

THE MONTFORT ACADEMY

STUDENT/PARENT HANDBOOK

2010 – 2011

The Montfort Academy

Student/Parent Handbook

2010-2011

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RELIGION AND MISSION

Religious Affiliation

The Montfort Academy is an independent Roman Catholic high school, loyal to the magisterium of the Catholic Church – the Pope and bishops united with him. The religious program of The Montfort Academy is fully approved by the Archdiocese of New York. The policies of the school are congruent with the teachings of the Catholic Faith and the directives of its governing authorities. Compliance with the school's code of conduct is a condition of all students.

Mission Statement

The Montfort Academy is a classical, Roman Catholic high school for young men and women. Its mission is to provide a place where students develop in spirit, mind, and body in an environment that respects and fosters only the highest standards of education and character formation, preparing them to attend the finest colleges, universities, or military academies in the country. This is accomplished through a disciplined and challenging curriculum steeped in the highest traditions of Western Civilization, a teaching staff committed to the educational and spiritual development of its students, and an eye towards helping them become ladies and gentlemen of virtue.

SCHEDULING

Start of Day

1. The school building opens at 7:55am.
2. Early arriving students must report to the cafeteria for study hall and remain there until the start of homeroom at 8:30.
3. Students are encouraged to attend the daily Mass at 8am at St. Mary's Parish

Homeroom

1. Homeroom is an important part of the school day. During homeroom:
 - a. Opening prayers are said
 - b. Attendance is taken
 - c. A uniform check is made
 - d. School announcements are made
 - e. Items between home and school are collected and distributed.
2. Homeroom runs from 8:30 – 8:35 (Mon. – Wed., Fri.) and 8:25 – 8:30 (Thurs.) Students are marked tardy if they arrive *after the start of homeroom*.
3. Students also meet in homeroom at the end of the day for attendance, prayer, and announcements.

Consultation

Consultation is a 20-minute period of time scheduled at the end of the school day. Students are encouraged to ask teachers for help, if needed, with their academic work during consultation periods. Teachers may direct students to meet with them without prior notice at consultation, as well. Consultation is a part of the daily schedule and is, therefore, not optional. Though students may be dismissed at the conclusion of afternoon homeroom if they are not called to consultation, parents and students are advised to plan appointments after the conclusion of consultation.

Special Events

Students are encouraged to attend special events. On occasion, it will be announced by the school administration that certain special events are mandatory for students to attend. At the discretion of the administration, students may apply the time of such events to their “good works” folder.

Mass and Prayer Times

1. As a community of believers, the entire student body and faculty attend Mass together once a week, typically on Thursdays.
2. Mass may be preceded by recitation of the Rosary and the opportunity for the Sacrament of Penance.
3. Proper decorum at Mass is expected at all times, while reverent silence should be maintained upon entering and leaving the church.
4. The student body will assemble together for the (daily) Angelus and Grace Before Meals prior to lunch.
5. The school comes together to recite the Divine Mercy Chaplet at the end of the day on Friday.

BOOKS AND SUPPLIES

Books

1. Students are accountable for the books assigned to them. A student who loses a book should be directed to purchase a replacement from the publisher or some other distributor. In most cases, the school does not carry extra copies of books for students.
2. Students must cover hardcover books by the day following that on which they were issued.

Academic Life

Philosophy & Curriculum

At the Montfort Academy, students will be taught the great achievements of Western Civilization – “the best that has been thought, said, and done.” Since scientific endeavor, literature, and art properly have as their end the study of creation and, thus, the glorification of the Creator, there will be an emphasis on teaching and learning within the context of Salvation History. This is accomplished through a four-year classical education curriculum. A minimum of two years of a classical language (Latin or Greek) is required of all students. The study of Italian is also a requirement, as are classes in mathematics, astronomy and the other natural sciences, history, geography, grammar, rhetoric, logic, debate, literature, philosophy, music, art, and theology.

Academic Probation

Students with two semester grades below 65 or three semester grades below 70 are placed on academic probation for the following semester. Students on academic probation are expected to present their written homework in their two most difficult subjects to their designated teacher at consultation, and are excluded from sports, clubs, field trips, etc., unless their work is deemed satisfactory on interim reports, quarter report cards, or special reports. Special reports may be issued at the discretion of the administration in the first and third quarters between the interim reports and the report cards.

Ineligibility

Students with one quarter or semester grade below 65 or two quarter or semester grades below 70 are placed on academic ineligibility for the following quarter. Students on academic ineligibility are expected to present their written homework in their two most difficult subjects to their designated teacher at consultation, and are excluded from sports, clubs, field trips, etc., unless their work is deemed satisfactory on the interim reports or special reports. Interim reports are issued around the middle of each quarter. (See “Academic Probation” above for a description of special reports.)

Students who fail a core subject for the year must repeat the subject the following year or demonstrate proficiency through a summer school program. No more than two core subjects may be remediated in summer school.

Academic Dismissal

A student who fails more than two full credit courses for an entire school year, or fails a total of four courses (full and half credit), must withdraw from The Montfort Academy.

PHYSICAL PLANT

Faculty Room

Students are not permitted to enter the faculty room. It is a place reserved for teachers where they may work or speak privately.

Kitchen

Students are not permitted to enter the kitchen unless designated by a teacher for a special purpose.

Computer Room

School computers are located in room 8. These computers are intended for school use under the supervision of a teacher. Students may not use these machines for personal use, leisure, or any purpose other than a school assignment with a faculty member present.

Classrooms and Other Areas

Students are expected to leave their locations in better condition than they found them. Students may not bring any food or drink except plain water into a classroom. Students are expected to comply with the homeroom teachers in making sure that floors and desks are clean, boards are erased, erasers are free of dust, books and paraphernalia are in their proper place, blinds are closed, and windows are shut at pm attendance.

Discipline

General Notes

The goal of discipline at Montfort is that students will discipline themselves. Thus, the expectation is that students will act in a positive way not from fear of discipline, but because of the virtue of right conduct. The welfare of each student – morally, physically, academically – and the freedom from interference in achieving these ends, is the *raison d'être* of discipline.

In short, expected student conduct is that which would be deemed acceptable in polite adult company. If student self-discipline falls short of expectations, the faculty and administration will thereby take appropriate disciplinary measures:

1. There is a discipline record for each student. It is analogous to a report card.
2. Infractions fall into one of five categories: conduct, lateness, apppearance, speech, procedures. A Teacher Alert Bulletin (“TAB”) may be issued by a faculty member for a student infraction. An accumulation of TABs may result in a detention or demerit at the administration’s discretion.
3. A demerit may be issued if a student does not comply with school policies and procedures. Students will be promptly and discretely informed of the demerit. An accumulation of demerits may, at the discretion of the administration, result in a Saturday detention, a formal letter of notification to parents, a parent conference, disciplinary probation – exclusion from school teams and other extracurricular activities, field trips, and social events – suspension, and ultimately dismissal from the school.
4. Academic problems (except for violations of the honor code) are not part of the disciplinary system.

Honor Code

It is not tolerable at Montfort for a student to lie, steal, cheat, or tolerate those who do. Teachers will document and share their reports of all instances of cheating on quizzes, tests, or papers to the administration. Punishment should include a zero for the quiz, test, or paper and may result in the issuance of demerits. Repeated offenses will result in disciplinary probation and suspension or dismissal. Stealing will also result in disciplinary probation and suspension or dismissal.

Illicit Materials

The use, possession, importation, distribution or sale of alcohol or illicit drugs or pornography is strictly forbidden. Offenders are subject to disciplinary probation and suspension or dismissal, and possibly being turned over to law enforcement officials. *Possession on school property of any materials that are deemed by the administration to be in opposition to the Catholic Faith or the moral norms taught by the Catholic Church may be grounds for dismissal.*

Electronic Devices

The use of mobile phones or any other electronic devices are not allowed during school hours (8am – 3pm). (Students wanting to contact their parents must seek the permission of the school administration – which alone will deem the appropriate time and place for such contact within the context of the school day.)

Such electronic devices should not be seen – whether “on” or “off” – or heard during school. Teachers are instructed to confiscate all such devices and turn them over to the administration. The devices will be returned only at the discretion of the administration.

Bullying

Any form of bullying, verbal or physical, will be treated with all due severity.

Activity Outside of School

Student actions, even if outside of school, can impact the reputation of a school, for good or ill. Therefore, inappropriate behavior outside of school, if deemed egregious by the administration, could be cause for dismissal from The Montfort Academy.

Such actions may include, but are not limited to, the following:

- arrest
- publically scandalous actions that lack due respect for Montfort’s religious and moral traditions

APPEARANCE AND DRESS CODE

Introductory Remarks

A number of valuable objectives are accomplished by wearing school uniforms.

- Our uniform represents school identity, school spirit, unity, and discipline
- It promotes the values inherent in our school’s mission and allows students to be recognized as members of this special academy
- Student behavior and academics generally improve
- “Fashion consciousness” and family cost for school clothes diminishes
- Safety is enhanced, as all Montfort students are recognizable by the uniform and persons from outside the school community are easily identifiable

Students must wear their uniform in a respectful manner, mindful that they are seen as representatives of the school and leaders in an academic environment. Good school appearance is of value, and fosters personal development, enhanced appearance, and success. Therefore:

1. Students must arrive to school in uniform and must leave the school building at dismissal in the same manner, unless a school supervised extracurricular activity calls for dress other than the school uniform. (On days of physical education classes, students may be dismissed in their *Montfort gym uniform*.)

2. On those occasions where a school event does not require a school uniform, a school dress code remains in place, subject to its standards of propriety.
3. Dress code infractions, as with other disciplinary infractions, will result in the issuance of “TABs,” lunch/recess detentions, after school detentions, etc.

General Appearances

Body piercing of any kind is prohibited because it is unsightly, distracting, and unhealthy. No tattoos or body modifications are permitted. Headwear must be removed in the building. Bandanas, etc., are not allowed as accessories to the uniform. No heavy winter outerwear should be worn in the building.

Jewelry—Girls

All jewelry worn with the uniform should be appropriate and not call attention to itself. Fads, trends, loud colors, large size, distracting qualities, and inappropriate styles are not allowed. Jewelry should conform to the classic look of the uniform in order to enhance an overall attractive, tasteful appearance.

Jewelry—Boys

Boys may not wear earrings on school property or to school functions.

Hairstyles—Girls

Both hairstyles and make-up should enhance a girl’s appearance and therefore special attention should be paid to cleanliness and a healthful, natural appearance. No unnatural colors or extreme styles are allowed in either hairstyle or make-up. Bangs should be trimmed and no longer than the eyebrows. Spiked hair is prohibited. Barrettes, hair bands, and hair clips must conform to a classic color and style appropriate to a uniform.

Hairstyles—Boys

Extreme hairstyles are not permitted. Dyed, bleached, frosted, or highlighted hair is not permitted. Hair may not be more than four inches long at any point, must be above the collar, and must be neatly styled. Boys must be clean-shaven. Sideburns may not extend below the ear. Bangs may not be below the eyebrows. Spiked hair is not permitted.

Regular Dress Code—Girls

The girls’ uniform consists of:

1. A gray skirt, at least knee-length
2. A plain white, long-sleeved or short-sleeved blouse with pointed collar

3. A navy blazer with crest
4. A navy vest with logo; a navy sweater with logo
5. Navy knee-high socks or navy tights
6. Low-heeled, black, polished classic loafers with backs, Mary Janes, or ballet shoes (no ornamentation allowed).
7. During warm weather, a Montfort polo shirt is allowed as directed by the administration.

Unless otherwise directed, the following rules are observed:

1. Altering of the skirt length by any means is a violation subject to disciplinary action. Repeated offenses may result in the student being sent home, a parent conference, suspension, or other penalty until the situation is corrected
2. The blouse must be tucked in
3. The finishing items (the navy blazer, navy vest, navy sweater) must be worn except during warm weather as directed by the school administration.
4. No article of clothing that is not part of the uniform (e.g. sweater, vest, sweatshirt, hooded sweatshirt, overcoat, raincoat, poncho, hat, etc.) may be worn in school
5. Blazers, blouses, sweaters, vests, skirts, ties, gym shirts, sweats and shorts must have a label with the student's name. The label should be placed on the inside collar of the blazer, blouse, sweater, vest, and gym shirt, on the inside of the skirt and gym sweats and shorts, and on the back of the tie.

Regular Dress Code—Boys

The boys' uniform consists of:

1. Gray dress pants
2. A white or light blue, long-sleeved or short-sleeved oxford dress shirt
3. A Montfort Academy tie (striped for freshmen and sophomores, solid blue for juniors and seniors)
4. A navy blazer with crest
5. A navy vest with logo; a navy sweater with logo
6. Black shoes
7. A black belt
8. Navy blue or black dress socks
9. During warm weather, a Montfort polo shirt, tucked in, is allowed as directed by the administration.

Unless otherwise directed, the following rules are observed:

1. Ties are cinched to cover the top button
2. Shirts are neatly tucked into the pants. Top shirt buttons are buttoned

3. Pants are secured by a black belt and worn no lower than one inch below the navel
4. Shoes are polished and worn with black or navy blue dress socks
5. The finishing items (navy blazer with crest, navy vest with logo) must be worn except during warm weather as determined by the administration and at all times during lunch
6. No article of clothing that is not part of the uniform (e.g. sweater, vest, sweatshirt, hooded sweatshirt, overcoat, raincoat, poncho, hat, etc.) may be worn in school
7. Blazers, dress shirts, vests, pants, ties, gym shirts, sweats and shorts must have a label with the student's name. The label should be placed on the inside collar of the blazer, dress shirt, vest, and gym shirt, on the inside of the pants and gym sweats and shorts, and on the back of the tie.

Cadet Core

Students belonging to the Montfort Academy Cadet Core may wear the special cadet uniform on designated days.

Gym (Girls and Boys)

During physical education classes, students must wear a clean Montfort Academy gym shirt, Montfort Academy shorts, sweatshirt and sweatpants, and court shoes with non-black soles (i.e. basketball or tennis shoes) approved by the gym instructor. Students who are not properly attired may not participate in gym class. They will normally be required to sit on the bench in silence and may not do homework or leave the gym.

Extracurricular Events-girls

Girls may wear neat, casual, and modest clothing in good taste, good repair, and good fit. There should be no extremes, distracting elements, or slogans. Tank tops, bare midriffs, loud or immodest clothing items are not allowed.

Extracurricular Events-boys

Clothing should be in good taste, good repair, and good fit. Jeans, shorts, tee shirts, and sneakers are allowed. Sleeveless shirts and clothing with inappropriate lettering or images may not be worn.

Enforcement

Each teacher will enforce the appearance and dress code of the school. A formal inspection will be made at every morning and afternoon homeroom and violations indicated on the attendance form.

TABs should also be given to students who violate the code. The accumulation of three TABs will result in an administrative detention. The right to interpret the appearance and dress code of the school is reserved to the administration.

STUDENT LIFE

Works of Mercy

1. The service program is based on, but not restricted to, the traditional corporal and spiritual works of mercy.
2. All students will be expected to complete these works at the school or at another organization approved by the school. Upon completion of an act of mercy, the student should document it and turn it into his or her homeroom teacher. The work will be placed in the student's individual portfolio. A guideline for the works of mercy may be as follows: 10 hours for freshmen, 20 hours for sophomores, 30 hours for juniors, and 40 hours for seniors.
3. When good works are performed outside the school, students will bring in a written form from their outside service supervisor and hand it in to their homeroom teacher.
4. Staff members may offer good works projects with the approval of the administration.
5. Good works done within the school should be duly listed by the student on the service log and handed in to the homeroom teacher.
6. Student attendance at school events falling outside of the school day, may be applied to good works with the approval of the administration.
7. Attendance at daily Mass, and other traditional spiritual or corporal works of mercy may be applied to a student's good works log.

Student Life Council

1. Members of the Student Life Council represent and serve the student body and the school in a special manner. Those serving on the Student Life Council are expected to put in time in service to the school. This time is an extra service and not typically applied to the works of mercy log unless an extraordinary service is rendered as determined by the administration.
2. Members of the Student Life Council must be in good academic and disciplinary standing. Further, the eligible candidate must understand and respect the Montfort mission and philosophy.

3. Candidates must have the approval of the administration and the majority of the faculty. The Student Life Council will consist of a representative from each class. The officer representatives are elected by their peers.
4. An alternate is also chosen from each year. He or she serves when one of the representatives from his or her year is absent or unable to serve.
5. The Student Life Council plans and carries out special events and charitable activities.

Interpersonal Conduct

1. Inappropriate or excessive touching, physical contact, or public displays of affection are to be avoided. Dignified manner and conduct are expected in academic and social settings inside and outside of school.
2. Students are asked to follow the “rule of three.” No student should be alone with another person in the building, or on the campus, or at a school event or program. When two people meet for private conversation, they should be visible to other people.
3. Exclusive one-on-one relationships between students are strongly discouraged. High school is a place for wholesome fun, friendship, and socialization, not steady dating or courtship.

Paraphernalia—girls

1. When not in the immediate possession of the student, jackets, coats, books, and bags are kept in the student’s locker or another place designated by a teacher.
2. It is particularly important that students not leave their books or other possessions on desks during assemblies, lunch, gym, or intramurals
3. Students who leave clothing, bags, books or other possessions unattended in an unauthorized place may receive a TAB or demerit
4. Students may not access their lockers except during the *designated times* outside of classroom instructional time, i.e., not after the starting bell of a period or before the ending bell of a period without a teacher’s permission.
5. Students must write their name in every book.

Paraphernalia—boys

1. When not in the immediate possession of the student, jackets are kept on hangers in the clothes closet near the corridor in room 5. Coats are kept on hangers in the clothes closet in room 5, and bags are kept in the designated area in each homeroom.
2. All that is stated in points 2 – 5 above for the girls, applies to the boys as well.

ABSENCE AND LATENESS

Absences

1. According to New York State Education Law, students are excused for absences because of sickness, death in the family, impossible traveling conditions, required court appearance, religious observance, and pre-approved college visitation. Students are not excused for any other reason, such as vacations, social events, athletic events, concerts, and job interviews. Parents are asked to comply with state law by not planning vacations during school days
2. The administration will make all final decisions regarding excused and unexcused absences
3. Parents are required to call the office before 8:00am articulating the reason for the absence
4. Students returning from an absence on an exam day must normally give the school office a written note on a medical professional's stationery explaining the urgent reason for the absence
5. An absence does not excuse a student from the work covered by his or her classes. Absentees must make up all work according to the instructions in the syllabus of each course. When circumstances permit, students are also expected to make arrangements with teachers before an absence
6. A student who is absent from classes may not participate in any of the school's extracurricular activities or social events later in the day.

Early Dismissal

1. Early dismissal should not be requested unless there are no other alternatives for the family and/or student. Parents should make every effort to schedule appointments for their sons or daughters outside of school hours – including consultation.
2. A written request signed by a parent stating the time and reason for the dismissal must be submitted to the school office, preferably two days in advance. Excusable reasons for an early dismissal are the same as excusable reasons for a school absence (sickness, death in the family, impossible traveling conditions, required court appearance, and religious observance).
3. Parents must call the school office to verify the time and reason for the dismissal.

Lateness

1. Any student who arrives after 8:30am should report directly to the main office. The clerical staff will mark the student tardy save for an excusable reason as deemed by the administration.

- (Students arriving after 8:30 by virtue of attending the 8am daily Mass at St. Mary's Parish will not be marked tardy if the attending faculty members deem the late arrival justified due to the length of the Mass.)
2. A student who does not attend a minimum of four hours of a school day may not take part in any extracurricular activities on that day.

School/Parent Relationship

A healthy and successful school is one in which both home and school mutually support each other in the areas proper to them. By virtue of their son or daughter attending the school, parents acknowledge the school's role to act *in loco parentis* and agree to be bound by the terms – obligations and restrictions – contained in this handbook.

Admission to and continued enrollment in the school is contingent upon the student/parents' acceptance of the school's mission and adherence to its code of conduct, both inside and outside the school. That the administration may effectively safeguard the philosophy, mission, and standards of the school, the school reserves the right, and the students/parents/guardians concede the right, to require the withdrawal of any student at any time and for any reason deemed sufficient at the sole discretion of the school administration.

APPENDIX

The Montfort Academy 2010-11 Student/Parent Handbook Agreement

By signing this form, I acknowledge that I and my son or daughter have read, are aware of, and agree to be governed by all of the policies and procedures contained in the 2010-11 Student/Parent Handbook.

Student Name (Print)

Student Signature

Parent/Guardian Name (Print)

Signature

Parent/Guardian Name (Print)

Signature

