> grade permitted to cross the parking lot without a parent or teacher.*

## LUNCH

All students should bring lunches and water bottles to school each day. Please mark all containers with the family name. Good manners are expected at the table. Students are not to share or trade their lunches.

Pizza and ice cream are available for purchase on designated days.

Teachers will not be able heat up your child's lunch due to limited time.

## HEALTH POLICIES

### Communicable Disease/Exclusion from School

A student suffering from a contagious illness, or who has a fever, will not be admitted to school. Students suffering from a bad cold are also to be kept at home.

Please report all communicable diseases to the school. Communicable diseases include but are not limited to: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ring worm, roseola, strep throat, German measles, mononucleosis, scarlet fever, etc. Please call the school office before sending your child if you are unsure if the illness is communicable or not. When in doubt, keep the child home.

### Food Allergies

Food allergies are potentially dangerous. It is the family's responsibility to notify the school of any allergies.

### Illness and Injury

Parents will be notified immediately in the case of serious illness or injury that occurs at school. Children will be sent home only in the care of the parent or the person designated by the parent.

### Immunizations

State law requires children enrolled in a Virginia school to be immunized against certain diseases, allowing for certain exceptions, including conscientious objection. A pupil immunization record must therefore be submitted upon enrollment of a child in the Academy, and updated as required.

### Medications

Students may not self-medicate, and the school may not dispense medication on its own authority. Students who need to take medications while at school will need to have a written permission signed by the parents.

### RECESS

Recess is held outside most days of the school year. Students will go outside as long as it is not raining, or it is not exceptionally cold. Parents are to ensure that their child is appropriately dressed for the

weather when coming to school. Any student who comes to school without the appropriate outerwear will remain inside at his desk during recess.

## GENERAL SCHOOL RULES AND GUIDELINES

### Birthdays

While birthdays are a special day in a child's life, a uniform treatment of birthdays is important for purposes of harmony in our small school. Private birthday parties for students in the younger grades should include all students in a class, or all girls/boys. All arrangements for individual birthdays at school must be approved by the principal.

### Respect for School Property

Vandalism (including defacing of desks or books) and any abuse of school property will not be tolerated. Parents will be billed for damages and the student will be expected to do any necessary clean-up work.

Students will help maintain an orderly environment in the school by properly looking after their own belongings and by cleaning up after themselves.

There should be no expectation of locker or desk privacy. Students are advised that lockers, desks, and any property of the premises are considered school property.

### Rest Room Use

Unless an emergency arises, the restrooms are to be used only at designated times and always under the supervision of a teacher or another adult. Restroom breaks will be more frequent for the younger students.

### Miscellaneous Items

Silence is to be maintained in classrooms, hallways, and bathrooms, at all times, except during recess and break time when moderate noise is permitted.

Running, jumping, and rough housing are not permitted in any part of the school.

Electronic equipment of any nature, including cell phones, is not permitted on school property unless previously approved. If such devices are discovered, they will be confiscated.

Gum chewing is not permitted on school property.

Use of the school phone will be permitted only in emergencies, and permission must be obtained from the principal.

Under no circumstances will students be allowed to leave school premises during the school day without written permission.

## FIELD TRIPS

Field trips are valuable and fun learning experiences for students. At the beginning of the year, parents are required to fill out a general field trip permission form with health and emergency information on it. This permission form will be kept on file for the complete academic year.

## SCHOOL CLOSINGS

In the event of inclement weather, it is sometimes necessary to close the school or to delay its opening. The Academy follows the Fairfax County Public School System for closings and delayed openings due to road conditions; however, if the decision has been made due to excessive cold, the Academy may override the FCPS decision and will inform the parents of such.

## EARLY DISMISSAL

Should it be necessary for a student to be dismissed from classes (for doctor's appointments, etc.), the student must submit a note signed by the parent. We request that parents make an effort to schedule appointments on days off whenever possible.



## ABSENCES

Absences can be of an excused or unexcused nature. Parents must call the school or send in a note explaining the reason for the absence. Students are not to report absences for siblings.

Illness and family emergencies are classified as excused absences. Family vacations may be considered excused absences at the discretion of the principal and provided the student has given a two-week advance notice of said vacation.

Students are responsible for all material covered and work assigned during the time they miss class. The teacher will give the student the assignments ahead of time if possible but, since this often creates an undue burden for the teacher, the student may need to obtain and complete the assignments and materials upon their return.

Unexcused absences occur when a student, with no prior notification, fails to attend his daily classes. Any student who accumulates five such unexcused absences in a given course during an academic quarter fails the course for that quarter.

## TARDINESS

Students who fail to arrive at school on time are tardy. Five or more instances of tardiness in any given quarter will be considered as one unexcused absence in each course.

## HOMEWORK

Teachers will daily write the assignments for each subject on the 'Assignment Board' in the classroom. Students will be given time at the end of each day to write down these assignments and to pack up necessary books. If a student comes to school the next day missing any of the homework that was written on the board, unless he has a note from his parent, he will incur a penalty, as defined in the *Discipline Code*.

Advance notice will be given to the students for tests and projects that require extra preparation time. For some classes, it will even be possible to have a long-term schedule of homework and tests, but this is not practical for all classes.

Parents should encourage their children to be responsible in writing down the assignments, bringing home the appropriate books, completing the assignments and then bringing them back to school the next day. If a student is incapable of following these procedures, it may be necessary for a parent to work out a system with the teacher that encourages responsibility, but not dependence. The ultimate objective is for the student to be individually responsible, requiring minimal assistance from parents. The best way to achieve this responsibility is usually to allow the student to suffer the consequences for incomplete work.

Students who are absent are expected to obtain their assignments from their teacher or fellow students.

Though each child may complete his homework at a different rate, the Academy has determined an estimated amount of time that a student should spend on his nightly homework assignments. Beginning in first grade, the student should expect to spend no more than 10-15 minutes on take-home assignments. This time-frame increases incrementally with each grade level by 10-15 minutes, such that the second-grade can expect to spend 20-30 min., the third-grade 30-45 min., etc.

If a parent discovers that his child, working at a reasonable rate, is spending 15 or more minutes above this estimation for K-4 students, or 30 or more minutes for 5-8 students, the parent should send a note to the teacher indicating the extra time spent. If the problem persists, the parent should make an appointment to talk with the teacher.

A *Homework Club* is available for students whose parents wish them to complete their homework at school. After a short break, students will have the opportunity, with the help of a teacher, to work on their homework until 4 pm, at which time they are to be picked up. Details about this option will be given to parents at the start of the school year.

## REPORT CARDS

Report cards are issued four times a year, at the end of each academic quarter. The report card is to be signed by the parent and returned to the student's teacher within three days after issue, with the exception of the fourth-quarter report card, which is retained by the parents.

## PARENT CONFERENCES

A parent/teacher conference is required after the end of the first academic quarter. After that, conferences are scheduled as requested by the parents or the teacher.

## PROMOTION

Promotion to the next academic level depends upon the evaluation of the faculty and Principal as to the student's readiness for more rigorous work.

## TUITION AND FUNDRAISING

### Tuition

Parents are expected to take their tuition obligations seriously, as it is a matter of justice and indispensable to the financial stability of the school.

Parents are responsible for a full year's tuition after signing the SAA Contract, even if they choose to withdraw their child from the Academy. For this reason, it is recommended that Tuition insurance be purchased by parents. If, for a valid reason, parents are unable to meet their monthly tuition obligation as agreed upon in the tuition contract, they are asked to contact the principal about the difficulty. The Board will review the situation and attempt to help with alternative arrangements.

#### Fundraising Obligations

All families are expected to participate in fundraising activities throughout the year. Fundraising helps keep tuition costs lower than the average in the area.