

HTH Academic Policies and Procedures

2017-2018

For Parents:

Registration

- Registration with Holy Trinity Homeschool is required to register for Academic classes. If not currently a member, contact Margi Loesel at htHministryleader@gmail.com.
- Annual dues are \$35 per family. Once paid, you will be able to register for all HTH activities, including Academic Classes. Academic registration will open for all members from **June 19th-July 31st**.
- Course catalog contains course descriptions, cost and required materials.
- Teachers will determine appropriate class sizes. Once a class is full, students will be waitlisted.
- Students younger than listed grade level must get permission from Jessica Gaulden, Academic Class Coordinator, prior to Academic Class registration.
- A separate registration for each child will be required. Registration for all classes and clubs planned for each child will be reflected on the registration form.
- Academic registration is for both semesters. There will be no separate registration period for second semester. **All courses must be registered for by July 31st**.
- We will notify parents of any class cancelations due to low enrollment by July 15th. There will be an additional two weeks to register for second choices, until July 31st. Your refunded tuition will be applied to your new class registration. If there are funds left you will be

reimbursed. If additional funds are required you will receive a new invoice.

- Families will receive one invoice for all classes and clubs itemized by child.
- Payment instructions will be on the invoice.
- Confirmation of registration, class tuition bill, and confirmation of payment will be sent via e-mail.
- Once online registration has occurred, families have 2 weeks to pay their invoices or their slot is re-opened or a wait listed child will be placed.
- We will accept two payments for the upcoming year. Academic Classes is the only part of HTH that will allow two payments. Payments are due by August 14th (or 2 weeks after initial registration is received, whichever comes first) and by November 30, 2017.
- *We are trying two payments again as a service to all our ministry families, however, if even one family is late, is hard to contact or there is any frustration on the part of the volunteers collecting the second payment, we will not offer this again in the future.*
- *There will be no refunds once classes have been paid for unless the course has been canceled by the teacher due to lack of enrollment.*
- Holy Trinity parishioner children will receive priority placement in the three courses offered by Holy Trinity priests in 2017-2018. All remaining space in the classes will be filled by time stamp on the online registration. **These three classes will be registered using Google Docs forms, NOT the HTH registration website.** Please follow emailed instructions carefully when registration opens on June 19th.

For Students (& Parents):

General in session:

- Classes begin September 11th and continue to meet on Mondays from 9:30 AM to 4:00 PM. Refer to time chart for exact time, duration and location of classes. Refer to Class Schedule for days in session and vacation dates.
- Purchase required books in time to use on September 11th. Book list and materials are noted in the class catalog.
- Check e-mail prior to class each Monday for possible cancelations due to teacher illness, inclement weather, etc.
- Snow policy: If Prince William County Schools are closed, HTH Academic classes are canceled. If PWC is delayed, check your email - a decision will be made on a case by case basis by the AC Coordinator.
- ***Students are not allowed to be in the Adoration Chapel or any part of the building other than class or Study Hall during HTH Academic classes.***
- Students who wish to attend Noon Mass on Mondays will be given the opportunity in 2017-2018. Please contact Jess Gaulden if your child would like to attend Mass instead of Study Hall from 12-1 p.m.
- Students are to be dropped off and picked up at the side door (not by Adoration Chapel).
- Parents must sign their children into class and back out again after their last class of the day.
- Students who drive themselves and younger siblings to classes may sign in and out in place of their parent. Please contact Jessica Gaulden at hthjessicagaulden@gmail.com if your child will be driving independently to Classes in the 2017-2018 year so it can be noted.
- Students must proceed from class to class. There will be no time in between classes.

Dress Code:

- Students should dress modestly and respectfully. Girls refrain from wearing short shorts, tube tops, spaghetti strap tops, etc. (bra straps should not be visible). Boys wear pants/shorts that rest at the waist (underwear should not be visible).

Study Hall:

- **Study hall is required** if a student will remain more than 10 minutes at Holy Trinity waiting to be picked up or if a student will remain between non-consecutive classes.
- Study Hall will be free of charge in 2017-2018.
- Parents of students registered for Study Hall will have to occasionally act as monitor. Once registration completes, HTH will release a Sign Up Genius and parents will choose their slots. The amount of slots to fill will be indicated upon release of the volunteer sign up based on how many students have registered for Study Hall.
- *All parents of Academic Class Study Hall students will be required to be Virtus trained.*
- Parents who do not fulfill their required volunteer hours for Study Hall or fail to find a substitute if they are unable to come for their scheduled time will receive one warning. If a second incidence occurs, the children of that parent will be dropped from Study Hall.
- The purpose of Study Hall is to provide a quiet, non distracting environment for students to work.
- Students attending Study Hall are not allowed to sign themselves out of Study Hall without speaking to the monitor.
- *Students are not allowed to be unsupervised on parish property during Monday Academic Class hours if they are minors, even if they are driving themselves to classes. No exceptions!*
- Lunch will be allowed from 11 a.m. -1 p.m. in Study Hall only, but students must be neat, tidy and quiet and clean up after themselves or the privilege will be lost.

- Students will be free to socialize quietly, vote to all go outside to eat lunch, toss a ball, etc. However, an environment conducive to studying must be maintained at all times.
- One student at a time may be excused to use the restroom.
- If school work is complete, have a book to read, crossword puzzles, or other quiet, non distracting activity.

For Teachers:

- Must be practicing Catholic.
- Virtus trained.
- Sign an Oath of Fidelity to the Church.
- Must have a BA or BS degree and/or experience in the subject they propose to teach.
- Submit syllabus and book list for approval.
- Open class with a prayer.
- Incorporate the Catholic faith in course work as much as possible.

Responsible for:

- Keeping track of class registrations during and after the registration process.
- Keeping an e-mail roster of class.
- Canceling class if enrollment is too low after registration process is complete.
- Canceling class if sick.
- Teaching all scheduled class dates unless sick.
- Providing parents with a syllabus and first and second semester grades.
- Complying with registration process. Students can only be allowed in to class by way of the registration process.
- Bringing own dry erase markers and erasers. None will be provided. Markers allocated for CCD already in the classroom may not be used.

Questions may be directed to Jessica Gaulden, Academic Coordinator, at hthjessicagaulden@gmail.com.